



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

**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 *(K.L.G.) 2-15-13*
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.

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324