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# SUPERINTENDENT OF PUBLIC INSTRUCTION

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April 28, 2017

( ) Action Required

(X) Informational

BULLETIN NO. 024-17 CHILD NUTRITION SERVICES

TO: Family Day Care Home Sponsors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Child and Adult Care Food Program: Family Day Care Home Application  
Materials, Federal Fiscal Year 2018

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This bulletin provides information for the application process between Family Day Care Home Sponsors and new or renewing Day Care Home Providers for Federal Fiscal Year 2018. 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 (Attachments 1a and 1b) 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](http://www.k12.wa.us/ChildNutrition/Programs/CACFP/ProvidersSponsors.aspx).

## **APPLICATION AND FORMS**

The following application and forms are required for 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. Make sure parents review, update, sign and date enrollment forms. 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 annually review and update each provider'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. Sign and date the Determination of Tier I or Tier II Eligibility form, and attach any supporting documentation.

The following applications and forms are required as applicable:

- **Provider Income Eligibility Application (PIEA)**  
A PIEA and supporting documentation must be completed annually for providers 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.  
  
A PIEA must also be completed annually to allow providers to claim meals for a provider's own children.
- **Tier II Election of Reimbursement Option**  
Providers with Tier II eligibility must complete this form initially and any time they wish to change their reimbursement option.
- **Family Income Eligibility Application (FIEA) and Family Letters**  
Providers selecting Option 2 or Option 3 must provide a Family Income Eligibility Application (FIEA) and family letters to families. Sponsors may supply the letters and forms to the provider 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, 2017.

### **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 it 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 or the immediately preceding month that the sponsor signs the form to establish eligibility, the effective date **must** be the date the sponsor signs the form.

This information is also available at <http://www.k12.wa.us/bulletinsmemos/bulletins2017.aspx>.

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Chief of Staff

Lisa Dawn-Fisher  
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Director, Child Nutrition Services

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Attachments:

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

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

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