



---

**Privacy Act Statement: This explains how we will use the information you give us.**

The National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals. The Social Security Number of the adult household member who signs the application is required unless you list SNAP, FDPIR or TANF case numbers for all children you are applying for, OR if you are applying for a foster child. You must check the "I do not have a Social Security Number" box if the adult household member signing the application does not have a Social Security Number. We WILL use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into misuse of program rules.

---

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

---

**For assistance completing this form, contact the center:**

Center Name Kids Can Community Center (formerly Social Settlement)

Address 4860 Q Street

City, State, Zip Omaha NE 68117

Contact Person Robert Patterson or Stephanie Klaassen

Telephone (402) 731-6988

---

**The State Agency administering the Child and Adult Care Food Program is:**

Nebraska Department of Education  
Nutrition Services  
P.O. Box 94987  
Lincoln, NE 68509

Telephone: (402) 471-2488

Web site: <http://www.education.ne.gov/NS>

Among the most common problems found at centers during monitoring reviews and audits are incomplete or incorrectly classified Income Eligibility Forms (IEFs). By following the instructions in this tip sheet, centers can avoid costly errors that could result in paying money back to the State.

The information that each center must give to households includes three items. These are:

**1. Cover Letter to Households - Nonpricing - Child Care Centers (NS-102-C)**

**OR**

**Cover Letter to Households - Pricing - Child Care Centers (NS-103-C)**

**2. Instructions to Households - Child Care Centers (NS-104-C)**

**3. Income Eligibility Form - Child Care Center - Application for Free and Reduced Price Meals in the Child and Adult Care Food Program (NS-100-C)**

If there is not enough space to list all enrolled children or all household members, have the family complete **attachment NS-100-C.a.** This must be **attached** to the household's NS-100-C and used by the center in making the determination of the household's eligibility status.

The Nebraska Department of Education Nutrition Services (NDE) provides each institution with an original of the items listed above. Institutions must fill in the appropriate blanks on Page 2 of the Income Eligibility Form (NS-100-C) before photocopying them. This includes the center's name, address, phone number and contact information, such as center name and director's signature. Each institution will need to make enough photocopies to distribute to the households of all children enrolled at the center.

**Income Eligibility Form (IEF) - Application for Free and Reduced Price meals - Child Care Centers (NS-100-C)**

IEFs must be on file for every child for whom meals are claimed in the free and reduced price categories. Meals served to children from households whose income exceeds the income eligibility guidelines may be claimed for reimbursement in the paid category. There is no penalty if IEFs are not on file for children in the paid category, although enrollment forms for these children must be on file.

**Part 1 - Enrolled child's name, date of birth and date enrolled**

The last name, first name, date of birth and date enrolled of each child in the household enrolled at the

center are listed in Part 1. Nicknames, abbreviations, initials, etc. are not acceptable. Although you know the children at your center, an auditor will not know that "J.C. Jones" is the same person as "James Jones." It is acceptable for you to print the names of the enrolled children on each household's form before you distribute the forms to households. If there is not enough space for the household to list all children enrolled in the center, have them complete **attachment NS-100-C.a.** and attach this to NS-100-C. This must be attached to the household's NS-100-C and used by the center in making the determination of the household's eligibility status.

**Part 2 - Benefit Information**

If the household receives benefits from Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR), the type of benefit must be circled and the case number listed. **IEFs cannot be approved in the free category unless both the type of benefit and the case number are specified.**

**Part 3 – Foster/Institutionalized Child** - A separate application must be completed for each foster child. Include the foster child's personal use income, if any, and how often it is received.

**Part 4 – Total Household Income From Last Month**

This part is to be completed by all households who do not receive benefits from SNAP, TANF or FDPIR, but whose income is below the income guidelines shown in the cover letter. If there is not enough space for all household members, have the household complete **attachment NS-100-C.a.** and attach this to NS-100-C. This must be attached to the household's NS-100-C and used by the center in making the determination of the household's eligibility status.

**Part 5 - Signature and Social Security Number**

Part 5 must be signed by an adult household member and must include the social security number of the person signing the application, if no case number was listed in Part 2. Applications for foster children do not require a social security number. Applications that list a case number and benefit do not require a social security number.

**Part 6 - Racial/Ethnic Identity**

Households are asked to check the race/ethnic identity of the child(ren) listed in Part 1. Households are not required to answer this question.

**For Center Use Only**

Every application that is returned to the care center must be determined by center personnel. The section "For Center Use Only" must be completed for every IEF

## Instructions to Centers for Income Eligibility Forms - child care centers

NS-101-C

Revised: April 2010

returned to the center.

The application will be based either on 1) categorical eligibility (case number and benefits) reported in Part 2, 2) household size and income reported in Part 4, or 3) on behalf of a foster child.

The eligibility determination must be made by the center, indicating the application is determined 1) Free, 2) Reduced or 3) Paid. Applications in the Paid category need to indicate if the application was denied due to 1) an incomplete application or 2) the household is over income.

Participants receiving benefits from SNAP, TANF or FDPIR should be determined in the free category if the type of benefit is circled and the case number is listed. If Part 2 is complete, it is not necessary for the household to complete Part 4.

When determining eligibility based on household income, indicate the total number of household members listed on the application and the total monthly household income from Part 4. The total number of persons in the household should equal the number of names listed on the IEF. Make sure names are not duplicated from Part 1.

The IEF requests that monthly income be reported. Pay periods other than monthly may need to be converted to an annual income in order to determine eligibility. Weekly income is multiplied by 52; every two weeks is multiplied by 26; twice a month is multiplied by 24. Hourly wages are not acceptable. The center will need to contact the household to determine a weekly or monthly salary.

If households indicate \$0 income, temporary approval in the free category may be determined for a period of 45 days. The household would have to check the "no income" box in Part 4, and not just leave Part 4 blank. Before the 45 days have expired, the center will need to contact the household again to determine if there is any income or if categorically eligible benefits are being received by the household. If there is income or benefits, the household may fill out a new IEF indicating the current information. If the household is still receiving no income, the IEF may be approved for an additional 45 days. Each time this 45 day extension is approved, the center must date and initial the IEF.

The person who made the eligibility determination must sign the application and indicate the date the determination was made and signed (today's date). The date determined by the center's determining official must be the same or later than the date signed by the adult household member or guardian. An effective date of the application must be given. The effective date may be dated as early as the first of the month in which the center official made the eligibility determination. This will allow the center to claim meals served to eligible participants in the free or reduced price categories at the beginning of the month in which the application was determined to be free or reduced price, if the center has enrollment documentation to show the participant was enrolled at the center on that date and was served a creditable meal. **Meals may not be claimed in**

### **the free or reduced price categories before the effective date of the application.**

Each spring NDE issues current IEFs to be used by centers for the period July 1 through June 30 of the following fiscal year. This time frame is consistent with the Income Eligibility Guidelines that go into effect every July 1. Centers should distribute new IEFs to households during June and July, so there can be a July 1 effective date.

All IEFs are valid for one year, although NDE encourages all centers to solicit new IEFs annually during June and July, to coincide with the effective dates of the income eligibility guidelines. Income eligibility forms should be considered current and valid until the last day of the month in which the form was dated one year earlier. This means that if a form was dated on September 12th, 2009, it is considered valid until the last day of September in 2010.

IEFs must be kept on file for four years for all participants whose meals are being claimed on the program.

Review the information provided by the household in making your eligibility determination. If you are doubtful about the accuracy or completeness of any information provided by a household, contact them for additional information or clarification. If you obtain additional information from households via telephone or other means, indicate the date, the information received and initial the clarification to the IEF.

Service Provider Agreements (Title XX or other payment authorizations) do not qualify participants for free or reduced price meal rates. The only document that may be used for determining eligibility is the IEF.

For more information contact:

Nutrition Services  
Nebraska Department of Education  
301 Centennial Mall South  
P.O. Box 94987  
Lincoln, Nebraska 68509  
Telephone: (402) 471-2488 or (800) 731-2233

---

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.