

SUMMER FOOD SERVICE PROGRAM

Household Letter – Template

For Camps/Enrolled Sites Not Area Eligible

Dear Parent/Guardian,

[Sponsor Name] provides nutritious meals to children without charge to you. We receive assistance from the Summer Food Service Program (SFSP) based on Confidential Income Statement (CIS), also known as Household Income Statements, completed by households. Meals are available to children 18 years of age and under and to persons over age 18 who have a mental or physical disability (as determined by a State or local educational agency) and who participate during the school year in a public or private non-profit school program (established for the mentally or physically disabled).

Please complete and return the enclosed CIS if:

- A member of your household is receiving benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR).
- You have one or more foster children in your household (child under the legal responsibility of a foster care agency or court).
- The children in your household meet the definition of homeless, runaway, or migrant.
- The children in your household participate in a Head Start program.
- Your household income falls at or below the income guidelines on the chart below.

FEDERAL ELIGIBILITY INCOME CHART Effective July 1, 2023 - through June 30, 2024			
Household size	Yearly (\$)	Monthly (\$)	Weekly (\$)
1	26,973	2,248	519
2	36,482	3,041	702
3	45,991	3,833	885
4	55,500	4,625	1,068
5	65,009	5,418	1,251
6	74,518	6,210	1,434
7	84,027	7,003	1,616
8	93,536	7,795	1,799
Each additional person:	9,509	793	183

The information you provide will be used only to document that meals may be claimed for Summer Food Service Program assistance and will be maintained as private data.

Below are common questions regarding completing the CIS:

- **Who should I include as members of my household?** Include yourself and all other people living in the household, related or not (such as grandparents, other relatives or friends). Include anyone who is temporarily away, for example a college student.
- **What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. Include overtime pay if you regularly work overtime.

- **Do I need to provide my Social Security number?** If household incomes are on the form, the person signing the form must write in just the last four digits of their Social Security number. If you don't have a Social Security number, indicate that on the form.
 - **May I fill out a Household Income Statement if someone in my household is not a U.S. citizen?**
Yes. You, your children, or other household members do not have to be U.S. citizens for you to fill out a SFSP CIS.

If you have additional questions or need help, call [phone number].

Sincerely,

[signature]