

Child and Adult Care Food Program Reference Sheet for Family Day Care Homes

Provider Income Eligibility Application

The Provider Income Eligibility Application (PIEA) is used to determine Tier I eligibility based on provider income and to approve Tier I area eligible homes for claiming their own children. Sponsors must inform providers who do not qualify as Tier I based on school data or census data that qualifying as a Tier I home based on provider's household income is an option available to them. Sponsors must distribute the "Letter to Day Care Home Provider" and the "Provider Income-Eligibility Application" to these homes.

When to Use the Provider Income Eligibility Application

1. Categorize a family daycare home as Tier I based on the provider's income.
 - In order to qualify a home as Tier I based on provider's income, the provider's household income must be at or below the reduced-price income guidelines, or a member of the provider's household receives Washington Basic Food (WBF), Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) benefits as indicated on a completed Provider Income-Eligibility Application.
2. Approve Tier I providers to "Claim Provider's Own".
 - Providers with children under the age of 13 years who meet the Tier I income criteria may claim their own children for meal reimbursement when other nonresidential children are in attendance and participating at the same meal service.
 - The provider is categorized as Tier I based on household income or the provider must have a member of the household receiving benefits from WBF/TANF/FDPIR as indicated on a completed Provider Income-Eligibility Application.

Determination of Tier I eligibility using Provider Income Data

The Provider Income-Eligibility Application (PIEA) must list all household members and income or indicate participation in WBF/TANF/FDPIR. The sponsor must verify income or participation in WBF/TANF/FDPIR using outside sources only when categorizing a home as Tier I.

Verification is not necessary to approve a provider to claim their own children.



Documentation required to verify the PIEA includes:

- **Pay Stubs/Letter**- Verification from employers must contain the name of the household member, amount of income received, frequency received, and the date the income was received.
- **Income Tax Forms**- The sponsor may use the income tax forms as verification exclusively for self-employed persons. However, for income tax purposes, the IRS defines income differently than the CACFP; the sponsor must adjust the provider's income for these differences.
- **Agency Records**- A current "Notice of Eligibility" for WBF benefits or current certification to participate in TANF or FDPIR must be on file. This documentation must include the certification period or an expiration date. The sponsor must use information for the most recent month available.

Check the mathematical accuracy of the PIEA and compare the income information to the current Income-Eligibility Guidelines to determine whether the income is at or below the reduced-price income guidelines (for applications listing income). Updated Income-Eligibility Guidelines are published every July and are posted on the [FDCH Providers/ Sponsors webpage](#), under the "Application Materials" dropdown.

Approving Provider Income-Eligibility Applications:

For any Tier I home based on provider income, a correctly approved Provider Income-Eligibility Application must be on file. Tier I homes based on school data or census data who are claiming meals for their own child/children must have a correctly approved Provider Income-Eligibility Application on file for each provider.

- Parts 1, 2 and 4 of the Provider Income-Eligibility Application must be completed if a member of the provider's household receives WBF, TANF, or FDPIR.
 - Names, ages, and birthdates of children in the household must be listed.
 - The benefit(s) the household receives must be circled and the case or identification number in Part 2 noted. A Social Security Number is not a WBF or TANF case number, although a Social Security Number may be a FDPIR identification number.
- Parts 1 and 5 must be completed if the household is not eligible for WBF, TANF or FDPIR, then.
 - The names of all children and adults considered one economic unit in the household must be listed.
 - The gross income from the most recently completed month and all other household income must be listed.

- The last four digits of the adult signer's Social Security Number must be noted. If the adult signer does not have a Social Security Number, the box indicating "I do not have a Social Security Number" must be checked.
- The provider must sign and date the Provider Income-Eligibility Application in Part 6.
- The sponsor must complete Part 8, "For Sponsor Use Only"
- The sponsor must indicate how the provider qualifies for Tier I eligibility based on the information in Parts 2–6 (Income or WBF/TANF/FDPIR).
- If the provider has children under the age of 13 years and meets the Tier I criteria, the sponsor may approve the provider to claim her own children for meal reimbursement when other nonresidential children are in attendance and participating at the same meal service.
- If the provider does not meet any of the Tier I criteria, the sponsor must deny Tier I eligibility and indicate the denial reason.
- The sponsor must then sign and date the form, and note the effective date of the Tier I eligibility.

Effective dates for the Provider Income-Eligibility Application for Tier I Homes

Effective Date/Classification of a home as a Tier I Home

- When a sponsor receives an Income-Eligibility Application, it must be date stamped.
- The Sponsor has 30 days from the date the last piece of required verification documentation is received to make a determination.
- The sponsor must document all correspondence requesting verification from the provider.
- Classification of a Tier I home may be retroactive to the first of the month, or to the first day the home operates the CACFP, during the month in which the Tier I effective date has been determined. Sponsors may choose to use the provider signature date **or** the institution representative's signature date and must be consistent with all providers.
- If the institution is using the provider signature date as the effective date, the form must have been signed by the institution representative within the same month the provider signed the form or the immediate following month.
- If the institution representative does not evaluate and sign the PIEA within these guidelines, the institution representative's signature date must be used as the effective date.

Re-Determination Date

- The Provider Income-Eligibility Application is valid for one year and expires on the last day of the month when that eligibility was determined. For example, if a Provider Income Eligibility Application was effective on April 1, 2017, the provider's eligibility is effective through April 30, 2018.
- After that time, eligibility is no longer valid unless a new form is completed and approved.
- If the provider does not date the form, then the signature/approval date of the sponsor is used.
- It is not necessary to send the Provider Income-Eligibility Application back to the provider for a date and delay the determination of Tier I status.

Resources

- ✓ [Tiering Overview Reference Sheet](#)
- ✓ [Tier 1 Using School Data Reference Sheet](#)
- ✓ [Tier 1 Using Census Data Reference Sheet](#)

References

- ✓ [CFR 226](#)

Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- FDCH – Family Day Care Homes
- FDPIR – Food Distribution Program on Indian Reservations
- OSPI – Office of Superintendent of Public Instruction
- PIEA – Provider Income Eligibility Application
- TANF – Temporary Assistance for Needy Families
- WBF – Washington Basic Food
- USDA - United States Department of Agriculture