FISCAL YEAR 2013
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #6

TO:       Family Day Care Home Sponsors
FROM:     Kyle L. Guerrant, Director
           Office of School Support Services
DATE:     February 15, 2013
SUBJECT:  Provider Supplemental Food Assistance Program List
ACTION:   Submit a list to Michigan Department of Education, following the
           requirements listed below, by March 29, 2013

Annually, Family Day Care Home (FDCH) sponsors are required to submit to the
Michigan Department of Education (MDE) a list of family day care home providers
receiving Tier 1 benefits on the basis of their participation [7 CFR 226.6(f)(vii)(E)] in
the Supplemental Food Assistance Program (SNAP).

This list must include:
• Providers living outside Tier 1 eligible areas who claim eligibility for Tier 1
  reimbursement for all children in care based on their food assistance eligibility
• Providers in eligible areas who have established each child’s eligibility for Tier 1
  reimbursement based on the provider’s household SNAP participation

Please prepare a spreadsheet in Excel listing the providers meeting the above criteria.
Use a separate column for each item listed below:
• SNAP case number
• Last name
• First name
• Street address or P.O. Box number
• City
• State
• Zip code
• FDCH sponsor name

Sort the file in alphabetical order and submit, via e-mail, to Theresa Galbavi at
galbavit@michigan.gov no later than Friday, March 29, 2013. If you have any questions
about the requirements, please contact our office at 517-373-7391.