



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

Family Day Care Home Sponsors #3

**DATE:** March 1, 2023

**TO:** Family Day Care Home Sponsors

**FROM:** Aimee Alaniz, Interim Director *Aimee Alaniz*  
Office of Health and Nutrition Services

**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 based on their participation 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 24, 2023. If you have any questions about the requirements, please contact our office at 517-241-5353.

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