

**North Carolina**  
**Department of Health and Human Services**  
**Women's and Children's Health**  
**CHILD AND ADULT CARE FOOD PROGRAM**  
**ADULT ELIGIBILITY APPLICATION**

To apply for free and reduced-price meals, carefully complete, sign, date, and return this application to:

\_\_\_\_\_. If you have questions about this form, please call (\_\_\_\_\_) \_\_\_\_\_  
 Name of Institution Telephone #.

1. PRINT PARTICIPANT NAME AND DATE OF BIRTH: \_\_\_\_\_  
 First Name Last Name Date of Birth

2. MEDICAID, SSI, FDPIR AND/OR SNAP HOUSEHOLDS: If the applicant is currently included in a Medicaid, SSI, FDPIR and/or SNAP program, you may give the case number instead of listing income.  Yes, we receive Medicaid, SSI, FDPIR and/or SNAP. If an adult participant is a member of a SNAP or FDPIR household or is a SSI or Medicaid participant, the adult participant is automatically eligible to receive free Program meal benefits, subject to the completion of the application.  
**Medicaid#** \_\_\_\_\_ **SNAP #** \_\_\_\_\_  
**SSI#** \_\_\_\_\_ **FDPIR ID#** \_\_\_\_\_

If yes, and you have provided the case number, **do not complete #3. Complete #4 (voluntary) and #5.**

3. HOUSEHOLD MEMBERS AND MONTHLY INCOME: List all others living in your household, including participant listed above. List all gross income (before deductions) received last month. **If you did not give a Medicaid, SSI, FDPIR and/or SNAP case number, you must complete the income information.**

Names of Household Members	Monthly Wages Salaries	Monthly Social Security	Monthly Retirement Pensions Earnings	Other Monthly Earnings
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____

4. ETHNIC IDENTITY: (Please check one).  
 Hispanic or Latino  Not Hispanic or Latino

RACE OF PARTICIPANT: (Please check one or more).  
 White  Black or African American  American Indian or Alaskan Native  
 Asian  Native Hawaiian or Other Pacific Islander

5. SIGNATURE AND LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER: I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given for the receipt of federal funds; that Program officials may verify the information on the application and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal criminal laws.

Signature of Adult Household Member (Required) \_\_\_\_\_ Date \_\_\_\_\_  
 Last Four Digits of Social Security Number: \_\_\_\_\_  
Last four digits of the Social Security number required for households qualifying by income

Printed Name \_\_\_\_\_ Home Telephone # \_\_\_\_\_ Work Telephone # \_\_\_\_\_

Address \_\_\_\_\_

Section 9 of the National School Lunch Act requires that, unless a SNAP, or FDPIR case number or SSI or Medicaid assistance identification number is provided for the adult for whom benefits are sought, you must include the last four digits of your social security number on the application. This must be the last four digits of the social security number of the adult household member signing the application. If the adult household member signing the application does not possess a social security number, he/she must indicate so on the application. Provision of the last four digits of the social security number is not mandatory, but if the last four digits of the social security number is not provided or an indication is not made that the adult household member signing the application does not have one, the application cannot be approved. This notice must be brought to the attention of the household member whose last four digits of his/her social security number is disclosed. The last four digits of the social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a SNAP, Indian tribal organization or welfare office to determine current certification for receipt of SNAP or FDPIR benefits, contacting the issuing office of SSI or Medicaid benefits to determine current certification for receipt of these benefits, contacting the State employment security office to determine the amount of benefits received, and checking the documentation produced by household members to provide the amount of income received. These efforts may result in loss or reduction of benefits, administrative claims or legal action if incorrect information is reported.

**For Institution Use Only**

TOTAL HOUSEHOLD SIZE: \_\_\_\_\_ TOTAL HOUSEHOLD MONTHLY INCOME: \$ \_\_\_\_\_  
 Approved:  Free  Reduced  Denied  
 Reason for denial:  Income too high  Incomplete application  Other  
 Withdrew on (Date) \_\_\_\_\_

**For state use only:**  
 Verified by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Verified classification:  Free  Reduced  Denied  
 Reason for change in classification: \_\_\_\_\_

Signature of Eligibility Official \_\_\_\_\_  
**CAC 11A (04/13)**  
**Nutrition Services**

\_\_\_\_\_ Date

## CACFP ELIGIBILITY APPLICATION INSTRUCTIONS

Please complete the Child and Adult Care Food Program Eligibility Applications using the instructions below. Sign the statement and return it to the adult day care center.

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### **PART 1-PARTICIPANT'S INFORMATION: Complete this part.**

Print the name(s) of the adult enrolled in the center.

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### **PART 2-HOUSEHOLD GETTING SNAP, MEDICAID, SSI, OR FDPIR BENEFITS: Complete this PART and PART 5.**

- (1) List your current SNAP, Medicaid, SSI, or FDPIR case identification number.
- (2) An adult household member must sign the statement in PART 5.

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### **PART 3- HOUSEHOLD INCOME: Complete this PART and PART 5**

- (1) List the names of household members, including the adult enrolled in the center.
- (2) Write the amount of income (the amount before taxes or anything else is taken out), the frequency of income (i.e. weekly, every two weeks, twice a month, or monthly) received **last month** for each household member and where it came from, such as earnings, welfare, pensions and other income (refer to examples below for types of income to report). If any amount last month or less than usual, write the person's usual income.
- (3) An adult household member must sign this income eligibility statement and give this last four digits of his/her security number in PART 5.

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### **PART 4-ETHNIC/RACIAL IDENTITY: Complete the Ethnic/Racial identity question.**

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### **PART 5-SIGNATURE AND LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER:**

**All households complete this PART.**

- (1) All eligibility statements must have the signature of an adult household member;
- (2) The adult household member who signs the statement must include **the last four digits** of his/her social security number. If he/she does not have a social security number, write "none". If you listed a SNAP, Medicaid, SSI, or FDIR number the last four digits of a social security number is not needed.

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### **INCOME TO REPORT**

#### Earnings from Employment

Wage/salaries/tips  
Strike benefits

Unemployment compensation  
Worker's compensation  
Net income from self-owned  
business or farm

#### Welfare/Child Support/Alimony

Public assistance payments  
Welfare payments  
Alimony/Child support payments

#### Pensions/Retirement/Social Security

Pensions  
Supplemental security income  
Retirement income  
Veteran's payments  
Social security

#### Military Households

All cash income, including military housing/uniform allowances. Does not include "in-kind" benefits NOT paid in cash (base housing, clothing, food, medical care, etc.)

#### Other Income

Disability benefits  
Cash withdrawn from savings  
Interest/dividends  
Income from estates/trusts/  
investments

Regular contributions from  
persons not living in the  
household  
Net royalties/annuities/  
net rental income  
Any other income

All programs of the United States Department of Agriculture are available to everyone without regard to race, color, sex, national origin, age or disability.

**PARTICIPANT/GUARDIAN HOUSEHOLD LETTER FOR NON-PRICING INSTITUTIONS  
CHILD AND ADULT CARE FOOD PROGRAM**

**Dear Participant or Guardian,**

Please help us comply with the federal requirement mandating the annual submission of Program Eligibility Application (CAC 11A). This application will be used only for eligibility determination, placed in our files and treated as confidential information. In order for participants and the day care center to be considered eligible for program benefits, an adult household member must complete the Program Eligibility Application for each participant enrolled in the center as soon as possible, sign, date and return it to the day care center. Completion of the application is not mandatory for participants unless you wish to be considered for eligibility as a free or reduced price participant.

**SNAP, Supplemental Security Income (SSI), Medicaid, Food Distribution Program on Indian Reservations Households (FDPIR) participants:** If the participant currently receive SNAP, SSI, Medicaid or FDPIR the participant is automatically eligible for free meals. You only have to list the SNAP case number, SSI, Medicaid or FDPIR identification number, sign, date and return the application.

All Other households: If the participant's household income is at or below the level shown on the enclosed scale, the participant is eligible for either free or reduced price meals. To apply for meal benefits, the following information must be provided or the application cannot be approved.

**\*Household Members:** List the name of the participant and the participant's spouse, and any dependent children, who live in the participant's household.

**\*Current Income:** List the amount of income each person received last month (BEFORE deductions for taxes, social security, etc.) Frequency of income and where it is from, such as wages, retirement, or public assistance. If any household member's income last month was higher or lower than usual, list that person's expected average monthly income.

**\*Signature:** an adult household member must sign the application.

**\*Social Security Number:** List the last four digits of the social security number of the adult who signs the application. If that adult does not have a social security number, print "None".

**If you have a household member whose last month's income was higher or lower than usual, list that person's expected average monthly income.**

**EFFECTIVE JULY 1, 2013 - JUNE 30, 2014  
REDUCED GUIDELINES**

<b>HOUSEHOLD SIZE</b>	<b>YEARLY</b>	<b>MONTHLY</b>	<b>TWICE PER MONTH</b>	<b>EVERY TWO WEEKS</b>	<b>WEEKLY</b>
<b>1</b>	<b>21,257</b>	<b>1,772</b>	<b>886</b>	<b>818</b>	<b>409</b>
<b>2</b>	<b>28,694</b>	<b>2,392</b>	<b>1,196</b>	<b>1,104</b>	<b>552</b>
<b>3</b>	<b>36,131</b>	<b>3,011</b>	<b>1,506</b>	<b>1,390</b>	<b>695</b>
<b>4</b>	<b>43,568</b>	<b>3,631</b>	<b>1,816</b>	<b>1,676</b>	<b>838</b>
<b>5</b>	<b>51,005</b>	<b>4,251</b>	<b>2,126</b>	<b>1,962</b>	<b>981</b>
<b>6</b>	<b>58,442</b>	<b>4,871</b>	<b>2,436</b>	<b>2,248</b>	<b>1,124</b>
<b>7</b>	<b>65,879</b>	<b>5,490</b>	<b>2,745</b>	<b>2,534</b>	<b>1,267</b>
<b>8</b>	<b>73,316</b>	<b>6,110</b>	<b>3,055</b>	<b>2,820</b>	<b>1,410</b>
<b>For each Household member add:</b>	<b>+5,226</b>	<b>+620</b>	<b>+310</b>	<b>+287</b>	<b>+144</b>

You may submit a program eligibility application any time during the fiscal year. Participants having family members who become unemployed are eligible for free or reduced-price meals during the period of unemployment, provided that the loss of income causes the family's income during the period of unemployment to be within the eligibility standards for those meals.

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 Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.