

Instructions for Completing the Media Release for Institutions

- This media release should only be completed by the following institution types:
 - Child Care Centers
 - Adult Day Care Centers
 - Sponsoring Organizations of Centers
 - Outside School Hours Care Centers
 - All institution types are required to submit a media release for FY 2013-2014. The State Agency will NOT issue a state wide media release for FY 2013-2014.
 - This is a two page document; submit the media release and the Income Eligibility Guidelines
1. **Agreement Number:** Provide the 4 digit agreement number for the institution.
 2. **Institution Name:** Provide the name of the institution.
 3. **Media Outlets:** Provide the name of at least one media outlet to which this release was sent.
 4. **Date:** Provide the date the complete media release was sent to the media outlet.
 5. **Income Eligibility Guidelines:** Page 2 of this document. Submit a copy of the income eligibility guidelines.
 6. Submit original Media Release (with current income guidelines) to media outlets and one copy of Media Release and current income guidelines to State Agency. Retain one copy for your files.

5. Income Eligibility Guidelines

EFFECTIVE JULY 1, 2013 - JUNE 30, 2014

THE FOLLOWING HOUSEHOLD SIZE AND INCOME STANDARDS ARE USED TO DETERMINE ELIGIBILITY:

<u>HOUSEHOLD SIZE</u>	YEARLY		MONTHLY		TWICE PER MONTH		EVERY TWO WEEKS		WEEKLY	
	<i>Free</i>	<i>Reduced</i>	<i>Free</i>	<i>Reduced</i>	<i>Free</i>	<i>Reduced</i>	<i>Free</i>	<i>Reduced</i>	<i>Free</i>	<i>Reduced</i>
1	14,937	21,257	1,245	1,772	623	886	575	818	288	409
2	20,163	28,694	1,681	2,392	841	1,196	776	1,104	388	552
3	25,389	36,131	2,116	3,011	1,058	1,506	977	1,390	489	695
4	30,615	43,568	2,552	3,631	1,276	1,816	1,178	1,676	589	838
5	35,841	51,005	2,987	4,251	1,494	2,126	1,379	1,962	690	981
6	41,067	58,442	3,423	4,871	1,712	2,436	1,580	2,248	790	1,124
7	46,293	65,879	3,858	5,490	1,929	2,745	1,781	2,534	891	1,267
8	51,519	73,316	4,294	6,110	2,147	3,055	1,982	2,820	991	1,410
For each Household member add:	+5,226	+7,437	+436	+620	+218	+310	+201	+287	+101	+144