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DEPARTMENT OF EDUCATION  
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STATE SUPERINTENDENT

**FISCAL YEAR 2020  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #4**

**TO:** Family Day Care Home Sponsors

**FROM:** Diane L. Golzynski, PhD, RD  
Director, Office of Health and Nutrition Services

**DATE:** February 24, 2020

**SUBJECT:** Provider Supplemental Nutrition Assistance Program List

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 Nutrition 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](mailto:galbavit@michigan.gov) no later than Friday, March 20, 2020. If you have any questions about the requirements, please contact our office at 517-241-5353.

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