

Enrollment Application 2020 - 2021

Nursery Campus
Fred Moore Day Nursery School
821 Cross Timber Street
Denton, TX 76205
Phone: 940-387-8214

Licensing # 33009

Preschool Campus
Gonzalez School for Young Children
1212 Long Road
Denton, TX 76208
Phone: 940-369-2340

Licensing # 1545998

Required Items:

Enrollment Form Completed	Pages 3 – 5					
Doctor's Health Statement attached or Signature Completed	Page 2					
Vaccination information Completed or Attached Separately	Page 6					
Child Information Sheet	Pages 7					
City of Denton Self Certification Completed	Page 9					
CACFP Letter	Page 10					
CACFP Application Completed	Pages 11 - 14					
Infant Feeding Instructions (for all children 12 mos & younger)	Pages 15 – 16					
Handouts & Information for you to keep	Pages 19 - 26					
Income Verification Documents (2 pay stubs, tax return, 2 proofs of deposit etc.)						
Enrollment Fee Paid (\$30/Child or \$50 for 2 or more)						
Supply Fee Paid (\$25/ school year due by 2 nd week of fall semester start date)						

☐ Driver's License or Photo ID (for all individuals eligible to pick up children from center)

Welcome to Fred Moore Day Nursery School

We are so excited to welcome you and your family to our center. We are honored to be chosen to partner with you for your child's educational experience.

Here at Fred Moore Day Nursery School our mission is to serve families in our community by offering comprehensive, affordable and well-balanced care for children in a quality learning center.

Our goals are to provide a warm and nurturing environment that encourages the development of the whole child. We strive to provide an environment that encourages families and teachers to work together as partners to encourage children's independence through decision making and understanding.

We provide TRS Certified, 4-Star quality, care to families at a reduced rate using a sliding scale based on income and household size.

With the ever-changing guidelines facing us this school year, we are committed to keeping you and your family safe through additional training, increased safety and sanitation measures, updated communication methods and significant changes in classroom sizes.

While we normally welcome parents into our centers and hope that you will freely and frequently stop by or participate actively in your child's learning experience. Due to increased safety measures, for the time being we are operating with a closed campus policy. We understand how this can be difficult for our families and we are here to help you and your children navigate the changes in routine and familiarity our families are accustomed to.

This enrollment form ensures we have all the information necessary to meet you and your child's needs, while helping us get to know you and your family and complying with licensing regulations and demographic reporting data. We know this packet can be extensive, so we are here to help with any step of the way.

We will communicate with you set up a time for us to review our Family Handbook with you and to go over your enrollment paperwork prior to your child beginning care.

We are committed to making sure your experience here with us is a positive one, and your children are in a safe, and healthy environment where they can flourish and grow. Please feel free to call us any time with any questions or concerns you may have.

Here at Fred Moore Day Nursery School we believe it takes a village, and we are thankful to be chosen to be a part of yours.

We are happy you are here, and we look forward to getting to know you.

Welcome to our Village,

Kayti Porter Executive Director

Fred Moore Day Nursery School www.fmdns.org
Executivedirector@fmdns.org

Nursery: 940-387-8214 Gonzalez: 940-369-2340

•			Kayti Porter					
Child's Full Name			ild's Date o	f Birth	Date of Admission		Date of Withdrawal	
Child's Home Address		<u> </u>		City, Sta	te		Zip Code	
Student Ethnic Identity O Hispanic O Non-Hispanic OMale OFemale			Student Racial Identity (Check all that Apply) Okhite OBlack OAsian OArab/Middle Eastern OAmerican Indian/Alaskan Native ONative Hawaiian/Pacific Islander OOther:					
Student Primary Language:				Student Disabled? O Yes ONo Special Accommodations:				
Student Lives With (check all that a	pply): OMom OFoster Parent	_	Dad Legal Gua	rdian	OStep-Parent OOther:	00	Grandparent	
	gle Family Dwelling O	Mult	ti-Family D neless			Tempor	ary Housing	
Students Residence is: OOw	ned/Mortgaged OF	Ren	ted/Lease	d	OTemporary C	Other		
Annual Household Income (\$)	Household Size		Owic C	CHIP	_	OMedica O SSI/S OAgenc	SDI OCCS	
Please list contact numbers						in care): 	
Parent/Guardian 1 Name	Daytime Contact Phon	i <mark>e</mark>	Parent/Gu	<mark>ıardian 1</mark>	L Email Address			
Parent/Guardian 1 Highest Level o	f Education		Parent/Gu	ıardian 1	Employer			
Current/Retired Military?	Disabled?		OCheck	if Head o	of Household	Gender	_	
OYes ONo Parent/Guardian 2 Name	OYes ONo Daytime Contact Phon	ne	Parent/Gu	ıardian 2	2 Email Address	Oyes	ONo	
Parent/Guardian 2 Highest Level of	of Education		Parent/G	Guardian	2 Employer		1	
Current/Retired Military?	Disabled? OYes ONo		OCheck	if Head	of Household	Gender OYes	- O _{No}	
Give <mark>at least one</mark> name , address, and parents/ guardian cannot be reached	phone number of a respon	nsibl	e individual	to <mark>call in</mark>	case of an emergenc	cy if	Relationship	
I authorize the childcare operation the list name and telephone number for parent/guardian after verification of	r each. Children will only l	be r						
Name		<u> </u>			Phone Number			
Name					Phone Number			
Name					Phone Number			

Child's Additional Information Section						
List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of: *If none, write none*						
Does your child take any Regular medication?	List Names & Dosages:					
O Yes O No	List Names & Dosages.					
Does your child have medically diagnosed food or other a O Yes O No	allergies? List Food & Other Allergies:					
Plan Submitted on: / /202						
Does your child have any religious or other forms or food O Yes O No	restrictions? Please list all restricted food items					
Admis	ssion Requirement					
presented when your child is admitted to the childcare oper	ay from the childcare operation, one of the following must be ation.					
Check only one option:						
\square A signed and dated copy of a health care professional's sta	atement is attached					
OR						
	ear and find that he or she is able to take part in the day care program.					
Statistics and above harries state main the past year and and the or one to able to take part in the day sale program.						
Signature — Health Care Professional Date Signed						
Name of Health Care Professional Address of Health	Care Professional					
<u> </u>	ritten Operational Policies					
(Check All that Apply) I acknowledge receipt of the facility	y's operational policies, including those for:					
Fred Moore Day Nursery School Parent Handbook	Procedures for dispensing medications					
Discipline and guidance	Procedures for conducting health checks					
Procedures for release of children	Immunization requirements for children					
Suspension and expulsion	Procedures for parents to discuss concerns with the director					
Illness and exclusion criteria	Procedures to visit the center without securing prior approval					
Emergency plans Procedures for parents to participate in operation activities						
Safe sleep	Procedures for parents to contact Child Care Licensing					
Meals and food service practices	(CCL), DFPS, Child Abuse Hotline, and CCL Website					
such an operation may be practicing discrimination in viola (800) 514-0301 (voice) or (800) 514-0383 (TTY).	ler the Americans with Disabilities Act (ADA), Title III. If you believe that attended of Title III, you may call the ADA Information Line at					
Gang Free Zone						
Under the Texas Penal Code, any area within 1,000 feet or related to organized criminal activity are subject to harshe	of a child care center is a gang-free zone, where criminal offenses repenalties.					
Parent Signature	Date Date					

Mania								
Meals	ad ta mu ak	aild while in care, (Check for all mos	ole comical)					
I understand that the following meals will be serve	•	illd wrille in care. (Check for all fries	iis serveu)					
O Breakfast O Lunch O Afternoon snack	K							
Days and Times in Care		L. C. H. andre at Control						
My child is normally in care on the following days Day of the Week	and from t	ne following times: A.M.		P.M.				
·								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
FMDNS Operating hours are 6:30 am to 6:00 pi	m Monday	through Friday.						
All Children must be checked in by 9:00 am.								
Children will not be admitted after 9:00 a.m. ex								
prior to the child's arrival. A doctor's note or e arrival.	xcuse ma	y be accepted after 9:00 am and o	an be submitte	a to the office upon				
	Cons	sent Information						
I give consent for the facility to secure an	I give consent for the facility to secure any and all necessary life saving emergency medical care for my child.							
Signature —Parent / Guardian			Date Signe					
AUTHORIZATION FOR EMERGENCY MEDICA	L ATTENT	ION						
In the event I cannot be reached to consent to e	mergency	medical care, I authorize the persor	in charge to tak	e my child to:				
Name of Physician:	Address:		Phone No	umber:				
Name of Emergency Care Facility:	۸ ما ما سه م م		Dhana Ni	una la aur				
,	Address:		Phone No	umber:				
I give consent for the operation to transport & su	pervise my	child for the following purposes:	Field Tr	ips Participation				
● By ambulance for emergency care				consent for my				
OBy a center employee to the above named loc	ations for e	emergency care		o participate				
On Field Trips (Further field trip consent form		, ,		ot give consent for ild to participate				
OI DO NOT GIVE consent for my child to be train	nsported b	y the operation's employees.	111,7 011	na to participato				
1. Water Activities	مريد مواندها	Ann nativitien.						
I give consent for my child to participate in the fo	•							
water table play *required*		O splashing/wading pools						
2. Photos, Videos, Social Media (*Check AL I give consent for FMDNS to photograph, or vide O Internal use only O display in classrooms/hallwa	o my child	for the following purposes:						
O I do not give consent for my child to be photo or videographed. *I acknowledge that some use of photos are required in child files and video footage is constantly being recorded by the use of closed circuit television (CCTV) on premise*								

O My Vaccination Rec	cords are attached	CHECK ONE
Or O A Healthcare profes	sional will complete the following (if checked, fill out information below)	
O A Healthcare profes	Vaccine Schedule	Dates Received
Hepatitis B	Birth (first dose)	
	1–2 months (second dose)	
	6–18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria,	2 months (first dose)	
Tetanus,	4 months (second dose)	
Pertussis	6 months (third dose)	
	15–18 months (fourth dose)	
	4–6 years (fifth dose)	
Haemophilus Influenza	2 months (first dose)	
Туре В	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12–15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6–18 months (third dose)	
	4–6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12-15 months (first dose)	
	4-6 years (second dose)	
Varicella	12-15 months (first dose)	
	4-6 years (second dose)	
Hepatitis A	12-23 months (first dose)	
· 	The second dose should be given 6 to 18 months after the first dose.	
For additional information	n regarding immunizations, visit the Texas Department of State Health Services website a	

Vaccine Information

For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

Signatures

I as a Parent/Guardian, understand that it is my responsibility to give Fred Moore Day Nursery School any updated information concerning my child's health included but not limited to shot records, health concerns, health conditions and changes in allergy plan if applicable.

I attest the information contained in this form above is true and complete to the best of my ability.

Child's Parent or Legal Guardian Signature	Date Signed

Child Information Sheet							
Does your child feed him/herself?		○ Yes ○ No ○ Yes, but needs assistance					
Does your child have any VISION or EYE problems?	O No	O Yes Describe:					
Does your child have any HEARING problems or difficulties?	O No	O Yes Describe:					
Does your child have any SPEECH problems, difficulties or delays?	O No	OYes Describe:					
Does your child have any medically diagnosed DISABILITIES?	O No	O Yes Describe:					
Do you have any concerns about your child general health, wellbeing, social/emotional development, educational development?	O No	O Yes Describe:					
In the event your child becomes ill in our care, what arrangements can	ı you mak	ke?					
In the event your child becomes ill in our care, how should we best assist your child until you arrive?							
Please list any routines that may be helpful for your child's teacher to k Knowing your family routines will help us create consistency between I							
Please list any special likes or dislikes your child has, and let your tead child's meal time routine go smoothly. If you have any concerns with the							
Can your child communicate verbally? If not, how does your child signs with you and others around you?	al wants/	needs? How do you help your child communicate					
How do you redirect your child's unwanted actions or behaviors at hom change or do not approve of, how do you approach the situation with y							
Does your child have any specific fears or experiences we should know	w? If you	r child is upset, how do you help them calm down?					
Does your child interact with other children? If so, what are typical way does your child like to do with other children?	s your ch	nild plays or interacts with others? What activities					
Are there any special family dynamics, rituals, or household significant your children?	ce that w	e may need to be aware of to better assist you and					
Is there anything specifically you would like your child's teacher to kno	w?						
Does your child have any nap time routines or preferred sleeping posit	tion?						
does your child have a special item they prefer to sleep with or use to	calm dow	vn?					



SELF-CERTIFICATION INCOME FORM

This program is made possible through the support of the **City of Denton Community Development Block Grant (CDBG)** program. CDBG is a federally funded program through the U.S. Department of Housing and Urban Development (HUD), administered by City of Denton and designed to serve low- and moderate-income individuals. To meet the program national objectives, this data needs to be collected and reported to HUD through the City of Denton. This form is utilized as data and is required to ensure compliance with rules and regulations for the use of these funds.

Directions: Please CIRCLE your family size and yearly income level below. Provide your signature and date below

	Maximum Income Levels									
Family	Moderate Income	Low Income	Very-Low Income	Extremely-Low Income						
Size	80% - 65% AMI	65% - 50% AMI	50% - 30% AMI	≤ 30% AMI						
1	\$46,550 - \$37,850	\$37,850 - \$29,100	\$29,100 - \$17,500	\$17,500 - or below						
2	\$53,200 - \$43,250	\$43,250 - \$33,250	\$33,250 - \$20,000	\$20,000 - or below						
3	\$59,850 - \$48,650	\$48,650 - \$37,400	\$37,400 - \$22,500	\$22,500 - or below						
4	\$66,500 - \$54,000	\$54,000 - \$41,550	\$41,550 - \$25,750	\$25,750 - or below						
5	\$71,850 - \$58,350	\$58,350 - \$44,900	\$44,900 - \$30,170	\$30,170 - or belov						
6	\$77,150 - \$62,700	\$62,700 - \$48,200	\$48,200 - \$34,590	\$34,590 - or belov						
7	\$82,500 - \$67,000	\$67,000 - \$51,550	\$51,550 - \$39,010	\$39,010 - or belov						
8	\$87,800 - \$71,300	\$71,300 - \$54,850	\$54,850 - \$43,430	\$43,430 - or belov						

Source: U. S. Department of Housing and Urban Development - Effective: 04/2019

CERTIFICATION: I certify that I am a resident of the city of Denton and that my family size and annual income level selected above is correct and accurate to the best of my knowledge. I am aware that I may be asked to provide additional documentation to confirm my selections.

DATE
DATE

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. Fred Moore Day Nursery School offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

1. Do I need to fill out a Meal Benefit Form for each of my children in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for all children enrolled in child care in your household only if the children in child care are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. Return the completed form to:

Fred Moore Day Nursery School, 821 Cross Timber Street,

Denton, TX 76205; (940) 387-8214

- 2. Who can get free meals without providing income information? Children in households getting Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children (reference question #8 for more information on foster children) and children enrolled in a Head Start Program (HSP), Early Head Start Program (EHSP), or Even Start Program (ESP) and have not entered kindergarten) are also eligible for free meals. Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.
- 3. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Income Chart, sent with this application. Children in households participating in WIC may be eligible for reduced price meals.
- 4. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center.
- 5. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.
- 6. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.
- 7. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.
- 8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, Placement Authorization Foster Care/Residential Care, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form.
- 9. We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.
- 10. (Pricing program only) Will the information I give be verified? Maybe. We may ask you to send written proof to verify the information you submitted on the form. What if I disagree with the decision about the information I complete on this form?

You can talk to Kayti Porter, either in person or by telephone at 940-387-8214. You may ask for a hearing by calling or writing to:

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

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability. If you have other questions or need help, call (877-839-6325)

Sincerely, Kayti Porter Executive Director

On Behalf of: Child and Adult Food Care Program. www.squaremeals.org

INSTRUCTIONS FOR CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (CHILD CARE)

Follow these instructions, if your household gets SNAP, TANF or FDPIR:

- Part 1: List all enrolled children and household members.
- **Part 2:** List the eligibility number for any household members (including adults) receiving SNAP or TANF or FDPIR benefits. The SNAP or TANF number must be the 8 or 9 digit EDG# assigned by HHSC.
- **Part 3:** Skip this part.
- Part 4: Skip this part.
- Part 5: Sign the form. The last four digits of a Social Security Number are not necessary.
- Part 6: Answer this question if you choose.
- Part 7: Answer this question if you choose.

If you are applying on behalf of a FOSTER CHILD, follow these instructions:

If all children you are applying for are foster children, or if you are only applying for benefits for the foster child:

- Part 1: List all foster children. Check the box indicating that the child is a foster child.
- Part 2: Skip this part.
- Part 3: Skip this part.
- Part 4: Skip this part.
- **Part 5:** Sign the form. A Social Security Number is **not** necessary.
- Part 6: Answer this question if you choose.
- Part 7: Answer this question if you choose.

If some of the children in the household are foster children.

- **Part 1:** List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box." Check the box if the child is a foster child.
- Part 2: If the household does not have an eligibility number, skip this part.
- Part 3: Applies only to parents/guardians of children in Tier II Day Care Homes. Sponsors must provide the *List of Eligible Federal/State Funded Programs* (H1660), with this form to households with children enrolled in Tier II Day Care Homes. Parents/Guardians can enter the program name and number as applicable.
- Part 4: Follow these instructions to report total household income from this month or last month.
 - **Column A Name:** List only the first and last name of **each** person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.
 - **Column B Gross Income and How Often it was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received weekly, every other week, twice a month, or monthly.
 - **Box 1:** List the **gross income**, not the take-home pay. Gross income is the amount earned before taxes and **other deductions**. You should be able to find it on your stub or your boss can tell you.
 - **Box 2:** List the amount each person got from the month from welfare, child support, alimony. **Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.
 - **Box 4:** List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. <u>For ONLY the self-employed, report income after expenses in Box 1</u>. Box 4 is for your business, farm or rental property. Do not include income from SNAP, TANF, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.
- **Part 5:** Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.
- Part 6: Answer this question if you choose.
- Part 7: Answer this question if you choose.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

- **Part 1:** List all enrolled children and household members. For any people, including children, with no income, you must check the "No Income Box."
- Part 2: Skip this part.
- Part 3: Skip this part.
- Part 4: Follow these instructions to report total household income from this month or last month.

Column A – Name: List only the first and last name of each person living in your household who share income and expenses, related or not (such as grandparents, other relatives, or friends who live with you) with income. Include yourself and all children living with you. Attach another sheet of paper if you need to.

Column B – Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month, or monthly.

Box 1: List the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you. **Box 2:** List the amount each person got from the month from welfare, child support, alimony. **Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits, disability benefits.

Box 4: List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. *For ONLY the self-employed, report income after expenses in Box 1*. Box 4 is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.

- **Part 5:** Adult household member must sign the form and list the last four digits of the Social Security Number or mark the box if s/he doesn't have one.
- Part 6: Answer this question if you choose.
- Part 7: Answer this question if you choose.

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

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Part 1. All Household Members									
Name of Enrolled Child(ren):									
Names of all household members (First, Middle Initial, Last)				LI W *	EGAL RE 'ELFARE IF ALL CI RE FOST	SPONSIE AGENCY HILDREN ER CHIL	ER CHILD (THE BILITY OF A Y OR COURT) I LISTED BELOW DREN, SKIP TO HIS FORM.		CHECK F NO INCOME
(* **, *******************************				T	1	0.0.1		ΤĒ	7
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					<u>]</u>			<u> </u>	
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]			1	
Part 2. Benefits: If any member of your household receives SNAP, TANF, or FDPIR, provide the name and eligibility number for the person who receives benefits. If no one receives these benefits, skip to part 3. NAME: ELIGIBILITY NUMBER:						mber for the			
Part 3. (Applies only to parents/guardians with children enrolled in a day care home) If any member of your household receives benefits listed on the enclosed <i>List of Eligible Federal/State Funded Programs (H1660)</i> , provide the name of the program and eligibility number: NAME: ELIGIBILITY NUMBER: Check here if no eligibility number									
Part 4. Total Household Gross Inco		must tell us							
A. Name (List only household members with income)	Note: Self-employed report income aff 1. Earnings from work 2. Welfare, chill before deductions alimony					Security, SSI, VA	4. All Other Income		
(Example) Jane Smith	\$ <u>200/wee</u>	kly	\$ <u>150/twice</u>	a mont	<u>:h</u>	\$ <u>100/m</u>	onthly	\$ <u>2</u>	00/bi-monthly
	\$	1	\$	/		\$	<u> </u>	\$_	
	\$	1	\$	1		\$	1	\$_	
	\$	1	\$	1		\$	1	\$_	1
	\$		\$	<u> </u>		\$		\$_	
	\$	1	\$	1		\$	1	\$	/
Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign) An adult household member must sign this form. If Part 4 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the next page.) I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.									
Sign here:			Print	name:					
Date:									
Address:				ne Nun	nber:				
City:			Stat				Zip Code:		
Last four digits of Social Security Nu	mhor· *	* * * *			not have	a Social	Security Number		



CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)

Page 1

			1					
Part 6. Participant's ethnic and								
Mark one ethnic identity:	Mark one or more racial identities Asian							
☐ Hispanic or Latino☐ Not Hispanic or Latino		☐ American Indian or Alaska Native ☐ Native Hawaiian or Other Pacific						
I Not Hispanic of Latino	Black or African American							
Part 7. Sharing Information With Other Programs: OPTIONAL The above information may be disclosed for the purpose of enrolling children in the Children's Health Insurance Program (CHIP). Parents/guardians are not required to consent to such disclosure and electing not to allow disclosure will not adversely affect a child's eligibility.								
☐ I do elect to allow my household information to be disclosed.								
☐ I do not elect to allow my household information to be disclosed.								
Don't fill out this part. This is f								
Annual Inco	me Conversion: Weekly x 52, Ever	ry 2 Weeks x 26, Twice A Month x 2	4, Monthly x 12					
Total Income:Pe	r: 🛘 Week, 🗘 Every 2 Weeks, 🗘 T	wice A Month, 🗅 Month, 🗅 Year	Household size:					
Categorical Eligibility:Date V	Vithdrawn:Eligibility: Fr	eeReducedDenied	Tier I Tier II					
Reason:								
Determining Official's Signature:			Date:					
Confirming Official's Signature:_			Date:					
Follow-up Official's Signature:			Date:					
Privacy Act Statement:								
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 the participant 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 Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) eligibility number for the participant or other (FDPIR) identifier 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 the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.								
Non-discrimination Statement:								
Agencies, offices, and employees	s, and institutions participating in or gin, sex, disability, age, or reprisal	Agriculture (USDA) civil rights regula r administering USDA programs are or retaliation for prior civil rights acti	prohibited from discriminating					
Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, 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.								
http://www.ascr.usda.gov/compla	aint_filing_cust.html, and at any US	Program Discrimination Complaint For DA office, or write a letter addressed complaint form, call (866) 632-999.	d to USDA and provide in the letter					
(1) mail: U.S. Department of Agr Office of the Assistant Secret 1400 Independence Avenue, Washington, D.C. 20250-941	tary for Civil Rights SW	690-7442; or (3) email: <u>program.inta</u>	ke@usda.gov.					
This institution is an equal opport	tunity provider.							

CACFP INFANT FEEDING PREFERENCE

Dear Parent/Guardian,

This child care provider participates in the Child and Adult Care Food Program (CACFP) and receives USDA reimbursement for serving nutritious meals to infants according to program requirements. Participation in this program requires child care providers to follow specific meal patterns according to the age of the infant.

If your child is exclusively breastfed, child care providers participating in the CACFP can feed your infant the breast milk you supply and meet the meal pattern requirements. Breastfeeding is widely recognized as the best source of nutrition for infants.

The Institute of Medicine and the American Academy of Pediatrics recommend that adults/caregivers, who work with infants and their families, promote and support exclusive breastfeeding for the first six months and continuation of breastfeeding in conjunction with complementary foods for 1 year or more, and the Texas Department of Agriculture (TDA) encourages child care provider's to dedicate a space for mothers to breast feed their infants on site.

Child care providers participating in the CACFP <u>are required</u> to offer at least one infant formula for infants who are enrolled for child care. You may decline the infant formula offered, and supply breast milk and/or your own preferred infant formula.

Additionally, when you determine in consultation with your physician that your child is developmentally ready, the child care provider will also be **required** to offer infant cereal and other foods. As with infant formula, you can decline the infant cereal and other foods offered and provide those items to your child care provider. It is important to note that your child care provider will not receive reimbursement for meals that contain <u>more than one</u> parent provided component. Speak to your child care provider to understand what components are required for your infant's meal and the exceptions made for infants with disabilities, so that your infant receives the most nutritious meal possible.

This child care provider offers the following infant formula(s): Advantage, Iron Fortified Infant Formula

It is very important that you indicate your preferences on the form that follows so we can honor the nutrition choices you have made for your family. Please complete the information below to designate your preference for infant formula, infant cereal and other foods.

Infant's Name_	Infant's Date of Birth

Breast milk and/or Formula preference

Please mark your preference (choose all that apply)	Today's Date ——— Birth through 5 months	Today's Date 6 – 11 months
I will bring expressed breast milk for my infant.		
I want the childcare provider to provide the infant formula it offers for my infant.		
I will bring the infant formula for my infant. Please list the kind of infant formula you will bring:		

Preference regarding infant cereal and other foods

Please mark your preference	Today's Date
	6 – 11 months
My child is developmentally ready for solid foods. I want the childcare provider to provide the infant cereal and other foods for my infant.	
My child is developmentally ready for solids. I will bring the infant cereal and/or other foods for my infant.	
My child is NOT developmentally ready for solid foods. I will inform the provider when and designate the solid food(s) to be introduced to my infant at that time.	

Parent's (or guardian's) Signature	Date of Signature
------------------------------------	-------------------

- 1. This form must be kept on file for each infant enrolled for child care.
- 2. This form must be kept current and accurate for each infant enrolled for child care until the infant reaches one year of age.
- 3. If the parent (or guardian) provides expressed breast milk and the child care provider feeds it to the child, and/or if the mother breast feeds her child on site, the meal may be claimed for reimbursement.
- 4. If the parent (or guardian) declines the formula and the child care provider provides meal and/or snack components, the meal may be claimed for reimbursement.
- 5. If the parent (or guardian) declines infant meals/snack, meals and snacks may NOT be claimed for reimbursement.

July 2018

TO BE COMPLETED BY EMPLOYEE:

OBTAIN SIGNED FORMS FROM FAMILY

ENROLLMENT REGISTRATION INFORMATION ENROLLMENT CHECKLIST

Please review the entire Enrollment Registration Information Packet and Family Handbook with each family. Be sure that all forms are filled out completely with appropriate signatures. Review the child's health record and immunizations for state compliance to ensure the physician has stamped/signed it and has filled in all the necessary dates.

Completed Enrollment Registration Information Family Handbook)	on Packet (Staple the copy of the Financial Agreement to the back pages of the
☐ Family Handbook Acknowledgement	
	raphic Data Sheet pg. 9, City of Denton pg. 10, CACFP pg 13 – 14.
OBTAIN DOCUMENTS FROM FAMILY MEMBERS	
Copy of Driver's License for Payer and any pre	sent Authorized Pick-Up Individuals
Orientation Signed & Dated	
REVIEW WITH FAMILY	
Any photo restrictions	Absenteeism policy
☐ Vacation policy	☐ Infant/Toddler Needs Services Plan (if applicable)
Special needs	Developmental Milestones
The information above was reviewed with me and al understanding of Fred Moore Day Nursery School's p	I of my questions have been answered to my satisfaction. I have a clear policies.
Name of Parent/Guardian:	Relationship:
Signature:	Date:
Name of Director:	
Signature:	Date:
Comments/Special Notes regarding children, family of	r enrollment & instruction:



Residency Requirements

Financial aid for child care is available to families throughout Texas, although eligibility guidelines may differ depending on where you reside. Workforce Solutions for North Central Texas serves the following counties: Collin, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell and Wise.

If you do not live in one of the counties listed above, go to http://www.twc.state.tx.us/dirs/wdas/wdamap.html to find the child care services office for your area or call 2-1-1.

Work/Training Requirements

Families may be eligible for assistance with child care expenses if you work, or attend an education or vocation training program for a minimum average of 25 hours per week for a single-parent home and 50 hours per week for a two-parent home.

Income Guidelines

In addition to working or being in training, the family's gross monthly income must be less than that shown below.

Family	Size Gross Monthly Income
2	\$3,607
3	\$4,456
4	\$5,305
5	\$6,154
6	\$7,003
7	\$7,162
8	\$7,321
9	\$7,480

To Apply in person, go to physical address on Teasley Lane

To Apply Online, go to: https://dfwjobs.com/child-care/guidelines-to-apply-for-child-care-services

If you meet eligibility guidelines, you will be contacted via U.S. postal mail within 30 days.

Early Childhood Services (ECI)

Early Childhood Intervention (ECI) provides services to families with children (birth to 36 months) who may have developmental delays and disabilities in these 12 counties: Denton, Ellis, Erath,



Early Childhood Intervention

Hood, Johnson, Navarro, Palo Pinto, Parker, Somervell, Tarrant, Wise and now Cooke County.

We can help you with:

Audiology/Hearing

Assistive Technology

Behavioral Intervention

Case Management

Counseling

Family Education

Health Services

Infant Massage

Nursing

Nutrition and Feeding

Occupational Therapy

Physical Therapy

Social Work

Specialized Skills Training

Speech & Language Therapy

Transition to Services Beyond ECI

Translation/Interpretation

Call ECI for an evaluation or more information $\frac{1-888-754-0524}{817-446-8000}$

Services are provided in places familiar to the child: where they live, learn and play, such as the home, childcare or community setting.

More About ECI

Our Mission

To assure that families of young children with developmental delays have the resources and support they need to reach their goals.

WHAT IS A DEVELOPMENTAL DELAY?

A developmental delay is when a child is behind schedule reaching early childhood milestones. These significant lags may occur in one or more areas of growth: emotional, mental or physical.

Types of delays:

- Communication speech and language
- Cognitive thinking and learning
- Motor movement
- Social/emotional relationships, interactions
- Self-help feeding, dressing

REMEMBER: Children develop at their own pace. However, if you are concerned that your child may have some delays, early intervention is the best way to help them. Call ECI for an evaluation. If you are eligible, ECI will determine your need and recommend services. Fees are based on a sliding scale.

Eligibility

To receive services through Early Childhood Intervention, you must be eligible* in the following ways:

- Live in one of these counties:
 - Denton
 - Ellis
 - Erath
 - 1100u
 - Johnson
 - Hood
 - Navarro

- Palo Pinto
- Parker
- Somervell
- Tarrant
- Wise
- Have a medically diagnosed condition that will probably result in a developmental delay (see brochure below)
- Have a developmental delay or difficulty with these skills:

Communication - language or speech

Cognitive - thinking, learning, playing, reasoning

Motor – physical development

- Gross motor, such as using large muscles, to sit up, crawl, walk
- Fine motor, such as using small muscles, to grab small objects
- Oral motor, such as using the mouth, to suck, chew
- Social/emotional curious, enjoys playtime, interacts with others
- Self-help Taking care of own needs (eating, drinking, washing hands, potty training)
- Have an auditory or visual impairment, determined by local school district certified staff.

Join Texas WIC

We're here for you

"Thanks to WIC, I now have the tools I need to make sure my family stays on the path to a healthy lifestyle."

-Roxie, WIC Client



As a WIC Client, you'll get:

- Delicious food
- One-on-one counseling with nutritionists
- Easy recipes
- Nutrition classes
- Breastfeeding support
- Health and immunization screenings
- Cooking demonstrations
- Personalized support
- Children's activities

Are you eligible?

Eight million women, infants, and children get WIC benefits. WIC is for pregnant women, new parents, infants, and children under five. If you are on Medicaid, TANF, or SNAP you already qualify.

Texas WIC Income Guidelines

Number of people in the home*	Bi-Weekly Income	Annual Income
2	\$ 0 up to \$1,204	\$ 31,284
3	\$ 1,518	\$ 39,461
4	\$ 1,833	\$ 47,638
5	\$ 2,147	\$ 55,815
6	\$ 2,462	\$ 63,992

Effective June 1, 2019

Start now. Call 1-800-942-3678 or visit TexasWIC.org





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^{*} A pregnant woman's household is increased by the number of infants she is expecting. If you have any income questions, call 1-800-942-3678.

Ven a WIC de Texas

Estamos aquí para servirte

"Gracias a WIC, ahora tengo las herramientas que necesito para asegurar que mi familia siga el camino hacia un estilo de vida saludable."

-Roxie, cliente de WIC



Como cliente de WIC, recibirás:

- Alimentos deliciosos
- Asesoramiento individualizado con nutricionistas
- · Recetas sencillas de preparar
- Clases sobre nutrición
- Apoyo para la lactancia
- Evaluaciones médicas y sobre las vacunas
- Demostraciones de cocina
- Apoyo personalizado
- · Actividades para niños

¿Calificas?

Ocho millones de mujeres, bebés y niños reciben beneficios de WIC. El Programa WIC va dirigido a mujeres embarazadas, nuevos padres, bebés y niños menores de cinco años. Si ya recibes Medicaid, TANF o SNAP, es posible que califiques.

Requisitos de ingresos de WIC de Texas

Número de personas en el hogar*	Ingresos quincenales	Ingresos anuales
2	De \$ 0 a \$ 1,204	\$ 31,284
3	\$ 1,518	\$ 39,461
4	\$ 1,833	\$ 47,638
5	\$ 2,147	\$ 55,815
6	\$ 2,462	\$ 62,992

* El número de personas en el hogar de una mujer embarazada aumenta de acuerdo con el número de bebés que espera. Si tienes alguna pregunta relacionada con los ingresos, llama al 1-800-942-3678.

Empieza hoy mismo. Llama al 1-800-942-3678 o visita TexasWIC.org





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Vigente a partir del 1 de junio de 2019





The Special Supplemental Nutrition Program for Women, Infants and Children (WIC Program)









What is WIC? WIC was established as a permanent program in 1974 to safeguard the health of low-income women, infants, and children up to age 5 who are at nutritional risk. This mission is carried out by providing nutritious foods to supplement diets, nutrition education (including breastfeeding promotion and support), and referrals to health and other social services. Find out more:

http://www.fns.usda.gov/wic/about-wic-wic-glance

Where is WIC available?

The program is available in all 50 States, 34 Indian Tribal Organizations, American Samoa, District of Columbia, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the Virgin Islands. While funded through grants from the Federal Government, WIC is administered by 90 State agencies, with services provided at a variety of clinic locations including, but not limited to, county health departments, hospitals, schools, and Indian Health Service facilities. To find the WIC offices serving your area go to: http://www.fns.usda.gov/wic/contacts

What food benefits do WIC participants receive?

The foods provided through the WIC Program are designed to supplement participants' diets with specific nutrients. WIC authorized foods include infant cereal, baby foods, iron-fortified adult cereal, fruits and vegetables, vitamin C-rich fruit or vegetable juice, eggs, milk, cheese, yogurt, soy-based beverages, tofu, peanut butter, dried and canned beans/peas, canned fish, whole wheat bread and other whole-grain options. For infants of women who do not fully breastfeed, WIC provides iron-fortified infant formula. Spe-

cial infant formulas and medical foods may also be provided if medically indicated. Learn more about food benefits here: http://www.fns.usda.gov/wic/wic-food-packages

Program benefits include more than food.

WIC benefits are not limited only to food. Participants have access to a number of resources, including health screening, nutrition and breastfeeding counseling, immunization screening and referral, substance abuse referral, and more. Find out more:

http://www.fns.usda.gov/wic/wic-benefits-and-services

Am I eligible?

Pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who meet certain requirements are eligible. These requirements include income eligibility and State residency. Additionally, the applicant must be individually determined to be at "nutrition risk" by a health professional or a trained health official. To find out if you might be income eligible for WIC benefits go to:

http://wic.fns.usda.gov/wps/pages/start.jsf



How WIC Helps

WIC supplemental foods have shown to provide wide ranging benefits. They include longer, safer pregnancies, with fewer premature births and infant deaths; improved dietary outcomes for infants and children; improved maternal health; and improved performance at school, among others. In addition to health benefits, WIC participants showed significant savings in healthcare costs when compared to non-participants. Learn more about how WIC helps:

http://www.fns.usda.gov/wic/about-wic-how-wic-helps

What is "nutrition risk" and why is it important?

Two major types of nutrition risk are recognized for WIC eligibility: medically-based risks such as anemia, underweight, history of pregnancy complications, or poor pregnancy outcomes; and dietary risks, such as inappropriate nutrition/feeding practices or failure to meet the current Dietary Guidelines for Americans. Women, infants, and children at nutrition risk have much greater risk of experiencing health problems. Learn more about nutrition risk: http://www.fns.usda.gov/wic/wic-eligibility-requirements

I'm eligible, what do I do next?

Those who are interested in applying for benefits should contact their State agency to request information on where to schedule an appointment. Applicants will be advised on what to bring to the appointment in order to verify eligibility. Contact your State agency here:

http://www.fns.usda.gov/wic/contacts/

EBT makes it easier to use food benefits.

In most WIC State agencies, participants receive paper checks or vouchers to purchase food, while a few distribute food through centralized warehouses or deliver the foods to participants' homes. However, all WIC State agencies have been mandated to implement WIC electronic benefit transfer (EBT) statewide by October 1, 2020. EBT uses a magnetic stripe or smart card, similar to a credit card, that participants use in the check-out lane to redeem their food benefits. EBT provides a safer, easier, and more efficient grocery experience and provides greater flexibility in the way WIC participants can shop. Find out more and check if your State supports EBT:

http://www.fns.usda.gov/wic/wic-electronic-benefits-transfer-ebt

Focus on breastfeeding.

Even though breast milk is the most nutritious and complete source of food for infants, nationally less than 30% of infants are breastfed at 1 year of age. A major goal of the WIC Program is to improve the nutritional status of infants; therefore, WIC mothers are encouraged to breastfeed their infants, unless medically contraindicated. Pregnant women and new WIC mothers are provided breastfeeding educational materials and support through counseling and guidance. Explore the benefits of breastfeeding and find helpful resources here:

http://www.fns.usda.gov/wic/breastfeeding-promotion-and-support-wic

WIC Facts

- If you participate in another assistance program you may be automatically income-eligible for WIC.
- Breastfeeding mothers are eligible to participate in WIC longer than non-breastfeeding mothers.
- More than half of the infants in the U.S. participate in WIC.
- WIC participants support the local economy through their purchases.
- WIC works with farmers markets to help increase participant access to provide fresh, locally grown fruits and vegetables. Find out more here:

http://www.fns.usda.gov/fmnp/wic-farmers-market-nutrition-program-fmnp

Where can I learn more?

Information on FNS programs is available at www.fns.usda.gov/fns/



This child care receives Federal cash assistance to serve healthy meals to your children. Good nutrition today means a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program

Questions? Concerns?

Call USDA at **1-866-873-2263**

OR

Food and Nutrition at 1-800-TELL-TDA (835-5832)

Your child care at

Fraud Hotline: 1-866-5-FRAUD or 1-866-537-2834 P.O. Box 12847 Austin TX 78711 www.SquareMeals.org

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Este guardería infantile recibe asistencia monetaria del gobierno federal para server comidas nutritivas a sus niños. ¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa "Child and Adult Care Food Program" del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?

Llame gratuitamente a USDA al 1-866-873-2263

Alimentación y Nutrición al 1-800-TELL-TDA (835-5832)

OR

Centro de cuidado de niños de su hijo al

Linea para reporter un fraude: 1-866-5-FRAUD or 1-866-537-2834 P.O. Box 12847 Austin TX 78711

www.SquareMeals.org

USDA es un proveedor y empleador que ofrece oportunidad igual para todos.







Building for the Future

This child care receives
Federal cash assistance to
serve healthy meals to your children.
Good nutrition today means
a stronger tomorrow!

Meals served here must meet nutrition requirements established by USDA's Child and Adult Care Food Program.

Questions? Concerns?

Call USDA toll free: **1-866-USDA CND (1-866-873-2263)**

Visit USDA's website: www.fns.usda.gov/cnd



United States Department of Agriculture Food and Nutrition Service FNS-317 June 2000 Revised June 2001

Construyendo Para El Futuro

Esta guardería infantil recibe asistencia monetaria del gobierno federal para servir comidas nutritivas a sus niños.
¡Buena nutrición hoy significa un mañana más saludable!

Comidas servidas aquí deben de seguir los requisitos nutricionales establecidos por el programa "Child and Adult Care Food Program" del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés).

¿Preguntas? ¿Inquietudes?

Llame gratuitamente a USDA al: 1-866-USDA CND (1-866-873-2263)

Visite el website de USDA: www.fns.usda.gov/cnd



United States Department of Agriculture Food and Nutrition Service FNS-317-S June 2000 Revised June 2001



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Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) 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. Additionally, program information is available in languages other than English.

To file a complaint alleging discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or 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.

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Las personas discapacitadas que requieran medios alternos para que se les comunique la información de un programa (por ejemplo, braille, letra agrandada, grabación de audio, lenguaje de señas estadounidense, etc.) deberán comunicarse con la agencia estatal o local responsable de administrar el programa o el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339. La información del programa también está disponible en otros idiomas además del inglés.

Para presentar una queja por alegada discriminación, complete el formulario de quejas por discriminación del programa del USDA, AD-3027, que podrá encontrar en línea en http://www.ocio.usda.gov/sites/default/files/docs/2012/Spanish_Form_508_Compliant_6_8_12_0.pdf o en cualquier oficina del USDA o escriba una carta dirigida al USDA que incluya toda la información solicitada en el formulario. Para solicitar una copia del formulario de presentación de quejas, comuníquese al (866) 632-9992. Envíe su formulario o carta completos al USDA por

correo:

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; o

correo electrónico:

program.intake@usda.gov.

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