



SUPERINTENDENT OF PUBLIC INSTRUCTION

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May 20, 2016

() Action Required
(X) Informational

MEMORANDUM NO. 014-16M CHILD NUTRITION SERVICES

TO: Family Day Care Home Sponsors

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Child and Adult Care Food Program: Family Day Care Home New and Renewing Application Materials, Federal Fiscal Year 2017

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This memorandum includes information for the application process between Family Day Care Home Sponsors and new or renewing Day Care Home Providers for Federal Fiscal Year 2017. Licensed in-home providers and exempt providers eligible to participate in the Child and Adult Care Food Program (CACFP) may submit an application to a Family Day Care Home Sponsor.

The application process includes an agreement between Family Day Care Home Sponsors and Family Day Care Home providers (Attachment 1) that outlines the rights and responsibilities of the sponsor and the provider. This agreement must be signed by the provider as part of the initial application process. Although the agreement is permanent, some parts of the application process must be completed annually.

The following information and updated forms for new and renewing providers are available on the Child Nutrition Services (CNS) Family Day Care Home web page at www.k12.wa.us/ChildNutrition/Programs/CACFP/ProvidersSponsors.aspx.

All new and renewing providers

- **Provider Site Application**
Provider Site Applications must be updated annually and returned to the sponsor by October 31 to avoid loss of reimbursement.
- **Enrollment Form**
Each child in care must have an annual enrollment form completed and signed by parents before meals can be claimed for that child. Minute Menu enrollment forms or re-enrollment documents may also be used. For re-enrollment forms make sure parents review, update, sign and date. Re-enrollment forms must be collected and submitted to the sponsor no later than October 31.
- **Determination of Tier I or Tier II Eligibility Form**
Sponsors must initially tier and then review and update each sponsor's Tier Eligibility as appropriate. Eligibility determination made by school or census data is in effect for 5 years, while eligibility determination made by a provider's income is in effect for one year. Make sure to sign and date the Determination of Tier I or Tier II Eligibility form, as well as attach any supporting documentation.

Family Day Care Homes (FDCHs) with Tier I Eligibility based on provider income

- **Provider Income Eligibility Application (PIEA)**
A Provider Income Eligibility Application and supporting documentation must be annually completed for FDCHs to be approved for Tier I Reimbursement based on provider income. A corresponding letter describing the requirements is also available on the CNS Family Day Care Home web page.

FDCHs with Tier I Eligibility wishing to claim reimbursement for meals provided to their own children

- **Provider Income Eligibility Application (PIEA)**
A Provider Income Eligibility Application must be annually completed in order for FDCHs to claim meals for a provider's own children.

FDCHs with Tier II Eligibility

- **Tier II Election of Reimbursement Option**
A reimbursement option must be completed initially and any time a FDCH wishes to change their reimbursement option.

FDCH with Tier II Eligibility selecting Option 2 or Option 3

- **Family Income Eligibility Application (FIEA) and sample family letter**

Option 2 or Option 3 requires all or some of the families to complete a Family Income Eligibility Application. Sponsors may supply the letters and forms to the FDCH to distribute or mail them directly to families.

Income Eligibility Guidelines

Sponsors must evaluate the income information provided on the PIEA or the FIEA using the income guidelines in effect at the time of the evaluation. The new Income Eligibility Guidelines become effective July 1, 2016.

Effective Date of Eligibility for Income Eligibility Applications

The effective date of eligibility for the PIEA and the FIEA may be established in two different ways:

- By the date the provider or the parent/guardian signed the eligibility form. If using this date, the application must be complete, containing all information. Any required documentation must also be attached.

OR

- By the date the sponsor signs the form to establish eligibility.

An application must be complete and contain all information before an application can be considered effective. Sponsors must be consistent in the date to be used with all of their providers. However, if the date of the parent signature is not within the month the sponsor signs the form to establish eligibility or the immediately preceding month, the effective date **must** be the date the sponsor signs the form.

This information is also available at www.k12.wa.us/bulletinsmemos/ on the agency website.

EXECUTIVE SERVICES

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FINANCIAL SERVICES

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MEMORANDUM NO. 014-16M CNS

Page 4

May 20, 2016

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Attachments:

Attachment 1 - Child and Adult Care Food Program (CACFP) Agreement between Sponsoring Organization and Day Care Home Provider

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