

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 to children as part of the federally funded Summer Food Service Program (SFSP). Children are defined by the SFSP as being 18 years of age and under or persons age 18 or older who are determined by a state or local public educational agency to be mentally or physically disabled. 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 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 Black or African American Asian
 Native Hawaiian or other Pacific Islander White/Caucasian
 Hispanic or Latino Not Hispanic or Latino

Nondiscrimination Statement

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, 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.

This institution is an equal opportunity provider.

REDUCED INCOME ELIGIBILITY GUIDELINES – 185% Guidelines

Effective from July 1, 2018 to June 30, 2019

Households with incomes less than or equal to the reduced-price values are eligible for free or reduced-price meal benefits.

HOUSEHOLD SIZE	ANNUAL	MONTH	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
For each add'l family member, add	7,992	666	333	308	154

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Privacy Act Statement: The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, the application cannot be approved and the sponsoring agency will not be able to receive federal funds to help pay for the meals served to the child. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), W-2 Cash Benefits (Temporary Assistance for Needy Families or TANF) or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child's income eligibility status and administration and enforcement of the program.

Ohio Summer Food Service Program (SFSP) 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 (SFSP) benefits:

1. **RESIDENTIAL and NON-RESIDENTIAL CAMPS** will be reimbursed only for 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.

Free meal enrollments qualify by correctly completing *Part 1* or *Part 2* of the Ohio SFSP Income Eligibility Application.

Part 1 - For children receiving SNAP, Ohio Works First (OWF), or FDPIR.

1. **Supplemental Nutrition Assistance Program (SNAP)** - A household receiving SNAP benefits only must provide its current SNAP case number and the adult household member signature. The enrolled child(ren) listed must be members of the SNAP household. The completion of these two items automatically qualifies the child for free meals.
2. **Ohio Works First (OWF)** - Ohio's equivalent to the Temporary Assistance to Needy Families (TANF) program. The OWF identification number of the enrolled child(ren) and the adult household member signature are 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.
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.

Part 2 - For Children Not Receiving SNAP, 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 the last four digits of the signer's social security number signer is required to complete Part 2 of the application. Compare the total 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 Sources for Reporting		
Earnings from employment (wages, salaries, tips)	Public assistance payments	Welfare payments
Alimony/child support payments	Pensions/retirement/social security	Disability benefits
Strike benefits	Supplemental security income	Cash withdrawn from savings
Unemployment compensation	Retirement income	Interest/dividends
Worker's compensation	Veteran's payments	Income from estates/trusts/investments
Net income from self-owned business or farm	Regular contributions from individuals living in the household	Net royalties/annuities/net rental income
Any other income		

HOUSEHOLD: 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 years plus the current year or longer if the form is part of an unresolved audit.