



Congratulations!!

Your child is enrolled, or you may be considering enrolling your child, in a learning and development program whose level of quality exceeds Ohio's child care licensing standards.

High quality learning and development program settings are important because early experiences last a lifetime. Your child has 1,892 days from the day they are born until they enter kindergarten. What happens on this journey lays the foundation for success in school and life.

A Step Up To Quality **Three-Star** rated program means that your child is in a program where:

- **The administrator and teachers have higher education qualifications.**
The administrator and 50% of lead teachers have an associate degree or equivalent. These qualifications benefit your child's development and learning.
- **The administrator and teachers complete 20 hours of specialized training every two years.**
The administrator and teaching staff are committed to expanding their knowledge and skills to better support your child's development and learning.
- **Each year the lead teacher uses results from a classroom self-assessment to develop a plan to improve their classroom.**
The program evaluates the classrooms and teacher/child interactions to make sure the environment supports children where they are in their development. Programs can then make the changes to better support your child's growth and learning.
- **The program builds relationships with families.**
Teachers and families work together to create goals for your child and share information about your child's progress. The program offers at least one event to involve families in their child's learning and development.

For more information on your program or other star rated programs visit <http://childcaresearch.ohio.gov/>

To stay current with information regarding learning and development programs in your area and statewide, visit <https://boldbeginning.org/>



Ohio Department of Job and Family Services
**CHILD ENROLLMENT AND HEALTH INFORMATION
 FOR CHILD CARE**

This form shall be completed prior to the child's first day of attendance and updated annually and as needed.

Child's Name		Date of Birth		First Day at Program/Home	
Home Address				City	
State		Zip Code	Home Telephone Number		
Parent/Guardian Name			Relationship to Child		
Home Address			Home Telephone Number		
City			State	Zip	
Email Address (if applicable)			Cell Phone		
Parent's Work/School Telephone Number			Parent's Work/School Name		
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the center/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which number(s) above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
Parent/Guardian Name			Relationship to Child		
Home Address			Home Telephone Number		
City			State	Zip	
Email Address (if applicable)			Cell Phone		
Parent's Work/School Telephone Number		Parent's Work/School Name			
Parent's Work/School Address				City	
Please indicate if this name should be released if a parent/guardian, of a child attending the center/home, requests contact information for other parents/guardians. <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you answered yes, please indicate which number(s) above to include on the list <input type="checkbox"/> Work # <input type="checkbox"/> Cell # <input type="checkbox"/> Home # <input type="checkbox"/> Email					
Where can you be reached while your child is in this program/home?					
Emergency Contacts: Parents cannot be listed as emergency contacts. List the name of <u>at least one person</u> who can be contacted in the event of an emergency or illness if you cannot be reached . Any person listed should be able to assist in contacting you. At least one person listed must be within one hour of the center/home, able to take responsibility for the child in case the parent/guardian cannot be contacted and should be at least 18 years of age.					
Name		Name			
City		State	City		State
Telephone Number		Relationship to Child		Telephone Number	
Relationship to Child		Relationship to Child			
Other numbers where emergency contact can be reached (if applicable)			Other numbers where emergency contact can be reached (if applicable)		
Name of Physician or Clinic/Hospital					
Street Address					
City		State	Telephone Number		

Child's Name

Allergies, Special Health or Medical Conditions, and Food Supplements

Fill in this section accurately and completely. Please note that if your child has a **current** health or medical condition requiring child care staff to perform child specific care, such as: to monitor the condition, provide treatment, care, or to give medication, the JFS 01236 "Medical/Physical Care Plan" or equivalent form and/or the JFS 01217 "Request for Administration of Medication" must be completed and be kept on file at the center or family child care home.

Does your child have any food, medication or environmental allergies? *(check all that apply)*

- No
 Yes - check all that apply Food Medication Environmental Please list and explain:

Does your child's allergy/allergies require child care staff to monitor your child for symptoms, take action if a reaction occurs, or give emergency medication to your child? *(check one)*

- No
 Yes - a JFS 01236 "Medical/Physical Care Plan" or equivalent form and if administering medication, a JFS 01217 "Request for Administration of Medication" must be completed.

Does your child have a special health or medical condition? *(check one)*

- No
 Yes - please explain

Does the special health or medical condition require child care staff to perform a procedure, or perform child specific care such as: to monitor your child for symptoms or administer medication during child care hours? *(check one)*

- No
 Yes - a JFS 01236 "Medical/Physical Care Plan" or equivalent form and if administering medication, a JFS 01217 "Request for Administration of Medication" must be completed.

Is your child currently using any medication, food supplement or medical food (such as electrolyte solution)? *(check one)*

- No
 Yes - please explain

If yes, does this medication, food supplement, or medical food need to be administered at the child care center/type A home?

- No
 Yes - a JFS 01217 "Request for Administration of Medication" must be completed and kept on file for each medication, food supplement or medical food.
 N/A - program does not administer any medications.

Does your child have any dietary restrictions, including those for medical, religious or cultural reasons? *(check one)*

- No
 Yes - please explain

Does this dietary restriction require a modified diet that eliminates all types of fluid milk or an entire food group?

- No
 Yes - written instructions from the child's health care provider must be on the JFS 01217 "Request for Administration of Medication."
 N/A - child does not attend a full time program.

Child's Name
List any history of hospitalization, outpatient surgery, or previous health concerns that would be needed to assist the staff or medical personnel in an emergency situation.
List any additional information about your child that would be useful for staff to know, such as fears, eating or sleeping habits, or special routines. This information should not be medical or health related, as that information should be included on the previous page.

Diapering Statement

Is your child toilet trained? <input type="checkbox"/> Yes (If yes, skip to Emergency Transportation Authorization section) <input type="checkbox"/> No (If no, fill out the following)
The program's policy is to check diapers every _____ hours. Please indicate if you want your child's diaper checked according to the program's policy or another:
<input type="checkbox"/> I agree with the program's schedule <input type="checkbox"/> I do not agree, please check my child's diaper every _____ hours.

Emergency Transportation Authorization

Give <u>Permission</u> to Transport	OR	<u>Do Not Give Permission</u> to Transport
Program or Home Name Fayette County Family YMCA		Program or Home Name
has permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. The emergency transportation service will determine the facility to which my child will be transported.	Do not sign both	does not have permission to secure emergency transportation for my child in the event of an illness or injury which requires emergency treatment. I wish for the following action to be taken:
Parent's Signature _____ Date _____		Parent's Signature _____ Date _____

Acknowledgement of Policies and Procedures

I have reviewed and received a copy of the program's or home's policies and procedures/handbook. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(check one)</i>

This form, after being completed and signed by the parent/guardian, must be reviewed for completeness and signed by the administrator/designee prior to the child receiving care.	
Parent/Guardian Signature(s) _____	Date _____
Administrator/Designee Signature _____	Date _____

The form is to be initialed and dated, at least annually, after it has been reviewed by the parent/guardian. This is to indicate all information has stayed the same or changes have been noted. If significant changes are needed, please complete a new form.			
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review
Parent/Guardian Initials	Date of Review	Administrator/Designee Initials	Date of Review

Note: This is a prescribed form which must be used by child care providers to meet the requirements to rules 5101:2-12-15 and 5101:2-13-15. This form must be on file at the program or home on or before the child's first day of attendance and thereafter while the child is enrolled.

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 – 2021 School Year

Child's Name _____ Age _____ Date of Birth _____

Parent's Name _____ Date of Birth _____

Address _____ City/ State _____

Zip _____

Home Phone _____ Cell Phone _____ Work _____

Email _____

Are you a current member of our YMCA? _____

If so, type of membership: Family _____ Single _____ Youth _____

Does your child have special needs? Yes _____ No _____

If yes, does your child have an IEP? *Yes _____ No _____

**Please provide the YMCA with the most current copy of your child's IEP. Please allow 72 hours to assess your child IEP before enrollment.*

Are there any custody agreements that we need to be aware of?

Yes _____ No _____

If yes, please attach a certified copy of your custody agreement.

Please name your child's legal guardian(s).

My Child is fully immunized: _____ Yes _____ No

**The Fayette County Family YMCA reserves the right to refuse care to any child that is not current on all required immunizations. If your child is not fully immunized we will not enroll your child.*

Enrollment:

Child's first date of attendance _____

____ Full Time (Before and After School)

____ Before School Only

____ After School Only

Registration to last until: (Please check one)

Continual _____ School Year Only _____ Calendar Year _____

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 – 2021 School Year

School Information:

School your child attends: _____

My Child (please circle an option) will / will not need transportation for school. If so:

___ From YMCA to School – AM

___ From School to YMCA – PM

Transportation is provided to Miami Trace Middle School and Elementary, Belle Air Intermediate and Cherry Hill Primary by the bussing from the respective schools.

Transportation to and from Washington Court House Middle School will be provided by the YMCA Vans.

It is your responsibility to provide transportation information to the SACC Program (740) 335-0477 for the following reasons:

- If your child will need transported to KWOL (Sugar Creek Only)
- If someone else will be picking up your child from SACC.
- If your child was picked up from school by a parent.
- If your child will be out sick.
- If your child will be out for an extended period of time (Vacations).

Please sign here to acknowledge your understanding of the above policy.

_____ Date _____

Due to Registration Requirements and Complaisance Standards, we are required to keep a record of racial and ethnic percentages. Please check the appropriate box below:

- Caucasian
- American Indian
- African American
- Asian / Pacific Islander
- Hispanic
- Other _____

Preferred Language: _____

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 – 2021 School Year

The Child Care Staff would appreciate your cooperation in filling out this form. This will help the staff get to know your child and your family. It will help us build relationships and common goals for our program.

1. List your child's favorite toys/games:
2. Does your child have any particular fears?
3. What advice can you offer our staff in working with your child?
4. Briefly describe the method(s) you utilize in disciplining.
5. How would you describe your child's behavior in school?
6. Describe your child's personality.
7. Is your child easy or hard to manage?
8. Describe your child's relationship with peers. What role does your child assume?
9. What things tend to upset your child?
10. How might your child react to a stressful situation?

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 – 2021 School Year

THE FOLLOWING PEOPLE ARE AUTHORIZED TO PICK UP MY CHILD:

Child's Name _____

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Name

Relationship

Parent/Guardian Signature

Date

PHOTO ID WILL BE REQUIRED FOR PICK UP OF ANY CHILD IN THE YMCA PROGRAM.

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 – 2021 School Year

Parental Agreement

1. I agree to pay an enrollment fee for the 2019-2020 school year program (SACC). I understand that this fee is non-refundable. An enrollment fee of **\$50** is required before attendance can begin.
2. I understand that a three week withdrawal notice is required when withdrawing my child from the YMCA program. I understand that if I do not provide a notice I will be charged the weekly tuition.
3. I understand that my child's tuition fees are based on enrollment, not attendance, and that there is not adjustment for non-attendance. No adjustment fees is made for holidays.
4. I understand that I will be provided with two weeks "vacation" rates. I understand that I will be charged a half-price rate. I understand that once the two weeks have been used I will be charged regular rate for any additional weeks off.
5. I agree to pay the weekly rate of \$_____ for child care services.
6. I understand that a 15% discount off the regular tuition fee will be given for each additional child I may enroll at the child care center. The discount will be subtracted from the lowest regular tuition rate of any child I enroll.
7. I understand the hours the center is in operation. I understand that my child may not be dropped off and left unattended before the center opens. If my child has not been picked up or contact with child care staff has not been established, I understand that the center will contact Child Protective Services.
8. I understand that the YMCA will not assume responsibility for the children before they have arrived at the center or after they have left the center while they are on school transportation to and from school.
9. I understand that the YMCA reserves the right to make changes in its program, policies, and fees after notice has been given to parents.
10. I understand that staff are mandated reports of suspected child abuse and neglect and have the right to contact Child Protective Services as they deem necessary.
11. I agree to cooperate with the center by seeing that my child is in good state of health every day before he/she attends the center.
12. I understand that expenses obtaining any necessary medical treatment for my child are my responsibility.
13. I am aware that it is my responsibility to read and understand the information and policies in the parent handbook.
14. I understand that the YMCA is not responsible for anything that may happen as a result of false information.
15. I understand that any attempts to solve a particular problem will include an evaluation, parent conference, and many attempts to solve the problem.
16. I understand that I am bound to the terms of my child's enrollment and this contract until I have a 3-week notice of any desired changes to the director in writing.
17. I agree to cooperate with the center with any governmental laws, rules, and regulations that may affect the operation of this licensed child care center.
18. I understand that the YMCA reserves the right to terminate a child's enrollment if the administration determines that it is not in the best interest of the child or the program.
19. I understand that the Fayette County Family YMCA requests consent to release photographs, slides, moving picture, and audio/visual tapes of children enrolled in our program for the purpose of YMCA records, public relations, and/or advertising, videos, voice or text material, and either with or without my child's name or photo accompanying quotation.

Signature of Parent/Guardian

Date

Signature of Administrator

Date

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 – 2021 School Year

For Office Only:

ODJFS: _____ Copay: _____

Authorization Start: _____

Authorization End: _____

Sugar Creek: _____

Wingate: _____

Full Pay: _____

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 - 2021 School Year

Photo Release

I give permission for my child's photo to be shared in the following ways (please initial the ways in which your child's photo may be shared):

_____ My child's photo may be shared in the classroom.

_____ My child's photo may be shared in the center newsletter.

_____ My child's photo may be shared on the YMCA Day Camp Facebook page. The Facebook page is a closed group that requires permission to be accessed.

_____ My child's photo may be shared on the YMCA Facebook page, Instagram, Website, and/or Newspaper (all are open to the public)

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____

YMCA SCHOOL AGE CHILD CARE REGISTRATION APPLICATION
2020 – 2021 School Year

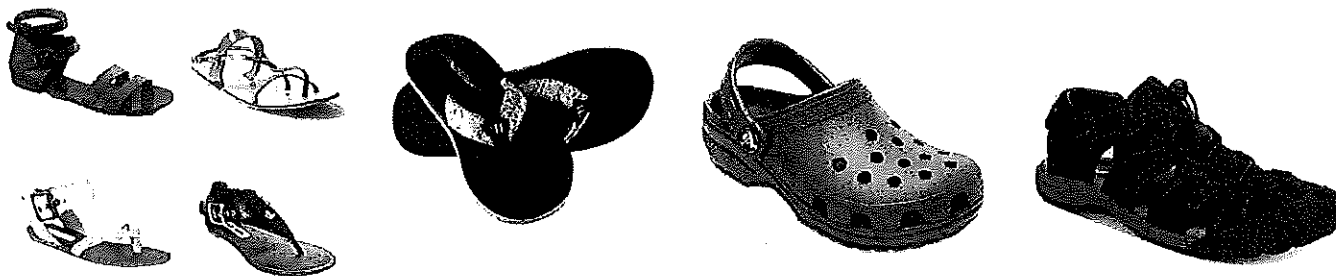
Shoe Policy Statement

I _____, understand that my child is required to wear closed toe shoes while attending the YMCA SACC program and that I will receive a phone call to bring appropriate shoes if my child is not wearing closed toe shoes.

Approved closed toe shoes:



Non-Approved Shoes:



Parent Signature _____ Date _____

Director Signature _____ Date _____



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

July 2020

For Families receiving Publicly Funded Child Care:

If you are receiving child care benefits from The Department of Job and Family Services (Title 20) you are responsible for the following:

1. Signing your child(ren) in and out daily on the tablet. This is your form of payment for benefits.
2. If you miss a punch and you receive a slip from the Center, you have one week to complete the missed punch or you will be charged the market rate for your child or children.
3. You must keep swipes current. Swipes that are over a week delinquent will result in suspension from the program until swipes are made current.
4. Co-Pays are due each week on Tuesday. If payment is not received on Tuesday you will be charged a late fee of \$25.00. If payment is not paid by Friday, your call will be suspended until payment is made. If payment is not made the Center will report your case to your Case Worker and a hold will be put on your account until payment is made to the Center.

The Center is Responsible for the following:

1. Submitting all completed swipes to ODJFS each week.
2. Providing parents / guardians with any missed swipes each Monday to timely completion.
3. Notification if payment has not been submitted each Wednesday.

By signing below the Center and you agree to the above statements and understand that you will be financially responsible for any missed swipes for ODJFS.

Parent/ Guardian Signature

Date

Child Care Director Signature

Date

Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals

CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five groups)
Milk	Milk	Milk
Fruit or Vegetable	Meat/meat alternate	Meat/meat alternate
Grain	Grain	Grain
Meat/meat alternate (may be substituted for the grain up to 3 times per week)	Vegetable (two different vegetables can be substituted for a fruit)	Vegetable
	Fruit	Fruit

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed private homes.
- **After School Care Programs:** Centers in low-income areas provide free snack and/or meal to school-age children and youth.
- **Emergency Shelters:** Programs providing meals to homeless children.

Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

Contact

If you have questions about CACFP, please contact one of the following:

Information

Sponsoring Organization/Center

Ohio Department of Education

Fayette County Family YMCA
100 Civic Drive, PO BOX 1021
Washington OH., OHIO 43160
740-335-0477

CACFP Program Specialist
25 S. Front Street, MS 303
Columbus, OH 43215-4183
Phone: 614-466-2945
Toll Free: 1-800-808-6235

Nondiscrimination

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 or funded by USDA.

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.

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

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov.

USDA Nondiscrimination Statement

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(3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Ohio Department of Education - Office of Integrated Student Supports
CHILD AND ADULT CARE FOOD PROGRAM
ENROLLMENT FORM

Required Form for use by Child Care Centers and Head Start Programs

CACFP programs exempt from having an enrollment form on file are: Emergency Shelters, Outside School Hours, Youth Development & After School at Risk

Instructions to Complete

- All parents/guardians are to complete a separate form for each child enrolled at the child care or Head Start center.
- List the child's name, age, birth date, the days and hours normally in care and the meals normally received while in care.
- If schedule listed will frequently vary due to changes in parent/guardian schedule, check response box below chart.
- If the child comes before and after school, list the hours in care for both the morning and afternoon.
- CACFP Federal regulations 226.15(e) (2) require that an enrollment form be completed annually and signed by the child's parent or guardian.

CENTER NAME Fayette County Family YMCA		
CHILD'S NAME <small>(please print)</small>	AGE	BIRTHDATE / / <small>month / day / year.</small>

**CHECK THE NORMAL DAYS AND HOURS YOUR CHILD IS IN CARE,
AND THE MEALS RECEIVED WHILE IN CARE**

Check (✓) Days Child Normally in Care	List hours child normally in care				Check (✓) meals child normally receives while in care					
	Arrive	Depart	Arrive	Depart	Breakfast	AM Snack	Lunch	PM Snack	Supper	Evening Snack
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										

Yes, the schedule listed above may frequently vary due to changes in parents/guardians schedule.

SIGNATURE OF PARENT/GUARDIAN	DATE	DAY PHONE NUMBER
-------------------------------------	-------------	-------------------------

MAILING ADDRESS:		
STREET /APT.	CITY	ZIP CODE

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Revised 10/2019

CHILD AND ADULT CARE FOOD PROGRAM: CHILD CARE COMPONENT
INCOME ELIGIBILITY APPLICATION FOR FREE AND REDUCED-PRICE MEALS Fiscal Year 2019-2020

INSTRUCTIONS: To apply for free and reduced-price meals, read the household Letter and instructions on backside of this form. Complete application and return to the center. In accordance with the NSLA, information on this application may be disclosed to other Child Nutrition Programs or applicable enforcement agencies. Parents/guardians are not required to consent to this disclosure. *Part 1* is to be completed by all households. *Part 2* is to be used only for a child living in a household receiving food assistance (SNAP) or Ohio Works First (OWF) benefits. *Part 3* is only for children NOT receiving Food Assistance or OWF benefits. *Part 4* an adult household member must sign and date form; the last 4 digits of social security number must be listed if Part 3 is completed. *Part 5* is optional. * Asterisks indicate info that must be completed. Form must be completed annually and valid for only 12 months.

CENTER NAME			CHECK IF A FOSTER CHILD (The legal responsibility of a welfare agency or court)	PART 2 – LIST EACH CHILD’S FOOD ASSISTANCE (SNAP) OR OWF CASE NUMBER, IF ANY. A VALID CASE NUMBER CONTAINS 7 digits. DO NOT LIST SWIPE CARD NUMBER. 600... numbers not valid.	
PART 1 – PRINT INFORMATION FOR ALL CHILDREN ENROLLED AT CENTER				Check type of benefit: <input type="checkbox"/> FOOD ASSISTANCE (SNAP) or <input type="checkbox"/> OHIO WORKS FIRST (OWF)	
* NAME OF ENROLLED CHILD(REN)	AGE	BIRTH DATE		CASE NO.	_____
1.				CASE NO.	_____
2.				CASE NO.	_____
3.			CASE NO.	_____	
4.			CASE NO.	_____	

PART 3 – TOTAL HOUSEHOLD SIZE, TOTAL HOUSEHOLD GROSS INCOME AND HOW OFTEN IT WAS RECEIVED: List names of all household members. List all gross income: list how much and how often. If Part 2 is completed, skip to Part 4.

a. LIST NAMES OF ALL HOUSEHOLD MEMBERS INCLUDING CHILDREN LISTED ABOVE IN PART 1	b. CHECK IF NO/ZERO INCOME	c. GROSS INCOME during the last month (amount earned before taxes & other deductions) and HOW OFTEN IT WAS RECEIVED: Weekly, Every 2 Weeks, Twice Per Month, Monthly, Annually			
		1. Earnings from work before deductions	2. Welfare payments, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA	4. All Other Income
EXAMPLE: JANE SMITH	<input type="checkbox"/>	\$ 200 / weekly	\$ 150 / twice month	\$ 100 / monthly	\$ _____ / _____
1.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
2.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
3.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
4.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
5.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
6.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____

PART 4 – SIGNATURE & LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: Adult household member must sign/date form. If Part 3 is completed, the adult signing the form must also list last 4 digits of his/her Social Security Number or check the "I do not have a Social Security Number" box.

I certify that all information on this form is true and correct and that all income is reported. I understand that the center will get Federal Funds based on the information. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, I may be prosecuted.

* SIGNATURE OF ADULT HOUSEHOLD MEMBER	* DATE	* If Part 3 is completed, insert last 4 digits of Social Security Number <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Check if applicable) <input type="checkbox"/> I do not have a Social Security Number
Print Name:	Daytime Phone Number:	Work Phone Number:
Street / Apt:	City / State / Zip:	County:

PART 5: RACIAL/ETHNIC IDENTITY (Optional): Please check appropriate boxes to identify the race and ethnicity of enrolled child(ren).

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Other

Please mark one ethnic identity: Hispanic or Latino Not Hispanic or Latino

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) case 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.
State Distribution: 7/13/2019

THIS SECTION TO BE COMPLETED BY CENTER. Note: All information above this section is to be filled in by the parent or guardian.

Complete information below only if qualifying child(ren) by household income from Part 3. Per the total household size, compare total household income to the USDA Income Eligibility Guidelines to determine correct categorization. When income is listed in different frequencies of pay in Part 3, you must convert all income to annual income before determination. Use the following Annual Income Conversion : Weekly x 52, Every 2 Weeks (bi-weekly) x 26, Twice per Month (semi-monthly) x 24, Monthly x 12	Application Certified/Categorized as:
	<input type="checkbox"/> FREE, based on <input type="checkbox"/> Food Assistance/OWF Case No. <input type="checkbox"/> Household size and income <input type="checkbox"/> Foster Child
Total Household Size: _____ Total Household Income: \$ _____ Per: <input type="checkbox"/> week <input type="checkbox"/> every two weeks <input type="checkbox"/> twice per month <input type="checkbox"/> month <input type="checkbox"/> year	<input type="checkbox"/> REDUCED, based on Household size and income
	<input type="checkbox"/> PAID, based on <input type="checkbox"/> Income too high <input type="checkbox"/> Incomplete <input type="checkbox"/> Invalid case number or information

Signature of Sponsor / Center Representative	Date Sponsor Certified/Categorized Form	Effective Date (From the first of month of date signed)	Expiration Date (Valid until last day of month in which form was signed one year earlier)
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Note: Effective date is determined by parent or sponsor signature date as selected on CRRS application. If date of parent signature is not within month of certification or immediately preceding month, effective date must be date of sponsor certification.

HOUSEHOLD LETTER - Dear Parent or Guardian

Please help us comply with the requirements of the United States Department of Agriculture's Child and Adult Care Food Program (CACFP) by completing the attached income eligibility application for free and reduced-price meals. All information will be treated with strict confidentiality. The CACFP provides reimbursement to the child care center for healthy meals and snacks served to children enrolled in child care. **The completion of the income eligibility application is optional.** Complete the application on the reverse side using the instructions below for your type of household. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the child care center. Households with incomes less than or equal to the reduced-price values listed on the chart at the bottom of this page are eligible for free meal benefits. An application must contain complete information to be considered for free or reduced-price meals. Households are no longer required to report changes regarding the increase or decrease of income or household size or when the household is no longer certified eligible for food assistance (SNAP) or Ohio Works First (OWF). Once approved for free or reduced-price benefits, a household will remain eligible for these benefits for a period not to exceed 12 months. During periods of unemployment, your child(ren) is eligible for meal reimbursement provided the loss of income during this time causes the family to be within eligibility standards for meals. In operation of the CACFP, no person will be discriminated against because of race, color, national origin, sex, age or disability §228.23(e)(2)(iv). If you have questions regarding the completion of this application, contact the child care center.

PART 1 – CHILD INFORMATION: ALL HOUSEHOLDS COMPLETE THIS PART (*denotes required info)

- Print the name of the child(ren) enrolled at the child care center. All children (including foster children) can be listed on the same application.
- List the enrolled child's age and birth date.
- Check box indicating if the child is a foster child. Foster children that are under the legal responsibility of the foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income.

PART 2 – HOUSEHOLDS RECEIVING FOOD ASSISTANCE OR OHIO WORKS FIRST: COMPLETE THIS PART AND PART 4 – If a child is a member of a food assistance (SNAP) or OWF household, they are automatically eligible to receive free CACFP meal benefits.

Circle the type of benefit received: Food Assistance (SNAP) or Ohio Works First (OWF).

- List a current food assistance or OWF case number for each child. This will be a 7-digit number. Do not list a swipe card number.

SKIP PART 3 – Do not list names of household members or income if you listed a valid Food Assistance (SNAP) or OWF case number for each child in Part 2.

PART 3 – TOTAL HOUSEHOLD SIZE, GROSS INCOME AND HOW OFTEN RECEIVED: ALL OTHER HOUSEHOLDS COMPLETE PARTS 3 & 4.

- a) Write the names of all household members including yourself and the child(ren) that attends the child care center, noting any income received. A household is defined as a group of related or unrelated individuals who are living as one economic unit that share housing and/or significant income and expenses of its members. This might include grandparents, other relatives, or friends who live with you. Attach another piece of paper if you need more space to list all household members.
- b) Check the box for any person listed as a household member (including children) that has no income.
- c) For each household member, list each type of income received during the last month and list how often the money was received.
 1. Earnings from work before deductions: Write the amount of total gross income each household member received the last month, before taxes/deductions or anything else is taken out (not the take-home pay) and how often it was received (weekly, every two weeks, twice per month, monthly, annually). Income is any money received on a recurring basis, including gross earned income. Households are not required to include payments received for a foster child as income. If any amount during the previous month was more or less than usual, write that person's usual monthly income. If you normally get overtime, include it, but not if you only get it sometimes. If you are in the military and 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.
 2. List the amount each person got the last month from welfare, child support or alimony and list how often the money was received.
 3. List the amount each person got the last month from pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's (VA) benefits or disability benefits and list how often the money was received.
 4. List all other income sources. Examples include: Worker's Compensation, strike benefits, unemployment compensation, regular contributions from people who do not live in your household, cash withdrawn from savings, interest/dividends, income from estates/trusts/investments, net royalties/annuities or any other income. Self-employed applicants should report income after expenses (net income) in column 1 under earnings from work. Business, farm or rental property report income should be entered in column 4. Do not include food assistance payments.

PART 4 – SIGNATURE AND LAST 4 DIGITS OF SOCIAL SECURITY NUMBER: ALL HOUSEHOLDS COMPLETE THIS PART (* denotes required info)

- a) * All applications must have the signature of an adult household member.
- b) * The adult signing the application must also date the form.
- c) * Only an application that lists income in Part 3 must have the last four digits of the social security number of the adult who signs. If the adult does not have a social security number, check the box marked, "I do not have a Social Security Number." If you listed a food assistance or OWF number for each child or if you are applying for a foster child, the last four digits of the social security number are not required.

PART 5 – RACIAL/ETHNIC IDENTITY – OPTIONAL

You are not required to answer this part in order for the application to be considered complete. This information is collected to make sure that everyone is treated fairly and will be kept confidential. No child will be discriminated against because of race, color, national origin, gender, age or disability.

NON-DISCRIMINATION STATEMENT: 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 or funded by USDA. 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. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [How to File a Complaint](#), 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: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

REDUCED INCOME ELIGIBILITY GUIDELINES					
Guidelines to be effective from July 1, 2019 through June 30, 2020					
Households with incomes less than or equal to the reduced-price values below are eligible for free or reduced-price meal benefits.					
HOUSEHOLD SIZE	ANNUAL	MONTH	TWICE PER MONTH	EVERY TWO WEEKS	WEEK
1	23,107	1,926	936	889	445
2	31,284	2,607	1,304	1,204	602
3	39,461	3,289	1,645	1,518	759
4	47,638	3,970	1,985	1,833	917
5	55,815	4,652	2,326	2,147	1,074
6	63,992	5,333	2,667	2,462	1,231
7	72,169	6,015	3,008	2,776	1,388
8	80,346	6,696	3,348	3,091	1,546
For each additional family member, add	+8,177	+682	+314	+315	+158

Automatic Payment Form

ELECTRONIC FUNDS (EFT) OR CREDIT CARD AUTHORIZATION

I authorize my bank to honor preauthorized Electronic Funds Transfers (or credit card charges) against my account for (childcare / camp fees) payments as indicated below. When the bank honors the EFT (or credit card) by charging my account, such transfer shall constitute notice of payment due and my receipt for the payment. Should any preauthorized EFT (or credit card) not be honored by said bank when received by them, then it is understood that the payment is to be made by me in the amount of said payment plus service charge. It is further understood that if such payment is not honored by the bank (or credit card institution), then the YMCA, at its discretion, may resubmit the amount due for payment on a future date which may result in a **\$30.00 service charge from E-Cashflow / E-Card Transactions in addition to any processing fee my bank may charge.**

It is my complete understanding that if I wish to withdraw my child from Kid's World of Learning, School Age Child Care at the YMCA or Summer Camp, **I must notify the YMCA / KWOL in writing 2 weeks prior. I understand that should my banking or credit card information change, I must notify the YMCA / KWOL as soon as possible.**

The YMCA reserves the right to deny care for those accounts with outstanding balances.

Childcare fees will be drafted on the Tuesday of the current weeks' care.

I choose to utilize the EFT option for weekly payment (direct debit) from my Checking account Savings account

Bank Name	Name on the Account
Routing/Transit Number	Account Number
Authorized Signature	Date

I choose to utilize the Credit Card Payment option for weekly payment (automatic direct charge to credit card)

Credit Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover	Name on Card	
Account Number		Expiration Date and CCV	
Authorized Signature		Date	
Address associated with card			

Parent preferred day of the week to draft:

Mon ___ Tue ___ Wed ___ Thu ___ Fri ___

Draft weekly or bi-weekly:

Weekly ___ Bi-weekly ___

Date of first draft: _____

Child's Name _____

Child's Name _____

Child's Name _____

Child's Name _____