



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

**FISCAL YEAR 2016
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #9**

TO: Family Day Care Home Sponsors

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: February 15, 2016

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 no later than Friday, March 18, 2016. If you have any questions about the requirements, please contact our office at 517-373-7391.

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