

## How does CACFP work?

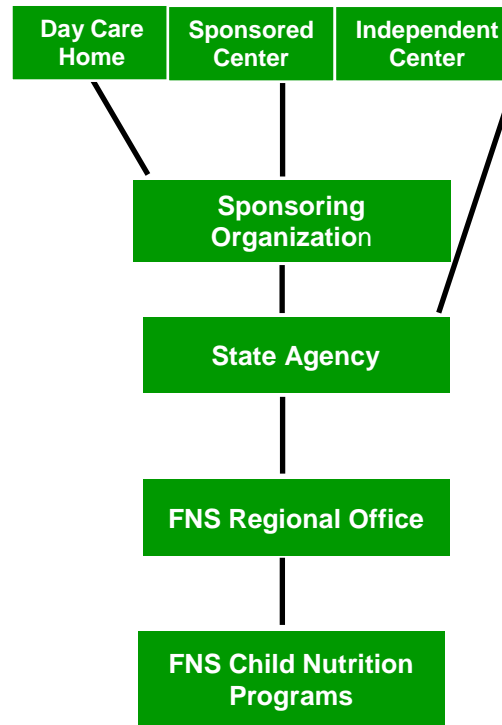
Day care homes and centers receive money for serving nutritious meals. The Food and Nutrition Service (FNS), an agency of the U.S. Department of Agriculture (USDA) oversees CACFP.

States approve sponsors and centers to operate the program. States also monitor and provide training and guidance to make sure CACFP runs right.

Sponsoring organizations support day care homes and centers with training and monitoring. All day care homes participate in CACFP through a sponsor.



## CACFP Partners



## Building for The Future



in the



FNS-319  
USDA is an equal  
opportunity provider,  
employer and lender.



# Building for the Future in the CACFP

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## What is CACFP?

CACFP is the Child and Adult Care Food Program. It is a Federal program that pays for healthy meals and snacks for children and adults in day care.

CACFP improves the quality of day care. It makes the cost of day care cheaper for many low-income families.

Besides providing meals in day care, CACFP makes afterschool programs more appealing to at-risk children and youth. Serving afterschool meals and snacks attracts students to learning activities that are safe and fun.

Children and youth who are homeless can also receive meals at shelters that participate in CACFP.

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## State Agency Contact Information

Iowa Department of Education  
Bureau of Nutrition and Health Services  
Grimes State Office Building  
400 E. 14<sup>th</sup> St.  
Des Moines, IA 50319  
Phone: (515) 281-5356



## Who is eligible for CACFP meals?

- Children under age 13,
  - Migrant children under age 16,
  - Children and youth under age 19 in afterschool programs in low-income areas,
  - Children and youth under age 19 who live in homeless shelters, and
  - Adults who are impaired or over age 60 and enrolled in adult day care
- 

## What kinds of meals are served?

CACFP meals follow USDA nutrition standards.

- Breakfast consists of milk, fruits or vegetables, and grains.
- Lunch and Supper require milk, grains, meat or other proteins, fruits, and vegetables.
- Snacks include two different servings from the five components: milk, fruits, vegetables, grains, or meat or other proteins.

## Where are CACFP meals served?

Many types of facilities participate in CACFP.

### Child Care Centers:

Licensed child care centers and Head Start programs provide day care with meals and snacks to large numbers of children.

### Outside-School-Hours Care Centers:

Licensed centers offer before or afterschool care with meals and snacks to large numbers of school-aged children.

### Family Day Care Homes:

Licensed providers offer family child care with free meals and snacks to small groups of children in private homes.

### "At-Risk" Afterschool Care Programs:

Centers in low-income areas provide learning activities with free meals and snacks to school-age children and youth.

### Emergency Shelters:

Homeless, domestic violence, and runaway youth shelters provide places to live with free meals for children and youth.

### Adult Day Care Centers:

Licensed centers provide day care with meals and snacks to enrolled adults.

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# ALL CAREGIVERS ARE WELCOME.

We talk a lot about moms. But we offer support to anyone—working or not—who cares for a child, including:

- Moms
- Single fathers
- Grandparents
- Foster parents
- Step-parents
- Guardians

## WE'RE HERE FOR YOU.

We're here for more families than you might think—in fact, we serve over half of all infants born in the U.S. To get WIC assistance, participants:

- Should be pregnant or have infants or children under 5 years old
- May be in need of income assistance
- Can be receiving other benefits like foster care, medical assistance or SNAP

## FIND WIC NEAR YOU.

WIC is there to serve families across the U.S. With over 10,000 clinic sites, there's almost always a WIC center nearby.

1-800-532-1579

<http://idph.iowa.gov/wic>, [www.signupwic.com](http://www.signupwic.com)

Your local WIC office:



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 of funded by USDA.

Person with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: <https://www.ascr.usda.gov/ad-3027-usda-program-discrimination-complaint-form>, 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:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;

Fax: (202) 690-7442; or

Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

June 2020

NUTRITION,  
SUPPORT  
AND THE  
POWER OF  
FAMILY.



# WE HELP FAMILIES STAY HEALTHY.

WIC is the nation's most successful and cost-effective public health nutrition program. We provide wholesome food, nutrition education, breastfeeding support and community referrals/assistance for income-eligible women who are pregnant or postpartum, infants and children up to 5 years old.

## FOOD. EDUCATION. SUPPORT. YOU GOT THIS.

We give parents the resources, knowledge and tools they need to be the parents they want to be.

### HEALTHY FOOD

We can help you buy milk, fruit, vegetables, eggs, cereal, juice, peanut butter, baby formula and other healthy foods.

### NUTRITION EDUCATION

We offer guidance on how to shop for healthy food, how to prepare it and how to entice children to eat it. We support and educate moms to help them breastfeed successfully. We also provide access to:

- Prenatal nutrition
- Breastfeeding tips
- Eating tips for your child
- Parenting tips
- Healthy recipes

### A COMMUNITY OF SUPPORT

We're a network built for families. We connect them, we educate them and we learn from them. Our community consists of:

- Nutritionists
- Lactation specialists
- Peers

### REFERRALS

We can introduce families to resources outside of WIC, including:

- Healthcare professionals such as pediatricians, OB/GYNs and dentists
- Immunization services
- Substance abuse counselors
- Domestic abuse counseling
- Social services

**Do you know anyone who is pregnant, recently had a baby or has a child under age 5?  
Tell them about WIC – a nutrition program for Women, Infants and Children**



The IOWA WIC PROGRAM can provide nutritious foods such as milk, eggs, cereal, juice, fruits, vegetables and infant formula at no cost for families with pregnant women or young children. They also receive nutrition advice from Registered Dietitians and nurses, breastfeeding support and information, and referrals for health care. Many working families participate in WIC. Those on Medicaid, or with an income before taxes up to and including the guidelines below, are income eligible. **Call 1-800-532-1579 today!**

#### FAMILY SIZE:

	1	2	3	4	5	6	7	8
Gross Annual Income	\$23,606	\$31,894	\$40,182	\$48,470	\$56,758	\$65,046	\$73,334	\$81,622
Gross Monthly Income	\$1,968	\$2,658	\$3,349	\$4,040	\$4,730	\$5,421	\$6,112	\$6,802

(Effective 7/1/2020)

This institution is an equal opportunity provider.

**KIM REYNOLDS**, GOVERNOR  
ADAM GREGG, LT. GOVERNOR  
State of Iowa

Iowa Department of Public Health  
Lucas State Office Building  
Des Moines, Iowa 50319-0075

Bureau of Nutrition & Physical Activity  
TTY Deaf Services

(515) 281-6650 or 1-800-532-1579  
1-800-735-2942

# Iowa CACFP Child Care Center Parent/Guardian Letter - Non-pricing (front) 7/2023

**Purpose:** The attached Iowa Eligibility Application is used to determine eligibility for free and reduced price meal reimbursement. The instructions for completion are on the back of this letter.

Dear Parent or Guardian:

This center participates in the Child and Adult Care Food Program (CACFP) administered by the United States Department of Agriculture (USDA). Participants are not charged separately for meals. However, by participating in this Program, the center receives partial reimbursement for nutritious meals served to children. The amount of reimbursement the center receives is determined by the information you provide. Providing information can help your center purchase nutritious food. Higher reimbursement will be given to the center for meals served to enrolled children from families whose income is at or below the level shown in the chart below. Please read the instructions on the back, complete, sign and return the attached income application as soon as possible. An application that does not contain all required information cannot be used by the center. If required information is missing, free or reduced-price meal benefits will be denied. Call your center if you need help with the form. The information reported on this form will be filed and treated as confidential.

A foster child who is the legal responsibility of a welfare agency or court may be certified as eligible for free meals regardless of your household income. See instructions on the back for more information.

If you do not qualify now to receive free or reduced-price meals, you may apply for benefits at any time during the year. If you have a decrease in household income, have an increase in family size, or have enrolled children that become eligible for SNAP or FIP, you may fill out an application at that time.

## Income Eligibility Guidelines for Reduced Price Meals Effective 7-1-2023 to 6-30-2024

Household Size	Reduced Price Meals				
	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$26,973	\$2,248	\$1,124	\$1,038	\$519
2	\$36,482	\$3,041	\$1,521	\$1,404	\$702
3	\$45,991	\$3,833	\$1,917	\$1,769	\$885
4	\$55,500	\$4,625	\$2,313	\$2,135	\$1,068
5	\$65,009	\$5,418	\$2,709	\$2,501	\$1,251
6	\$74,518	\$6,210	\$3,105	\$2,867	\$1,434
7	\$84,027	\$7,003	\$3,502	\$3,232	\$1,616
8	\$93,536	\$7,795	\$3,898	\$3,598	\$1,799
For each additional family member add:	<b>+ \$9,509</b>	<b>+ \$793</b>	<b>+ \$397</b>	<b>+ \$366</b>	<b>+ \$183</b>

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

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, we cannot approve your child for free or reduced price meals. The last four digits of the social security number of the adult household member who signs the application must be listed. The social security information is not required when you apply on behalf of a foster child or if you list a SNAP number, or Family Investment Program number, 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 is eligible for free or reduced price meals, and for administration and enforcement of the CACFP. 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 violations of program rules.

### USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

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## Instructions for Completing Iowa Eligibility Application

### Complete both sides of an application for each household.

**All applicants should complete Part 1.** This application may be used to apply for benefits in school meals or milk programs, child care centers and home based care for children. Check all boxes that apply to your family. You may make copies of a completed application for each program in which your child participates.

**FIP OR SNAP HOUSEHOLD MEMBER, including child(ren) in Head Start or Even Start, follow these instructions.**

**Part 3.** List one FIP or SNAP Case Number per household in the area provided. Use the Case Number listed in the DHS Notice of Decision. Eligibility based on Head Start or Even Start is available only if your child is enrolled in Head Start and documentation from the Head Start agency is provided. **NOTE: Medicaid, Title XIX and EBT card numbers are not acceptable.**

**Part 4.** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center attended for each child in your household. Provide ethnic and racial information if you choose.

**Part 5.** Skip this section.

**Part 6.** Read the certification and complete this section.

**HOMELESS, MIGRANT OR RUNAWAY, follow these instructions.**

**Part 2.** For children attending school, check if any child is Homeless, Migrant, or a Runaway and call your child's school.

**Part 4.** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center attended for each child in your household. Provide ethnic and racial information if you choose.

**Part 5.** Skip this section.

**Part 6.** Read the certification and complete this section.

**FOSTER CHILD IN HOUSEHOLD, follow these instructions.** A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Foster children can be included as household members or included on a separate application.

**Part 4.** List the child's name, date of birth, grade (if applicable), name of school/Head Start/child care center attended. Check the box for foster child. Provide ethnic and racial information if you choose.

**Part 5.** Complete this section only if the foster child receives money for personal use or has other regular personal income. If the foster child has no income, check the box indicating no income. DO NOT include the stipend received by the foster family to provide care to the foster child.

**Part 6.** Read the certification and complete this section.

**ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions for reporting income.**

**Part 4.** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center/home attended for each child in your household. Provide ethnic and racial information if you choose.

**Part 5.** Follow these instructions to report total household income from last month.

**Name:** List the last and first names of **each** person living in your household, related or not (such as grandparents, other relatives, or friends); include yourself and all children living with you. The household decides whether to include the foster child on their household application with non-foster children. Attach another sheet of paper if needed.

**Age:** List the age of each household member.

**Check if No Income:** Put a mark in the box if the household member **does not** have an income.

**Gross Income last month and how it was received:** Report the amount of income received in the appropriate Gross Income column (weekly, every 2 weeks, twice monthly, or monthly). List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. If you have a household member for whom last month's income was higher or lower than usual, list that person's expected average income. If the household includes the foster child, they must report any personal income received by the foster child on the foster parent's household application.

**Other Monthly Payments or Income:** Money is reported in this section if it is regularly received. List the amount each person received last month from welfare, child support, alimony, adoption subsidies, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran's benefits (VA benefits). In the **All Other Income** column, include Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, cash withdrawn from savings, investments or trusts, interest and **ANY OTHER INCOME.** Use the Self-Employment Income Worksheet on the back of the application to calculate net income for self-owned businesses, farm, or rental income and report in the **All Other Income** column. **Do not report:** Scholarships, educational benefits, lump sum payments, combat pay, Deployment Extension Incentive Pay (DEIP) or children's incidental income from occasional activities such as babysitting, shoveling snow, or cutting grass. If you are in the Military Housing Privatization Initiative or get combat pay do not include these allowances.

**Social Security Number:** If the application is being made on the basis of income, the adult signing the form must provide the last 4 digits of his or her Social Security number or mark the "I do not have a Social Security number" box. If you do not provide your Social Security information or mark the box, your application cannot be processed.

**Part 6.** Read the certification and complete this section.

Return form to:

**Iowa Eligibility Application**

FFY 23-24

Complete one application per household. Fiscal Year 2023-2024

Translated applications are available at: <http://www.fns.usda.gov/school-meals/translated-applications>**Part 1. Check if any child is Homeless, Migrant, or a Runaway and call your child's school.** ☐ Run away ☐ Migrant ☐ Homeless**Part 2. FIP or SNAP Eligible:** Enter the FIP or SNAP Case Number for ANY household member as listed in the Notice of Decision (10 digits, include zeros). NOTE: Medicaid, Title XIX and EBT card numbers are not acceptable. Skip part 4.**Name of household member with Case Number** \_\_\_\_\_ **List Case Number** - - - - -**Part 3. Children enrolled: REQUIRED OF ALL APPLICANTS.**

List name(s) of all enrolled child(ren) in your household.			<b>Ethnicity:</b> H=Hispanic or Latino N=Not Hispanic or Latino		<b>Race:</b> A = Asian B = Black or African American I = American Indian or Alaska Native W=White		
			Completing ethnicity & race is voluntary				
Last Name	First Name	Middle Name or Initial	Check box for foster child <input type="checkbox"/>	Date of Birth	Grade	<b>OPTIONAL</b>	Name of School/Head Start/ Child Care Center/Home
						ETHNICITY	
1.			<input type="checkbox"/>				
2.			<input type="checkbox"/>				
3.			<input type="checkbox"/>				
4.			<input type="checkbox"/>				
5.			<input type="checkbox"/>				

**Part 4. Total Household Gross Income: DO NOT COMPLETE PART 4 IF YOU LISTED A FIP OR SNAP NUMBER IN PART 3.**

List all Household Members (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report. For foster children, include only money available for child's personal use or child's own income.

First and Last Name	Age	Gross Earnings From work/ all other income: How Often? (Mark "X" in box)						Gross Public Assistance/ Child Support/ Alimony How Often? (Mark "X" in box)					Gross Pension/ Retirement How Often? (Mark "X" in box)				
		Weekly	Bi-Weekly	2x month	Monthly	Yearly		Weekly	Bi-Weekly	2x month	Monthly		Weekly	Bi-Weekly	2x Month	Monthly	
1.		\$					\$					\$					
2.		\$					\$					\$					
3.		\$					\$					\$					
4.		\$					\$					\$					
5.		\$					\$					\$					

Last four digits of my Social Security Number: **X XX - X X** - \_\_\_\_ ☐ I do not have a Social Security Number.If Part 4 is completed, the adult signing the form must provide the last 4 digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. **For further information refer to the Privacy Act Statement in the parent letter.****Part 5. Certification and Signature. REQUIRED OF ALL APPLICANTS.**

I certify (promise) that all information on this application is true and that all income is reported if required. I understand that I will receive benefits from Federal funds based on the information I give. I understand that officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal/milk benefits, and I may be prosecuted. Email of Adult Completing Form \_\_\_\_\_

Signature of Adult Completing Form	Printed Name of Adult Completing Form	Date Signed
Address of Adult Completing Form	Town	ZIP Code
	Work Phone	Home Phone
		Cell Phone

**Part 6. TO BE COMPLETED BY CENTER STAFF.**

Income conversion factors for annual income: weekly X 52; two weeks X 26; twice a month X 24; monthly X 12

Household Income: \$ \_\_\_\_\_ ☐ Weekly ☐ Every 2 Weeks ☐ Twice Monthly ☐ Monthly ☐ Annually Household Size \_\_\_\_\_

Application Approved:	<input type="checkbox"/> Income	<input type="checkbox"/> Foster Child (free)	<input type="checkbox"/> FIP/SNAP	CACFP HP ONLY: <input type="checkbox"/> Tier 1 Area (Provider's own children)
	<input type="checkbox"/> Head Start DOCUMENTATION REQUIRED		<input type="checkbox"/> Homeless/Migrant/Runaway (Schools only)	
Eligibility Determination:	<input type="checkbox"/> Free Meals	<input type="checkbox"/> Reduced Price Meals	<input type="checkbox"/> Free Milk	<input type="checkbox"/> Tier 1 Income (All children)
Application Denied:	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Over income limits		<input type="checkbox"/> Tier 1 Child (Tier 2 mixed)

Center Determining Official Signature	Effective Date
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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 submit all needed information, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Family Investment Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child 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 is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. 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 violations of program rules.

**Self-Employment Income Worksheet: This worksheet will help you calculate the amount to report if you farm, are self employed, or have income from other sources.**

Persons who are engaged in farming or who operate other types of private businesses may experience variations in cash flow or monthly income throughout the year. These persons may use their income tax records from the preceding calendar year as a basis for applying for meal benefits. The income to be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

If you have additional income from other kinds of employment, this income must be treated as separate and apart from the income generated from your business venture. USDA **DOES NOT** recognize income the same way as IRS. USDA does not permit a loss from a business venture to off-set earnings from wages or salary. Though your business may have suffered a net operational loss, for purposes of this Application, it is not possible to have a negative income. The **least self-employed income possible is zero (no income)**. For example, if you operated a business at a net loss but held another job where you received wages, your income for purposes of applying for Tier 1 meals would be the income from your wages only. The loss from the business cannot be deducted from the amount of the income earned in the other job.

A prior year loss from farming or other private business operation cannot be used to reduce the current year net income for determining free and reduced-price eligibility. Wages paid to a spouse or other family or household member in the operation of a farm or private business must be shown as household income in Part 5 of this Application.

Income from private business operations is to be taken from your most recent U.S. Individual Income Tax Return – Form 1040 or 1040-SR including Schedule 1 (Additional Income and Adjustments to Income). Complete the identified lines from Form 1040 or Form 1040-SR and Schedule 1.

<b>Capital gain or (loss):</b> Form 1040 or 1040-SR, Line 7	\$ _____
<b>Business income or (loss):</b> Schedule 1 Part 1, Line 3	\$ _____
<b>Other gains or (losses):</b> Schedule 1 Part 1, Line 4	\$ _____
<b>Rental real estate, royalties, partnerships, S corporations, trusts, etc.:</b> Schedule 1 Part 1, Line 5	\$ _____
<b>Farm income or (loss):</b> Schedule 1 Part 1, Line 6	\$ _____
<b>*Total =</b>	\$ _____

\*The least income possible is zero (a negative number cannot be reported).

\*Enter amount in the **"All other Income"** column in Part 4 on the front of this Application.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

\*MAIL: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

FAX: (833) 256-1665 or (202) 690-7442; or  
EMAIL: [program.intake@usda.gov](mailto:program.intake@usda.gov)

\*Do not mail applications  
to this address,  
only complaints of  
discrimination.

**Iowa Non-Discrimination Statement:** "It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, age, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.6, 216.7, and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office building, 400 E. 14<sup>th</sup> St. Des Moines, IA 50319-1004; phone number 515- 281-4121, 800-457-4416; website: <https://icrc.iowa.gov/>."





Your child is enrolled in a center that participates in the Child and Adult Care Food Program (CACFP). By participating in this Program, the center follows federal meal pattern requirements and receives reimbursement to assist with food costs. The CACFP requires parents to provide specific enrollment information on an annual basis. This form will be placed in center files and treated as confidential information. Complete one form for all of your children who are enrolled at the center.

May 2023

## Iowa Child and Adult Care Food Program Child Care Enrollment Form

Last Name, First Name	Birthdate	Times of Care		Regular Days of Care							Meals Served During Care						Ethnicity/Race*	
		Arrival	Departure	M	T	W	Th	F	S	S	B	AM Sn	Lu	PM Sn	D	E Sn	Ethnicity	Race

\*Ethnicity (Select one and enter in the chart above): H=Hispanic or Latino or N=Not Hispanic or Latino

\*Race (Select one or more and enter in the chart above): W=White, B=Black or African American, I=American Indian or Alaska Native, A=Asian, and P=Native Hawaiian or Other Pacific Islander This information is requested by the Federal Government in order to monitor compliance with Civil Rights law. You are not required to furnish this information, but are encouraged to do so. The law requires that organizations may not discriminate on the basis of this information nor on whether you choose to furnish it.

**Infants only (0 to 12 months):** ☐ I am not enrolling an infant (skip this section)

As a participant in a USDA Child Nutrition Program, our center offers meals to children of all ages; you are not required to provide infant food or formula. Infant feeding is based on Academy of Pediatrics nutrition guidelines. Infant foods served are appropriate for the age and developmental readiness of your infant. Mark (X) to indicate your choice(s) below:

- ☐ I will provide breastmilk for my infant. ☐ Yes ☐ No **If infant is still hungry and no breastmilk is available, list what to feed** \_\_\_\_\_
- ☐ I would like to breastfeed on site, if this option is available<sup>1</sup>. ☐ Yes ☐ No If yes, time(s) \_\_\_\_\_
- ☐ I will provide formula for my infant. Name of formula (must be iron-fortified and manufactured in the USA): \_\_\_\_\_
- ☐ I accept the center's formula for my infant. Name of iron-fortified formula: \_\_\_\_\_
- ☐ I will submit a Diet Modification Request Form for non-reimbursable formula. Name of formula: \_\_\_\_\_
- ☐ I accept the center's solid foods (appropriately textured) to be served to my infant as s/he is ready for them, and after I have discussed it with the caregiver.
- ☐ I will provide solid foods for my infant<sup>2</sup>. The center may supplement with additional solid foods when my infant needs them: ☐ Yes ☐ No

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_ (Make any needed changes above, sign and date)

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_ (Make any needed changes above, sign and date)

<sup>1</sup>Ask your center if you can breastfeed on-site.

<sup>2</sup>The parent may provide no more than one required meal component in order for the center to claim reimbursement for the meal. DHS licensed centers must follow CACFP infant meal pattern requirements regardless of who supplies the food. Your center can provide a copy of the CACFP infant meal pattern and a list of reimbursable foods upon request.

*This institution is an equal opportunity provider.*