

**Childrens Hunger Alliance
Income Eligibility Instructions**

1. **If needed, print the Income Eligibility Form. This form qualifies you for Tier 1 rates or allows you to claim your own children.**
 - Got to the website, www.ChildrensHungerAlliance.org
 - Click on **Programs** title and select the drop-down option **Early Childhood Nutrition & Education**
 - Click on **Resources & Training Opportunities** on the left hand side of the screen
 - The form is located under Provider Resources: **Income Eligibility (IE) Form**

2. **Complete at least one Income Eligibility Form.**
 - The form must be completed in blue or black pen and cannot contain any 'white out'
 - Read and follow the instructions on the form
 - Don't forget to send us a copy of your Proof of Income with the completed form. Keep a copy for your records.

Pay Special Attention to:

- **Part 1**
 - Mark box 1 if you are applying for Tier 1 rates.
 - Mark box 2 if you wish to receive Tier 1 rates for your own children
 - **Foster children may be included in part 2 and no longer require their own form.

- **Part 4**
 - Must be fully completed including the date

3. **If you do not qualify for Tier 1 rates, you may ask parents to complete the Income Eligibility Form in order to receive higher rates per child. This form may be copied.**

Pay Special Attention to:

- **Part 1**
 - Parents should mark box 4.

- **Part 4**
 - The last four digits of the social security number must be supplied if Part 3 is completed.
 - Must be fully completed including the date.

Parents may now give their IE's directly to the Provider to submit to the Sponsor *IF*** the provider has the parent complete a '**FY2012 Ohio CACFP Family Child Care Household Letter**' for their personal files. This is located in the IE section of our website also.

Please mail forms to:

Children's Hunger Alliance
370 South Fifth Street
Columbus, Ohio 43215