



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
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STATE SUPERINTENDENT

**FISCAL YEAR 2016
CHILD AND ADULT CARE FOOD PROGRAM
FAMILY DAY CARE HOME SPONSORS MEMORANDUM #19**

TO: Family Day Care Home Sponsors
FROM: Marla J. Moss, Director
Office of School Support Services
DATE: August 10, 2016
SUBJECT: New Income Eligibility Guidelines, Statements,
Instructions and Provider/Parent Letters

Attached are copies of the Provider and Household Income Eligibility Statements, letters, and instructions for the period beginning July 1, 2016, through and including June 30, 2017. A chart listing the income eligibility guidelines is also attached.

The participant enrollment form is also attached for your convenience. Enrollment information must be collected or updated annually for all participants.

Use the attached Household and Provider Income Eligibility Statements and Letters (dated July 2016 on the bottom) for families and providers applying for Tier 1 benefits beginning July 1, 2016.

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.

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Approving Statements

The family day care home sponsor is responsible for determining the eligibility for Tier 1 benefits of each statement. The person who makes this determination must:

- Starting July 1, 2016, through June 30, 2017, 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's [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Forms & Instructions, Family Day Care Home Sponsors. For questions regarding this memorandum, contact CACFP at 517-373-7391.

Attachments:

[Income Eligibility Guidelines](#)

[Household Income Eligibility Statement \(HIES\)](#)

[FDCH Parent/Guardian Letter for HIES](#)

[Instructions for FDCH Parents/Guardians for HIES](#)

[Instructions for FDCH Sponsors for HIES](#)

[Provider Income Eligibility Statement \(PIES\)](#)

[Provider Letter](#)

[Instructions for FDCH Providers for PIES](#)

[Instructions for FDCH Sponsors for PIES](#)

[Participant Enrollment Form](#)

[Categorically Eligible Programs List](#)