

Child and Adult Care Food Program Reference Sheet for Family Day Care Homes

Determination of Tier II Mixed or Tier II High Homes Using Family Income-Eligibility Applications

Tier II homes may distribute Family Income Eligibility Applications (FIEA) to all or some of the enrolled children. The FIEA may qualify children for the higher rate or reimbursement either categorically or by household income.

Categorical Eligibility

Households with a member currently receiving benefits from Washington Basic Foods (WBF), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) are categorically eligible for the highest rate of meal reimbursement on the CACFP.

Foster children, children experiencing homelessness, those eligible for free or reduced-price school meals, or those enrolled in a Head Start Program or an Early Childhood Education and Assistance Program (ECEAP) are also categorically eligible.

Household Income Eligibility

Household income is the total compensation received by a household on a recurring basis before any deductions. Current household income is income received during the month prior to completion of the FIEA. The income listed does not have to be verified using outside sources.

- Annual income can be used if the prior month's income does not reflect an average month of the household's annual income. A monthly average from the prior year may be used as a basis for the projected monthly income. The sponsor is to divide the annual income by 12 to determine the monthly average income.
- For self-employed, net income should be used.

Special Situations Regarding Income

Alimony and Child Support

- Any money received by a household in the form of alimony or child support is considered income to the receiving household.
- Any money paid out for alimony or child support may not be deducted from the household's reported gross income.



Projected Income for Seasonal Workers

- Seasonal workers whose income fluctuates, may project their annual income and report this as their current income. the prior year may be used as a basis for the projected annual rate of income.

Income exclusions include:

- Student Financial Assistance or loans
- Occasional Earnings

Approving Family Income-Eligibility Application:

Correctly completed and approved FIEAs must be kept on file for each enrolled child receiving the high rate of reimbursement.

Categorical Eligibility

- Parts 1 and 2 must be filled out for a foster child, a child eligible for free or reduced-price meals at school or enrolled in an ECEAP or Head Start Program,.
- Parts 1, 2 and 3 of the FIEA must be completed if the enrolled child's household receives WBF, TANF, or FDPIR..
 - The names, ages, and birthdates of children in the household must be listed.
 - The benefit(s) the household receives must be circled and the case or identification number noted in Part 3. A Social Security Number is not a WBF or TANF case number, although a Social Security Number may be a FDPIR identification number.
 - The adult signer must sign and date the FIEA in Part 5.
 - The sponsor must complete Part 7 "For Sponsor Use Only"
 - The sponsor must indicate how the child is categorically eligible (WBF, TANF, etc.)
 - The sponsor must then sign and date the form, and note the effective date of the eligibility.

Eligibility Based on Income

- Part 4 must be completed if the household is not categorically eligible to qualify based on income:
 - The names of all children and adults considered one economic unit in the household must be listed.
 - The gross income from the most recently completed month and all other household income must be listed.
 - The adult signer's last four digits of the Social Security Number must be noted. If the adult signer does not have a Social Security Number, the box indicating "I do not have a Social Security Number" must be checked.

- The adult signer must sign and date the FIEA in Part 5.
- The sponsor must complete Part 7 "For Sponsor Use Only"
 - The sponsor must indicate household size, income and income frequency.
 - The sponsor must then sign and date the form, and note the effective date of the eligibility.

**If the child is not categorically eligible or eligible based on income, the sponsor must deny eligibility and indicate the denial reason.*

Effective dates for the Family Income-Eligibility Application for Tier 2 Homes

- **Effective Date/Classification of a home as a Tier II High or Teir II Mixed-**
 - The month of the Tier determination is dependent on the FIEA effective date.
 - The FIEA must be date stamped when received by a sponsor.
 - Classification may be retroactive to the first of the month, or to the first day the home operates the CACFP, during the month in which the Tier II High or Mixed determination is made.
 - Parent/guardian signature date can be used as the effective date. The form must be signed by the institution representative within the same month the parent signed the form or the immediate following month.
 - If the institution representative does not evaluate and sign the FIEA within these guidelines or the parent/guardian fails to date the form, the institution representative's signature date must be used as the effective date.
- **Re-Determination Date-**The FIEA is valid for one year and expires on the last day of the month in which the effective date was determined.

Resources

- ✓ [Tiering Overview Reference Sheet](#)
- ✓ [Tier 2 Reference Sheet](#)

References

- ✓ [CFR 226](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- ECEAP – Early Childhood Education and Assistance Program
- FDPIR – Food Distribution Program on Indian Reservations
- FIEA – Family Income Eligibility Application
- OSPI – Office of Superintendent of Public Instruction
- TANF – Temporary Assistance for Needy Families
- WBF – Washington Basic Food
- USDA - United States Department of Agriculture