

Instructions for Parents/Guardians Household Income Eligibility Statement

If you are applying for a foster child, follow these instructions:

Part 1: Use a separate application for each foster child. List the child's name, age, birth date, and the child's personal use monthly income, if any. Only the foster child's full or part-time income, funds provided by the court or welfare agency for personal use, or trust funds are counted as income on this application. Do not include money from occasional jobs like lawn mowing and babysitting. Check the box that describes the status of the foster child.

Part 2: Do not complete.

Part 3: Do not complete.

Part 4: Sign and date the form. A social security number is not necessary.

If your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, follow these instructions:

Part 1: Do not complete.

Part 2: List full name of children enrolled in child care, age, birth date, and case number of benefit received.

Part 3: Do not complete.

Part 4: Sign and date the form. A social security number is not necessary.

Note: Benefits received under Medicaid, WIC, or Department of Human Services (DHS) Child Care Assistance Program (where DHS pays a portion of your child care expenses) does not automatically qualify.

All other households follow these instructions (not required if household is over the income limits):

Part 1: Do not complete.

Part 2: Do not complete.

Part 3: Follow these instructions to report total household income from last month:

- List the names and ages of everyone (related or not related) living in your household, including you, other adults and children (If you need more space, use a separate sheet of paper.);
- Place a ✓ in the next column for children enrolled in child care;
- By person, list the amount and source of income received last month. List monthly earnings *before* deductions, monthly welfare, child support or alimony or any other income; and
- Place a ✓ in the box for those listed who do not have any income.

Households with zero income will be re-verified every 45 days.

Part 4: Sign and date the form and list the last four digits of your social security number or write "None" if you do not have a social security number.

Return the completed application to the child care center.

Help With Income

To determine monthly income:

- If paid every week, multiply the total gross income by 52 and divide by 12.
- If paid every two weeks, multiply the total gross income by 26 and divide by 12.
- If paid once a month, use the total gross income.
- If paid twice a month, multiply the total gross income by 24 and divide by 12.
- If paid once a year, divide the total gross income by 12.

Farmer or Self-Employed: Monthly income is gross farm or business income received in the month prior to application minus farm or business expenses. Gross wages from other jobs or income from other sources must also be listed as income. A loss from self-employment must be listed as zero income and cannot reduce other income.