OSPI Child and Adult Care Food Program Reference Sheet

Family Day Care Home Sponsor Provider Agreement & Forms

Licensed in-home providers and exempt providers eligible to participate in the Child and Adult Care Food Program (CACFP) may submit an application to become a Family Day Care Home (FDCH) Provider. The application process includes a signed agreement between the FDCH sponsors and FDCH providers that outlines the rights and responsibilities of both parties. The Agreement between the sponsor and the FDCH provider is permanent; however, some parts of the application process must be completed annually.

Application and forms

Annual requirements for 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 five years, while eligibility determination made by a provider's income is in effect for one year. Sign and date the Tier Determination Form and attach any supporting documentation. Tier II sponsors must select between options 1, 2, or 3 to indicate how claiming will be determined.

- **Provider Income Eligibility Application**
  A Provider Income Eligibility Application (PIEA) and supporting documentation must be completed annually for providers to be approved:
  - for Tier I Reimbursement based on provider income.
  - to allow Tier I providers to claim meals for a provider's own children.

The Provider Income Eligibility Letter should be shared with providers who are **not** eligible for Tier 1 reimbursement based on census or school data and may qualify for higher reimbursement based on provider income or the income of enrolled children's families.

- **Tier II Provider Election of Reimbursement Option**
  Providers with Tier II eligibility must complete this form initially and any time they wish to change their reimbursement option: Tier 2 Provider Election of Reimbursement Option

- **Family Income Eligibility Application (FIEA) and Family Letters**
  Providers selecting Option 2 or Option 3 must provide families with the Family Income Eligibility Application (FIEA) and Sample Family Income Eligibility Letter. Sponsors may supply the letters and forms to the provider to distribute, or they may 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 annually on July 1.

- Sponsors must sign and date these forms within 10 days of receiving them.

Effective date of eligibility for income eligibility applications

The effective date of eligibility for the PIEA and the FIEA may be established in two 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.

This institution is an equal opportunity provider.

References

- 7 CFR 226

Resources

- CACFP Agreement between Sponsoring Organization and Day Care Home Provider
- Provider Site Applications
- Enrollment Form | Arabic | Russian | Somali | Spanish | Ukrainian | Vietnamese
- Tier Determination Form
- Provider Income Eligibility Application (PIEA)
- Provider Income Eligibility Letter
- Tier 2 Provider Election of Reimbursement Option
- Sample Family Income Eligibility Letter | Arabic | Russian | Somali | Spanish | Ukrainian | Vietnamese
- Family Income Eligibility Application
- Income Eligibility Guidelines- in "Application Material" dropdown

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- FDCH – Family Day Care Home
- FIEA – Family Income Eligibility Application
- OSPI – Office of Superintendent of Public Instruction
- PIEA – Provider Income Eligibility Application

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