

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM		ISSUED	REVISED	CHAPTER	SECTION
	Sponsoring Organizations of Homes POLICY & PROCEDURE MANUAL		12/90	6/15	9	9.7
CHAPTER Chapter 9. Tiering/Eligibility Guidance			SUBJECT Mixed Tier II Family Child Care Homes			

Tier II family child care homes that receive a combination of tier I and tier II reimbursement rates are considered mixed tier II family child care homes. Providers receive the higher tier I reimbursement rates for meals served to children who are eligible per the Income Eligibility Guidelines (IEG) based on household income, categorical eligibility or “expanded” categorical eligibility. To meet the “expanded” categorical eligibility, the household participates in, or is subsidized under, a federally or State supported family child care or other benefit program with an income eligibility limit that does not exceed 185 percent of Federal income poverty guidelines.

Income Eligibility:

SOs must assure the following for children in mixed tier II family child care homes (who are eligible based on household income) prior to reimbursing the provider for those meals at tier I reimbursement rates:

- 1) Obtain an Income Eligibility Form (IEF), Form CACFP-110, completed by the individual household (parent/guardian), which lists all household members and income or indicates categorical eligibility.
- 2) Verification that information on the IEF is mathematically correct and that family size and total household income are within the current IEG.
- 3) Complete the last section of the IEF to summarize household size and income information and sign and date the form.

Categorical Eligibility:

SOs must assure the following for children in mixed tier II family child care homes (who are categorically eligible) prior to reimbursing the provider for those meals at tier I reimbursement rates:

- 1) Obtain an IEF, Form CACFP-110, completed by the household parent or guardian that indicates categorical eligibility, specific program, and case number (if applicable).
- 2) Complete the last section of the IEF to summarize categorical eligibility and sign and date the form.

Exception: Authorization letters from the Department of Social Services for children who are receiving child care subsidy monies (state paid child care) may be used in lieu of a completed IEF.

Verification of income eligibility or categorical eligibility information with outside sources and/or external documentation is not necessary for children in mixed tier II family child care homes, as required for tier I provider eligibility.

Confidentiality of Information

The SO must maintain the confidentiality of household income, size and receipt of Federal or State benefits submitted by individual households and shall not make such information available to providers. The SO may inform the provider of the number of children receiving tier I rates, but shall not provide the children’s

names. This information shall only be made available to persons directly connected with administration or monitoring of the CACFP.

### Distribution and Return of Income Eligibility Forms (IEFs)

The SO must notify tier II family child care home providers of the opportunity to obtain individual household income information or categorical eligibility information from parents and guardians to determine each enrolled child's eligibility for tier I rates. The SO may choose to send out and collect the income/categorical information for enrolled children, or the SO may allow tier II family day care home providers in the CACFP to assist in the transmission of household income information from families of enrolled children to their sponsors.

Under Section 333 of the Healthy, Hunger-Free Kids Act of 2010, tier II family day care home providers now have specific authority to collect the household income eligibility forms from households and transmit them to their sponsors. However, if tier II family day care home providers wish to collect and transmit household information, they or the sponsors must ensure that each household knows:

- The household is not required to complete the income eligibility form in order for their children to participate in CACFP; and
- Households have the option, if they choose to complete the income eligibility form, of either:
  - returning the form directly to the sponsor at the address indicated on the form; or
  - returning the form to the provider with written consent allowing the provider to collect the form and transmit it to the sponsor on the household's behalf.

If the provider receives an authorization letter directly from DSS that indicates the enrolled child's eligibility for child care subsidy and the authorization begin and end dates, a copy of the authorization letter may substitute for the IEF, and may come directly from the child care provider to the SO.

It is not necessary to distribute IEFs to the households of enrolled children that the SO and/or child care provider determines to be eligible for Tier I meals through the child's or household's participation in or receipt of benefits under the state child care subsidy offered through the Department of Social Services. Meals served to these children are automatically eligible for Tier I rates subject to receipt of the authorization letter with effective dates of eligibility.

The SO must annually review and document the income or categorical eligibility of individual households of enrolled children for the provider to continue to receive tier I rates for those children.

### Information Required on the Income Eligibility Form (IEF)-Form CACFP-110

SOs must obtain Form CACFP-110 to reimburse mixed tier II providers for meals served to children living in households that are eligible for tier I reimbursement rates based on household income or categorical eligibility. The following information must be provided on all CACFP-110 forms:

Eligible Per Household Income:

- Part 1 - The names and birthdates of the applying household's children enrolled in the family child care home.
- Part 2 - The names –and the total income received by each member of the household and the source of that income. NOTE: Refer to Section 9.9 of this chapter for guidance in the definition of “household” and the definition and calculation of “income”.
- Part 4 – The signature, the last four digits of the social security number and date of the adult household member who signs the application, or an indication that he/she does not possess a social security number.

Categorical Eligibility:

- Part 1 - The names and birthdates of the applying household's children enrolled in the family child care home.
- Part 1 - The Supplemental Nutrition Assistance Program (SNAP or the Temporary Assistance for Needy Families (TANF) case numbers) or other qualifying state or federal program (expanded categorical program) names and case numbers (if applicable) for children who are categorically eligible based upon the household's receipt of program benefits.
- Part 4 – The signature and date of the adult household member who completes the application.

The SOs determination of an individual child's eligibility for Tier I rates in a Tier II mixed home is good for one year, or until program benefits expire, in the case of categorical and expanded categorical eligibility.