FISCAL YEAR 2014
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE SPONSOR MEMORANDUM #22

TO: Family Day Care Home Sponsors

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: July 31, 2014

SUBJECT: New Income Eligibility Guidelines, Statements, Instructions and Provider/Parent Letters

ACTION: Utilize updated forms that reflect changes in income eligibility guidelines

Attached are copies of the Provider and Household Income Eligibility Statements, letters, and instructions for the period beginning July 1, 2014, through and including June 30, 2015. A chart listing the income eligibility guidelines is also attached.

The Enrollment form is also attached for your convenience. Enrollment information must be collected or updated annually for all participants.

Use the attached Household and Provider Income Eligibility Statements and Letters (dated 7/14 in the bottom left hand corner) for families and providers applying for Tier 1 benefits beginning July 1, 2014.

Before printing...
- Insert the sponsor’s name, address, and telephone number at the top of the Parent/Guardian and Provider Letters and the Household, Provider, Foster Child Income Eligibility Statements
- Do not make any changes to the letters or statements. Federal regulations and policies require the items and language that are used.
**Miscellaneous Note**
Federal law prohibits the Category A income eligibility guidelines from being printed on the parent/guardian/provider letters and statements.

**Approving Statements**
The family day care home sponsor is responsible for determining the eligibility for Tier 1 benefits of each statement. The person who makes this determination must:

- Starting July 1, 2014, through June 30, 2015, use the attached income eligibility guidelines
- Review each statement for completeness
- If applicable, review documentation to support income reported on the Provider Income Eligibility Statement
- Using the information reported on the statements, approve or deny eligibility for Tier 1 benefits
- Sign and date the statement to certify that the applicant is eligible for Tier 1 benefits

**Record Retention**
All Household and Provider Income Eligibility Statements collected and approved or denied by the institution must be retained for three years after the end of the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed.

Updated forms are also available on the Michigan Department of Education Child and Adult Care Food Program (CACFP) website at www.michigan.gov/cacfp under Forms & Instructions, Family Day Care Home Sponsors. Please contact the CACFP office at 517-373-7391 if you have any questions.

Attachments:
- *Income Eligibility Guidelines – July 1, 2014 to June 30, 2015*
- *Provider Income Eligibility Statement*
- *Instructions for FDCH Sponsors – Provider Income Eligibility Statement*
- *Instructions for Providers – Provider Income Eligibility Statement*
- *Provider Letter*
- *FDCH Household Income Eligibility Statement*
- *Instructions for FDCH Parents/Guardians – Household Income Eligibility Statement*
- *FDCH Parent/Guardian Letter*
- *Categorically Eligible Programs List*