

This Provider Letter and the attached Household Size-Income Statement form (HSIS) must be given to all area eligible home providers wanting to claim their own children, other residential, or residential foster children for meal reimbursement.

**Dear Provider:**

To establish eligibility to claim your own children, other residential children, and/or residential foster children for reimbursement under the CACFP, you must complete and return the attached Household Size-Income Statement form (HSIS) to our office. Once properly approved as eligible to claim your residential children, you will remain eligible to claim them for a period not to exceed 12 months, regardless of any change in household size and/or income or termination from Benefits Programs during this 12 month period. This information will be kept confidential in our files.

You are not required to complete this HSIS if no one in your household receives benefits from FoodShare WI (the Supplemental Nutrition Assistance Program (SNAP)), FDPIR (Food Distribution Program on Indian Reservations), or the W-2 (Wisconsin Works) Cash Assistance Program and your household income is higher than the amount shown for your household size within the table below.

**Determining Eligibility based on Participation in Benefits Programs → Complete Part 1 and Part 3 of HSIS form**

Your family day care home will receive Tier 1 meal reimbursement rates if your household receives benefits from FoodShare WI, FDPIR, or W-2 Cash Assistance.

**W-2 Cash Assistance is Wisconsin's Temporary Assistance for Needy Families (TANF) program. It provides temporary cash assistance through work placement and training programs and IS NOT the Wisconsin Shares Child Care Subsidy Program.** The W-2 Program includes Trial Employment Match Program (TEMP), Community Service Jobs (CSJ), W-2 Transitions (W-2 T), Custodial Parent of an Infant (CMC), and At Risk Pregnancy (ARP).

**You must include the following information on the HSIS (a-c) for eligibility based on receiving benefits from FoodShare WI, FDPIR, W-2 Cash Assistance:**

- (a) The names of your own and/or other residential children;
  - (b) Checked box for the benefit your household receives and its case number; and
  - (c) The signature of an adult member of the household & signature date
- **DO NOT list case numbers for:** Medicaid, SSI, OR Wisconsin Shares Child Care Subsidy program AND
  - **DO NOT list the 16 digit Quest Card number for FoodShare WI**

**Determining Eligibility by Household Size and Income → Complete Part 2 and Part 3 of HSIS form**

**Household-Size Income Scale** (Effective July 1, 2018 to June 30, 2019)

Household Size	Annual Income Level (at or below)
1	\$ 22,459
2	\$ 30,451
3	\$ 38,443
4	\$ 46,435
5	\$ 54,427
6	\$ 62,419
7	\$ 70,411
8	\$ 78,403
For each additional Household Member, add:	+\$ 7,992

If your household earns a total income that is less than or equal to the income levels listed within this table, you will be eligible to claim your own children and/or other residential children for meal reimbursement.

**For determining eligibility based on your household size and income, you must include the following information on the HSIS (a-e):**

- (a) Full names of all household members who share income and expenses, including children, parents, and non-related persons;
- (b) Income received by each household member identified by source of income and its pay frequency;
- (c) Total number of household members;
- (d) The signature of an adult member of the household and signature date; and
- (e) The last four digits of the social security number of the adult household member signing the HSIS or an indication he/she does not have a social security number.

• Disclosure of United States citizenship or immigration status is not required and is not a condition of eligibility for higher meal reimbursement rates.

**Eligibilities of Foster, Runaway, Homeless, and Migrant Children, and Children enrolled in Head Start:**

If your household does not qualify your own children based on the information provided on this form, any child residing in your home who is a foster, runaway, homeless, or migrant child, or a child enrolled in Head start will qualify for Tier 1 meal rates when the respective documentation listed below is provided.

• Please note: **these children's Tier 1 eligibility status does not extend to any other children in the household.**

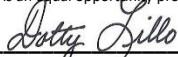
**The respective documentation is required for these children to be eligible for Tier 1 rates:**

- **Foster Children:** Your completed HSIS with the 'Foster Child' box checked next to your foster children's names. When including them on your HSIS completed for your non-foster children, any income reported for your foster children must only be for their personal use. Your foster children will then be eligible for Tier 1 meal reimbursement rates. Your non-foster children's eligibilities will be based on the benefits or income information provided on your household's completed HSIS form.
- **Children Enrolled In Head Start:** Written certification of your child's Head Start enrollment eligibility period from the Head Start administering agency.
- **Runaway, Homeless, and Migrant Children:** Written certification of the child's status from an official of the appropriate Runaway and Homeless Youth Program, Migrant Education Program, or school official.

**Use of Information Statement:** The Richard B. Russell National School Lunch Act requires the information on this form. You are not required to provide this information, but if you do not, you cannot be approved to claim your residential children for meal reimbursement. You must include the last four digits of the social security number of the household member signing the form unless: the HSIS is only for your foster child(ren); you list a case number for receiving FoodShare WI, W-2 Cash Benefits, or FDPIR; or when the household member signing the HSIS checks "None" for not having a SS#.

**Sharing Eligibility Information:** Children's meal eligibility information may be shared, in accordance with disclosure protection requirements without prior notification, with education, health, and nutrition programs to assess their eligibility for benefits. The law allows us to share your children's eligibility information with programs such as Medicaid or BadgerCare for ensuring their access to free or low cost health insurance, **unless you tell us not to.** This information may only be used for determining eligibility for their programs; if your children are eligible, they may contact you to offer their enrollment options. Please note that filling out this HSIS does not automatically enroll your children in these programs. **If you do not want your information to be shared with these programs, please notify us in writing. This notification will not change whether your children's meals are eligible for meal reimbursement.** Your eligibility information provided on the HSIS may also be shared with auditors for program reviews and law enforcement officials for the purpose of investigating violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.



Signature of Sponsor Representative

**HOUSEHOLD SIZE-INCOME STATEMENT (HSIS)**

For Census/School Data Eligible Providers to claim Provider's Own/Residential/Foster Children: Complete and return to your sponsor for establishing eligibility of your own children, other children residing in your home, and/or residential foster children. Refer to the accompanying *Provider Letter* for instructions on completing this form.

<b>First and Last Name(s) of Residential Child(ren)</b>	<b>Provider Name/Number</b>
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**PART 1: BENEFITS**

If no one receives these benefits, skip to PART 2.

<b>If any member of your household currently receives benefits from:</b> FoodShare Wisconsin (10 digit #) <input type="checkbox"/> _____ Wisconsin Works(W-2) Cash Assistance (10 digit #) <input type="checkbox"/> _____ FDPIR (9 digit #) <input type="checkbox"/> _____	<b>Check the box for the benefit received AND list the case number</b> _____ _____ _____	<ul style="list-style-type: none"> <li>• <b>DO NOT</b> list a 16 digit Quest Card number for FoodShare</li> <li>• Wisconsin Shares Child Care Subsidy benefits is <b>NOT</b> W-2 Cash Assistance.</li> </ul>
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**PART 2: TOTAL HOUSEHOLD SIZE AND INCOME** (Complete a, b, and c)

If you completed PART 1, you do not need to list household and income information below.

<b>a) List full names of all household members below</b> , including yourself and all children.  Household Member: anyone who is living with you and shares income and expenses, even if not related.	<b>b) List all income</b> on the same line as the person who receives it. <ul style="list-style-type: none"> <li>• Record each income source only once.</li> <li>• Check the box for how often each income source is received.</li> </ul>																																																																																																																																																																																																															
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**PART 3: ALL HOUSEHOLDS**

**ADULT HOUSEHOLD MEMBER SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (SS#)**

If Part 2 is completed, the adult signing the form **must list the last four digits of his/her SS# OR check "None" if he/she does not have a SS#.**

I CERTIFY (promise) that all information on this form is true, and that all income is reported unless eligibility is established by receiving FoodShare, W-2 Cash Assistance and/or FDPIR. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, I may lose meal benefits and be prosecuted under applicable State and Federal laws.

<b>Signature of Adult Household Member</b>	<b>Signature Date</b> Mo./Day/Yr.	<b>Last 4 digits of SS#</b> (or check "None" if you do not have a SS#) ***-**-____ <input type="checkbox"/> None
<b>Address</b>	<b>Daytime Phone Number</b>	<b>Email</b>

**FOR SPONSORING ORGANIZATION USE ONLY – Complete all 3 sections and the Effective Month of Determination**

<b>Section 1: Basis of Determining Eligibility (A or B)</b>  <b>A. Household Size &amp; Income</b> Total Household Size _____ *Total Income \$ _____ / _____ (\$ Amount) (Time Period)	<b>Section 2: Eligibility Determination</b>  <input type="checkbox"/> Eligible  <input type="checkbox"/> Not Eligible	<b>Section 3: Determining Official's Initials &amp; Approval Date</b>  _____  <b>**Effective Month of Determination</b>  _____  Month/Year
<b>B. Benefits/Foster</b> <input type="checkbox"/> FoodShare WI <input type="checkbox"/> W-2 Cash Assistance <input type="checkbox"/> FDPIR <input type="checkbox"/> Foster Child(ren)		

\*Convert to yearly income only when multiple pay frequencies are reported, using only these multipliers:

Weekly x 52	Twice a month x 24
Every 2 weeks x 26	Monthly x 12

\*\*This form expires one year from the Effective Month of Determination.