

If you need help filling out the Income Eligibility Form (NS-100-C), contact:

Center Representative: _____

Telephone: _____

Part 1 - Enrolled children's information

Print the names and ages of each child in the household enrolled at this center. List each child's date of birth. List the date the child was enrolled at the center.

Part 2 - Benefit Information

If the child(ren) listed in Part 1 receives benefits from Food Stamps, Temporary Assistance to Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR), circle the benefit received and list the case number. If you provide a case number, you do not have to complete Part 4.

Part 3 - Foster Child

Complete a separate application for each foster child from the household who is enrolled at the child care center. Write the foster child's monthly personal use income, if any. Write "0" if the child has no income. Personal use income is 1) money given by the welfare office, identified by category, for the child's personal use, such as for clothing, school fees and allowances; and 2) all other money the child gets, such as money from his/her family, and money from full-time or regular part-time jobs. An adult must sign Part 5 of the application. Social security numbers are not required on applications for foster children.

Part 4 - Total Household Income from Last Month

This part is to be completed by those households who do not receive Food Stamps, TANF or FDPIR benefits. This section does not have to be completed for a foster child.

Step One - Print the names of everyone in your household, even if they have no income. Do not include children listed in Part 1 unless they have income. Include yourself, all other children, grandparents, other relatives and unrelated people in your household who are living as an economic unit.

Step Two - Write the amount of monthly income each person receives on the same line as their name. This income must be listed under the appropriate column - Earnings From Work Before Deductions; Welfare, Child Support, Alimony; Pensions, Retirement and Social Security; and Other. Income is all money received before taxes or any other deductions are taken out. If the amount received most recently is higher or lower than usual, write that person's usual income instead.

Convert to Annual Income

If you report multiple frequencies of pay, total income must be calculated on an annual basis. Use the following conversions. Annual Income Conversion: Weekly X 52;

Every 2 Weeks X 26; Twice a Month X 24; Monthly X 12.

Types of Income

Include all income from all sources for all persons living in your household. Report income from the following sources:

Earnings From Work: wages/salaries/tips, strike benefits, unemployment compensation, worker's compensation, net income from self-owned business or farm.

Pensions/Retirement/Social Security: pensions, supplemental security income, veteran's payments, social security.

Welfare/Child Support/Alimony: public assistance payments, welfare payments, alimony/child support payments.

Other Income: disability benefits, cash withdrawn from savings, interest/dividends, income from state, trusts, Investments, regular contributions from persons not living in the household, net royalties/annuities/net rental income, any other income.

Do not report as income: scholarships, educational benefits, food stamps, children's incidental income from such occasional activities as babysitting, shoveling snow and mowing lawns.

Part 5 - Signature

Every application must be signed by an adult household member and, unless a case number is listed in Part 2, must include that person's social security number. If the person signing the application does not have a social security number, check "I do not have a social security number." If the application is for a foster child, a social security number does not have to be listed.

Part 6 - Racial/Ethnic Identity

Check the box that indicates the racial/ethnic group of the child. This information is collected to make sure all children receive benefits on a fair and equitable basis. You do not have to answer this question.

You may apply for benefits at any time. When you have completed the application, return it to the care center as soon as possible. Thank you for your assistance.

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