TO: Family Day Care Home Sponsors
FROM: Marla J. Moss, Director
Office of School Support Services
DATE: July 23, 2015
SUBJECT: New Income Eligibility Guidelines, Statements, Instructions and Provider/Parent Letters

Attached are copies of the Provider and Household Income Eligibility Statements (PIES, HEIS), letters, and instructions for the period beginning July 1, 2015, through June 30, 2016. A chart listing the income eligibility guidelines is also attached.

The format for the Income Eligibility Guidelines is new this year. Five frequency of income schedules (annual, monthly, twice per month, every two weeks, and weekly) are listed for Category A (Free) and Category B (Reduced). Individuals and families with incomes higher than Category B (Reduced) levels must be classified as Category C (Paid).

When determining a provider or participant’s eligibility, sponsors are now required to annualize all household income if there is more than one frequency of income received within one household (for example, one family member is paid monthly and another every two weeks). The Household Income Eligibility Statement (HIES) has been revised accordingly.

The Participant Enrollment form is also attached for your convenience. Enrollment information must be collected or updated annually for all participants. Enrollment data, however, is not required in the Child and Adult Care Food Program (CACFP) for At-Risk Afterschool programs or for emergency shelters.

Use the attached HIES and PIES and Letters (dated 7/2015 in the bottom left hand corner) for families and providers applying for Tier 1 benefits beginning July 1, 2015.
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 Income Eligibility Statements**
The family day care home sponsor is responsible for determining the eligibility for Tier 1 benefits based on each statement. The format for the Income Eligibility Guidelines is new this year. Five payment schedules (annual, monthly, twice per month, every two weeks, and weekly) are listed for Category A (Free) and Category B (Reduced). Individuals and families with incomes above Category B (Reduced) must be classified as Category C (Paid).

The person who makes this determination must:
- Starting July 1, 2015, through June 30, 2016, 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](http://www.michigan.gov/cacfp) under Forms & Instructions, Family Day Care Home Sponsors. For questions, contact the CACFP office at 517-373-7391.

**Attachments:**
- Participant Enrollment Form
- 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 Sponsors – Household Income Eligibility Statement
- Instructions for FDCH Parents/Guardians – Household Income Eligibility Statement
- FDCH Parent/Guardian Letter
- Categorically Eligible Programs List