

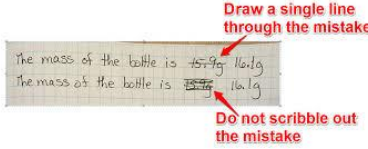



HOW TO COMPLETE THE ANNUAL FORM

BASIC RULES

			
Blue or Black Pen ONLY	Complete all Sections	Draw a line through a mistake, DON'T scribble it out	NO WHITE OUT

STEP 1

Complete this step for each child in your household

NAME, BIRTHDAY, ENROLLMENT

- Write each child's first name, last name, and birthday
- If the child attends the program, check the box and fill in the normal time the child arrives and leaves
- Check the days of the week the child attends
- Check which meals/snacks each child eats while they are at the program

RACE, ETHNICITY, AND FOSTER CHILD

- Write the correct letter (I: American Indian or Alaskan Native, A: Asian, B: Black or African American, P: Native Hawaiian or other Pacific Islander, W: White) in the box indicating the race of each child
- Write H: if the child is Hispanic or Latino or N: if the child is not Hispanic or Latino
- Check the box if the child is being fostered by your household

STEP 2

- Complete this step if you have an infant that attends the program, if not skip to Step 3
- Indicate who will provide food for the infant

STEP 3 AND 4

- If a member of the household participates in SNAP, MFIP, or FDPIR write the case number in the box in Step 3 and skip step 4
- If no one in the household participates in SNAP, MFIP or FDPIR skip Step 3 and Complete Step 4

STEP 5

- Sign and date this section to certify that the information is true and accurate
- If step 4 is completed, provide the last 4 numbers of the signers Social Security Number
- Provide the home address and phone number

RETURN THE COMPLETED FORM

This institution is an equal opportunity provider.