



## Ohio Summer Food Service Program for Children Income Eligibility Application for Camps and Enrolled Sites

Dear Parent or Guardian:

Our organization serves nutritious free meals as part of the federally funded Summer Food Service Program for Children (SFSP). Children are defined by the SFSP as being 18 years of age and under or persons over 18 who are determined by a state or local public educational agency to be mentally or physically disabled. In order to be eligible for the SFSP, we must document the number of enrolled children with household incomes less than or equal to the SFSP family size/income guidelines. With your cooperation, we can qualify for federal reimbursement and keep costs to you at a minimum. Please complete and return this form.

**RACIAL/ETHNIC CATEGORY:** You are not required to answer this question. If you choose, please check one or more of the following racial or ethnic identities.

American Indian or Alaskan Native     
  Asian     
  Black or African American  
 Native Hawaiian or other Pacific Islander     
  White     
  Hispanic or Latino     
  Not Hispanic or Latino

**NON-DISCRIMINATION:** This facility is operated in accordance with USDA policy which prohibits discrimination because of race, color, national origin, gender, age or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 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.

| <b>REDUCED INCOME ELIGIBILITY GUIDELINES</b>   |                    |                     |                               |                               |                    |
|--|--------------------|---------------------|-------------------------------|-------------------------------|--------------------|
| <b>Guidelines to be effective from July 1, 2009 through June 30, 2010</b>  |                    |                     |                               |                               |                    |
| <b>Households with incomes less than or equal to the reduced price values below are eligible for free meal benefits.</b> |                    |                     |                               |                               |                    |
| <b><u>HOUSEHOLD SIZE</u></b>   | <b><u>YEAR</u></b> | <b><u>MONTH</u></b> | <b><u>TWICE PER MONTH</u></b> | <b><u>EVERY TWO WEEKS</u></b> | <b><u>WEEK</u></b> |
| 1  | 20,036             | 1,670               | 835                           | 771                           | 386                |
| 2  | 26,955             | 2,247               | 1,124                         | 1,037                         | 519                |
| 3  | 33,874             | 2,823               | 1,412                         | 1,303                         | 652                |
| 4  | 40,793             | 3,400               | 1,700                         | 1,569                         | 785                |
| 5  | 47,712             | 3,976               | 1,988                         | 1,836                         | 918                |
| 6  | 54,631             | 4,553               | 2,277                         | 2,102                         | 1,051              |
| 7  | 61,550             | 5,130               | 2,565                         | 2,368                         | 1,184              |
| 8  | 68,469             | 5,706               | 2,853                         | 2,634                         | 1,317              |

**Privacy Act Statement:** Section 9 of the National School Lunch Act (NSLA) requires that, unless your child's food stamp or OWF case number is provided, you must include the social security number of the adult household member signing the application or indicate that the household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. This notice must be brought to the attention of the household member whose social security number is disclosed. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application or shared with other persons directly connected with the administration or enforcement of the program under the NSLA or Child Nutrition Act of 1966 to determine program eligibility. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of food stamps or OWF benefits, contacting the state employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal action if incorrect information is reported. State Distribution: Week of 6/10/09

**Ohio Summer Food Service Program  
Sponsor Instructions for Gathering Income Eligibility Data  
For Camps and Enrolled Sites**

Properly completed, sponsor approved income eligibility applications must be obtained from children enrolled in (1) residential and non-residential camps, and (2) enrolled sites.

The following criteria will allow a sponsor to receive Summer Food Service Program benefits:

1. **RESIDENTIAL and NON-RESIDENTIAL CAMPS** will be reimbursed for only meals served to those enrolled children who have a complete and approved free income eligibility application.
2. **ENROLLED SITES** must prove that at least 50% of the children enrolled at the site meet free meal eligibility criteria.

TO COMPLETE AND QUALIFY INCOME ELIGIBILITY APPLICATIONS.

Free meal enrollments qualify by correctly completing *Part 1* or *Part 2* of the Ohio Summer Food Service Program Income Eligibility Application.

*Part 1* - For Children receiving food stamps, Ohio Works First, or FDPIR.

1. **Food Stamps**- A household receiving food stamps need only provide its current **Food Stamp case number** and the **adult household member signature**. The enrolled child(ren) listed must be members of the food stamp household. The completion of these two items automatically qualifies the child for free meals.

Or

2. **Ohio Works First (OWF)** - Ohio's equivalent to TANF. The **OWF identification number** of the enrolled child(ren) and the **adult household member signature** is required. The enrolled child(ren) must have an active OWF identification number. The completion of these two items automatically qualifies the child(ren) for free meals.

Or

3. **Food Distribution Program on Indian Reservations (FDPIR)** - The **FDPIR identification** number of the enrolled child(ren) and the **adult household member signature** is required. The enrolled child(ren) must be a member of a household receiving benefits through FDPIR. The completion of these two items automatically qualifies the child(ren) for free meals.

Or

*Part 2* - For Children Not Receiving Food Stamps, OWF, or FDPIR

4. **Family Size and Household Income** - List the **names of all household members** and each **member's income** by source. An **adult household member signature** and **Social Security number** of the signer is required to complete Part 2 of the application. Compare the number of household members and total household income to the Family Size/ Income Guidelines on the back of the application. If the household income is the same or less than the amount listed by the applicant, the application qualifies the child(ren) for free meals.

Income to Report

Earnings from Employment

Wages/salaries/tips  
Strike benefits  
Unemployment compensation  
Worker's compensation  
Net income from self-owned  
business or farm

Welfare/Child Support/Alimony

Pensions  
Supplemental Security Income  
Retirement income  
Veteran's payments  
Social Security

Pensions/Retirement/Social Security

Disability benefits  
Cash withdrawn from savings  
Interest/dividends  
Income from estates/trusts/investments  
Regular contributions from persons not  
living in the household  
Net royalties/annuities/net rental income  
Any other income

Welfare/Child Support/Alimony

Public assistance payments  
Welfare payments  
Alimony/child support payments

**Household** income is only needed when completing Part 2. Current income means income received during the month prior to the application for meal benefits. If this figure accurately reflects monthly household income, it may be projected as household income for the coming months. Otherwise, the projection should be adjusted to be as accurate as possible.

**For Sponsor Use Only:** A sponsor representative is responsible for totaling the household income, identifying the application as approved or denied, dating and signing the completed application. All signatures must be original.

#### **FOSTER CHILDREN:**

For sponsors enrolling children who are living in foster homes, additional information will need to be obtained from the family. In those cases where the human service agency has placed a child in a permanent home and /or subsidizes the adoption of the child, the child is considered as a member of the family household with whom he or she resides. If this describes the foster child, TOTAL family size, including the child, and TOTAL gross family income, including subsidy from the human service agency should be used.

In those cases where the human service agency is legally responsible for the child, and the foster home is, in fact, an extension of the agency, the foster child is considered as a household of one. For purposes of determining eligibility, the following guidelines are to be used:

1. The foster child is considered a household of one; and the foster parents' household size or income is not used to determine eligibility.
2. Funds provided by the welfare agency which are specifically identified by category for personal use of the child for items such as clothing, school fees, and allowances are counted as income. Funds identified for shelter and care, and medical and therapeutic needs are not considered as income for the child. Where welfare funds cannot be identified by category, no portion of the provided funds are considered as income.
3. Funds personally received by the child such as funds received from trust accounts, monies provided by the child's family for personal use, and earnings from full-time and regular part-time employment are to be considered as income for the child. Occasional earnings should not be considered as income.
4. The application must be signed by an adult member of the foster home; however, a social security number is not needed for the foster child's application.

#### **CIVIL RIGHTS INFORMATION**

Households are not required to answer this question to receive meal benefits. However, this information will help ensure that everyone is treated fairly.

#### **MAINTAINING RECORDS**

Ohio Summer Food Service Program Income Eligibility Applications received from a child **MUST** be kept by the sponsor for at least three (3) years plus the current year, or longer if the form is part of an unresolved audit.