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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

k12.wa.us

April 1, 2021



Action Required

Due date: Varies



Informational

BULLETIN NO. 013-21 CHILD NUTRITION SERVICES

TO: Family Day Care Home Sponsors

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: Child and Adult Care Food Program: Family Day Care Home Application Materials, Federal Fiscal Year 2022

CONTACT: Arianne McConchie, Community Nutrition Programs Lead
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PURPOSE/BACKGROUND

This bulletin provides information for the application process between Family Day Care Home (FDCH) Sponsors and new or renewing Day Care Home Providers for Federal Fiscal Year 2022.

Licensed in-home providers and exempt providers eligible to participate in the Child and Adult Care Food Program (CACFP) may submit an application to a Family Day Care Home Sponsor.

The application process includes an agreement between FDCH Sponsors and FDCH Providers (Attachments 1a and 1b) that outlines the rights and responsibilities of the sponsor and the provider. This agreement must be signed by the provider as part of the initial application process. Although the agreement is permanent, some parts of the application process must be completed annually.

The following information and updated forms for new and renewing providers are available on the [Child Nutrition Services \(CNS\) Family Day Care Home webpage](#).

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 [Determination of Tier I or Tier II Eligibility 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. A corresponding letter describing the requirements is also available on the [CNS Family Day Care Home webpage](#).

A PIEA must also be completed annually to allow providers to claim meals for a provider's own children.

- **Tier II 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 II Election of Reimbursement Option](#) form.

- **Family Income Eligibility Application (FIEA) and Family Letters**

Providers selecting Option 2 or Option 3 must provide families the [Family Income Eligibility Application \(FIEA\)](#) and [family letters](#). Sponsors may supply the letters and forms to the provider to distribute or 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 July 1, 2021.

- 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 different 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.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact your program specialist. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Tennille Jeffries-Simmons
Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Services

Leanne Eko, RD, SNS
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CR:sd

Attachment(s):

Attachment 1a - Child and Adult Care Food Program (CACFP) Agreement between Sponsoring Organization and Day Care Home Provider – English

Attachment 1b - Child and Adult Care Food Program (CACFP) Agreement between Sponsoring Organization and Day Care Home Provider - Spanish

Assurance of Civil Rights Compliance

The Sponsor hereby agrees that it will comply with: i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.); ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189); vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000); vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.); viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3); ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Sponsor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA.

BULLETIN NO. 013-21 CNS

April 1, 2021

Page 5

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