

## IEF PARENT LETTER FOR TIER II PROVIDERS

Dear Parent/Guardian,

The day care home where your children are enrolled offers healthy meals to children as part of their participation in the USDA's Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us meet CACFP requirements by completing the attached Income Eligibility Form.

Although you are not required to complete the IEF, it will help your day care provider receive a higher reimbursement for the meals served to your child and enable your provider to serve better choices. If you do complete the form you have the option of returning it directly to the provider or to the provider's sponsor. If you want to return it directly to the sponsor, please return it in the enclosed pre-stamped envelope. Either way, your information is confidential, and the provider will not look at it.

If any of your children qualify for free or reduced-price lunch at school and you have received a letter from the school or district notifying you of this, you may send a copy of the letter instead of filling out an IEF.

To help determine if your provider can receive a higher reimbursement, it is important that you fill out the IEF completely, making sure it is correct. If any person in the household qualifies for WIC, Medicaid, SNAP (Food Stamps), Food Distribution Program on Indian Reservations (FDPIR), or Family Employment Program (FEP), write the case number in the space provided on the IEF.

If no one in your household is on any of these programs, complete both the child enrollment section and the income section for each person. Write in the amount earned or check the box for no income for each person in the household. Use the total income amount, before anything is deducted from it (gross). If the amount earned isn't always the same, then list the amount you usually get, including overtime. Please include everyone who lives in your house who shares income and expenses, including foster children. You or your household members do not have to be U.S. citizens to complete this form.

If you are in the military, you do not need to include any money from the Family Subsistence Supplemental Allowance or the Military House Privatization Initiative as part of your income. If a family member is deployed, include only that portion of his or her income made available by them or on their behalf to the household. Combat pay, including Deployment Extension Incentive Pay (DEIP) is also not included as income.

Thank you for sharing this information and helping your day care. We try to improve the health and wellbeing of children, and are proud this day care home has joined us in this effort.

If you have other questions or need help, call **[phone number]**.

Sincerely,

Signature

If you would like to provide your form directly to the sponsor, return it completed to: **[(Sponsor) at name, address, phone number]**.

\_\_\_ Initial here if you consent to allowing **[Provider's Name]** to collect your form and provide it to the Sponsor. **[Provider's Name]** will not review your form.