



## 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 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

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Hispanic or Latino  Not Hispanic or Latino

### Non Discrimination 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](#), (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.

**REDUCED INCOME ELIGIBILITY GUIDELINES – 185% Guidelines**  
**to be effective from July 1, 2017 through June 30, 2018**

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

HOUSEHOLD SIZE	YEAR	MONTH	TWICE PER MONTH	EVERY TWO WEEKS	WEEK
1	22,311	1,860	930	859	430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
For each additional family member, add	7,733	645	323	298	149

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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 SNAP (food assistance), W-2 Cash Benefits (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 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 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.

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 SNAP (food assistance), Ohio Works First (OWF), or FDPIR.**

1. **SNAP (Food Assistance)** - A household receiving food stamps need only provide its current SNAP (**Food Assistance**) *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 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 **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 individuals 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.