

Child and Adult Care Food Program Reference Sheet for Family Day Care Homes

Determination of Tier II Mixed or Tier II High Homes Using Family Income Eligibility Applications

Tier II homes may distribute Family Income Eligibility Applications (FIEA) to all or some of the enrolled children. The FIEA may qualify children for the higher rate of reimbursement, either categorically or by household income.

Categorical Eligibility

Households with a member currently receiving benefits from Washington Basic Foods (WBF), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) are categorically eligible for the highest rate of meal reimbursement for the Child Adult Care Food Program (CACFP.)

Children in foster care, children experiencing homelessness, children eligible for free or reduced-price school meals, or children enrolled in a Head Start Program or an Early Childhood Education and Assistance Program (ECEAP) are also categorically eligible.

Tier II providers who are also licensed foster parents may claim foster children under the age of 13 living in their home for meals at the tier 1 rate when the child is enrolled in care and nonresidential children are in attendance and participating in the same meal service. To document this, the provider must complete the Family Income Eligibility Application (parts 1, 2 & 5) on behalf of the child receiving foster care.

Household Income Eligibility

Household income is the total compensation received by a household on a recurring basis before any deductions. Current household income is income received during the month prior to completion of the FIEA. The income listed does not have to be verified using outside sources.

- Annual income can be used if the prior month's income does not reflect an average month of the household's annual income. A monthly average from the prior year may be used as a basis for the projected monthly income. The sponsor is to divide the annual income by 12 to determine the monthly average income.
- For self-employed, net income should be used.



Special Situations Regarding Income

Alimony and Child Support

- Any money received by a household in the form of alimony or child support is considered income to the receiving household.
- Any money paid out for alimony or child support may not be deducted from the household's reported gross income.

Projected Income for Seasonal Workers

- Seasonal workers whose income fluctuate may project their annual income and report this as their current income. The prior year may be used as a basis for the projected annual rate of income.

Income exclusions include:

- Student financial assistance or loans
- Occasional earnings

Approving Family Income-Eligibility Application:

Correctly completed and approved FIEAs must be kept on file for each enrolled child receiving the high rate of reimbursement.

Categorical Eligibility

- Parts 1 and 2 must be filled out for a child in foster care, a child eligible for free or reduced-price meals at school, or a child enrolled in an ECEAP or Head Start Program.
- Parts 1, 2 and 3 of the FIEA must be completed if the enrolled child's household receives WBF, TANF, or FDPIR.
 - The names, ages, and birth dates of children in the household must be listed.
 - The benefit(s) the household receives must be circled and the case or identification number noted in Part 3. A Social Security Number (SSN) is not a WBF or TANF case number, although an SSN may be an FDPIR identification number.
 - The adult signer must sign and date the FIEA in Part 5.
 - The sponsor must complete Part 7 "For Sponsor Use Only."
 - The sponsor must indicate how the child is categorically eligible (WBF, TANF, etc.)
 - The sponsor must sign and date the form and note the effective date of the eligibility.

Eligibility Based on Income

- Part 4 must be completed if the household is not categorically eligible to qualify based on income:

- The names of all children and adults considered one economic unit in the household must be listed.
- The gross income from the most recently completed month and all other household income must be listed.
- The adult signer's last four digits of the SSN must be noted. If the adult signer does not have an SSN, the box indicating "I do not have a Social Security Number" must be checked.
- The adult signer must sign and date the FIEA in Part 5.
- The sponsor must complete Part 7 "For Sponsor Use Only."
 - The sponsor must indicate household size, income and income frequency.
 - The sponsor must sign and date the form and note the effective date of the eligibility.

If the child is not categorically eligible or eligible based on income, the sponsor must deny eligibility and indicate the denial reason.

Effective dates for the Family Income-Eligibility Application for Tier 2 Homes

- **Effective Date/Classification of a home as Tier II High or Tier II Mixed**
 - The month of the Tier determination is dependent on the FIEA effective date.
 - The FIEA must be date-stamped when received by a sponsor.
 - Classification may be retroactive to the first of the month, or to the first day the home operates the CACFP during the month in which the Tier II High or Mixed determination is made.
 - Parent/guardian signature date can be used as the effective date. The form must be signed by the institution representative within the same month the parent signed the form or the month immediately following.
 - If the institution representative does not evaluate and sign the FIEA within these guidelines or the parent/guardian fails to date the form, the institution representative's signature date must be used as the effective date.
- **Re-Determination Date**
 - The FIEA is valid for one year and expires on the last day of the month in which the effective date was determined.

Resources

- ✓ [Tiering Overview Reference Sheet](#)
- ✓ [Tier 2 Reference Sheet](#)

References

- ✓ [CFR 226](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- ECEAP – Early Childhood Education and Assistance Program
- FDPIR – Food Distribution Program on Indian Reservations
- FIEA – Family Income Eligibility Application
- OSPI – Office of Superintendent of Public Instruction
- TANF – Temporary Assistance for Needy Families
- WBF – Washington Basic Food
- USDA – United States Department of Agriculture