

**LETTER TO HOUSEHOLDS
CHILD AND ADULT CARE FOOD PROGRAM
Child Care Centers: July 1, 2007 – June 30, 2008**

Dear Parent or Guardian:

In order for our center to comply with the requirements of the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP), we ask that you please complete, sign, and return the attached form as soon as possible. This form will be placed in our files and treated as confidential information. All children enrolled in our program receive their meals free of charge, but the determination of eligibility category affects the amount of federal funding received by our center.

If you receive food stamps or Temporary Cash Assistance (TCA) on behalf of your child, then you may list either your Food Stamp or TCA number. In addition, you must sign and date the statement in part 5 of the form. Use one Household Meal Benefit Application for all children in your household enrolled in the center. If a food stamp or TCA number is not reported, a Meal Benefit Application must contain complete documentation of the following: names of all household members; the current gross income, by source, for each member listed; the signature of an adult household member; and the date the form was completed. In addition, the primary wage earner or the household member who signs this form must provide his/her Social Security Number, or write the word "none". The Department of Agriculture defines a household as a group of related or unrelated individuals (not residents of an institution or boarding house) who are living as one economic unit (i.e., sharing living expenses). Therefore, the income reported on the application must include the gross income of all members of your household, by source.

A foster child who is the legal responsibility of a local government agency or court may be certified as eligible for free meals regardless of your household income. Please complete a separate application for each foster child.

The income which you report must be the total gross income, listed by source, received by each household member last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your current annual income, and you may use last year's income as a basis for making this projection if no significant changes have occurred. If your household's income is equal to or less than the amounts indicated for your household's size on the bottom of this page, the center receives a higher level of federal financial reimbursement.

All meals served to children under the Child and Adult Care Food Program are served free regardless of race, color, sex, age, disability, or national origin. There is no discrimination in admissions policy, meal service, or the use of facilities. If a child has been determined by a doctor to have a disability that would prevent the child from eating the regular meal, this center will make substitutions prescribed by the doctor. If you believe substitutions are needed because of a disability, please get in touch with us for further information. Program documents are available in alternate formats (Braille, other languages, electronic) upon request; call Child & Youth Services at 301-619-7100. Maryland Relay Number (1-800-735-2258).

In accordance with federal law and US Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability and retaliation. If you require information in alternative format (Braille, large print, audiotape, ect.), contact the USDA's agency responsible for the program or activity, or any USDA office. To file a complaint alleging discrimination, write to the USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington DC, 20250-9410, or call toll free, (866) 632-9992 (Voice). TDD users can contact USDA through local relay or the Federal Relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice users). USDA is an equal opportunity provider and employer.

The Maryland State Department of Education does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or sexual orientation in matters affecting employment or in providing access to programs. For inquiries related to Department policy please contact: Equity Assurance and Compliance Branch, Office of the State Superintendent, Maryland State Department of Education, 200 West Baltimore Street, Baltimore, Maryland 21201-2595 - 410 767-0433 Voice- 410-767-0431 Fax - 410-333-6442 TTY/TDD.

/// Signed ///
Center Representative

**Income Eligibility Guidelines for Reduced-Price Meals
Effective from July 1, 2007, to June 30, 2008**

HOUSEHOLD SIZE	YEAR	MONTH	WEEK
1	\$18,889	\$1,575	\$364
2	25,327	2,111	488
3	31,765	2,648	611
4	38,203	3,184	735
5	44,641	3,721	859
6	51,079	4,257	983
7	57,517	4,794	1,107
8	63,955	5,330	1,230
For each additional member add...	\$6,438	\$537	\$124