

UCAN Child and Adult Care Food Program

Date: \_\_\_\_\_

Dear Provider:

Please complete, sign, and return the attached Confidential Income Statement as soon as possible if you wish to establish eligibility as a Tier I home in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP) or if you wish to claim meals served to your own child in this program.

Establishing Eligibility as a Tier I Home

To qualify for the Tier I rate for meals served to children enrolled in your day care program, you must either: 1) be located in an area of economic need as determined by school enrollment or census data (in certain instances), or 2) be income eligible.

To be income eligible you must complete the attached Confidential Income Statement and submit it to us with the required verification documentation. You must report all household income, not just your day care business income. If we determine that you are income eligible you will qualify for Tier I reimbursement for all children in your care.

If you have already been classified as Tier I because your day care home is located in an area determined to be economically eligible, do not complete this form unless you would like to claim meals served to your own children. You must report all household income, not just your day care business income. In this case you are not required to submit income verification documentation. Our agency may verify the income information you submit, but it is not required to do so in this circumstance.

If you do not live in an area established as one of economic need and choose not to complete the Confidential Income Statement, or do not qualify for free or reduced price meals, you will still receive reimbursement for CACFP meals served to enrolled children at the basic Tier II rate.

**CONFIDENTIALITY**

The information included in this application and verification documentation provided is confidential. This information may be made available to designated Oregon state agency representatives, representatives of USDA, or representatives of the General Accounting Office.

The application form must be returned to our office at: 280 Kenneth Ford Dr. Roseburg, OR 97470

We will contact you regarding your eligibility status. If you have any questions about this form, please contact Mary or Traci at 541-672-7004 or 1-800-947-1206.

Thank you for your cooperation.

This Institution is an equal opportunity provider.