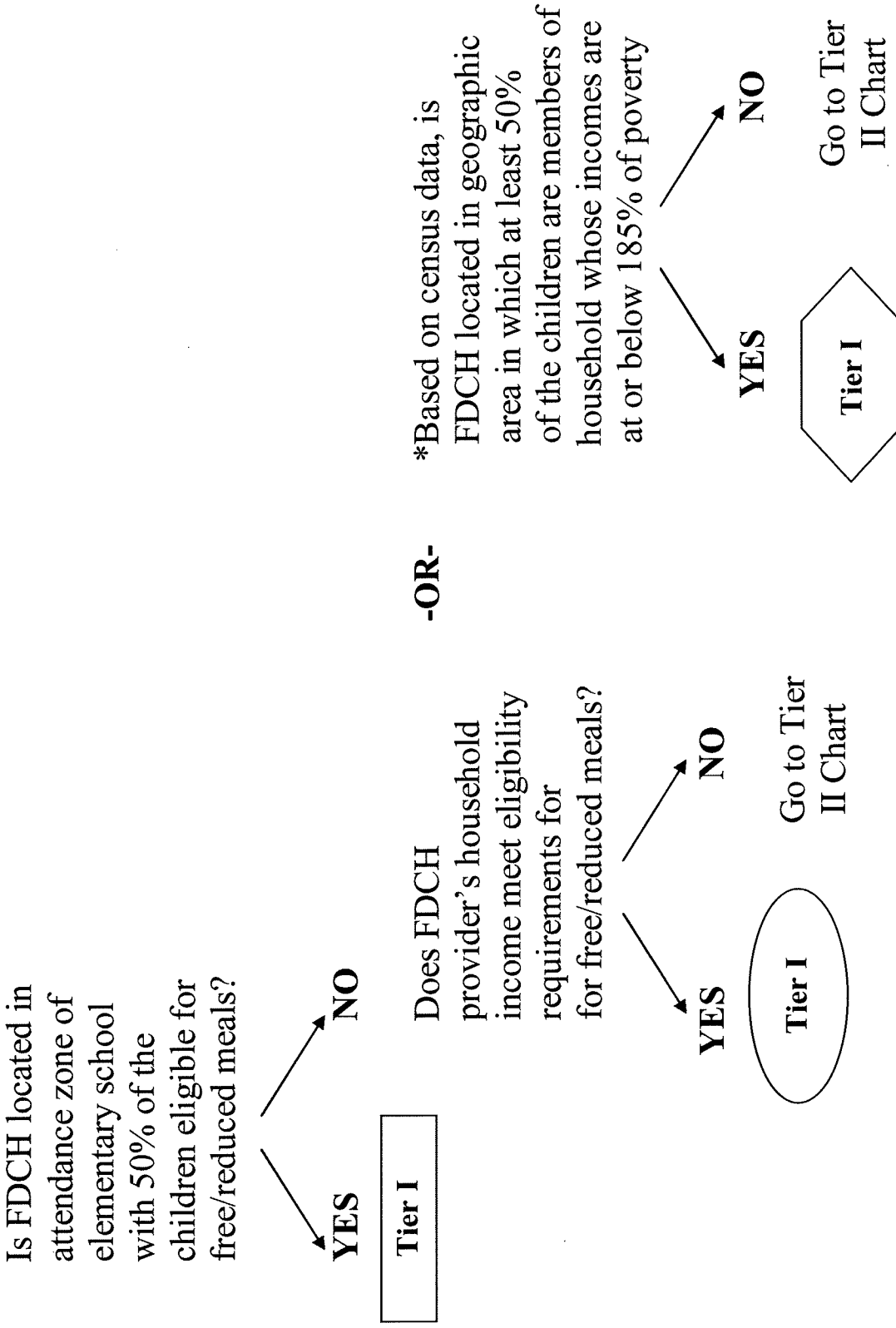


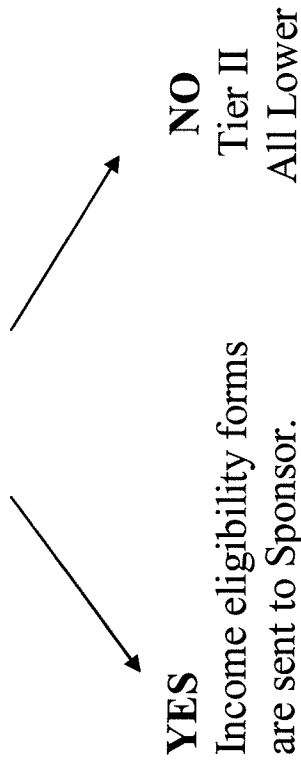
## What Tier is the FDCH Provider?



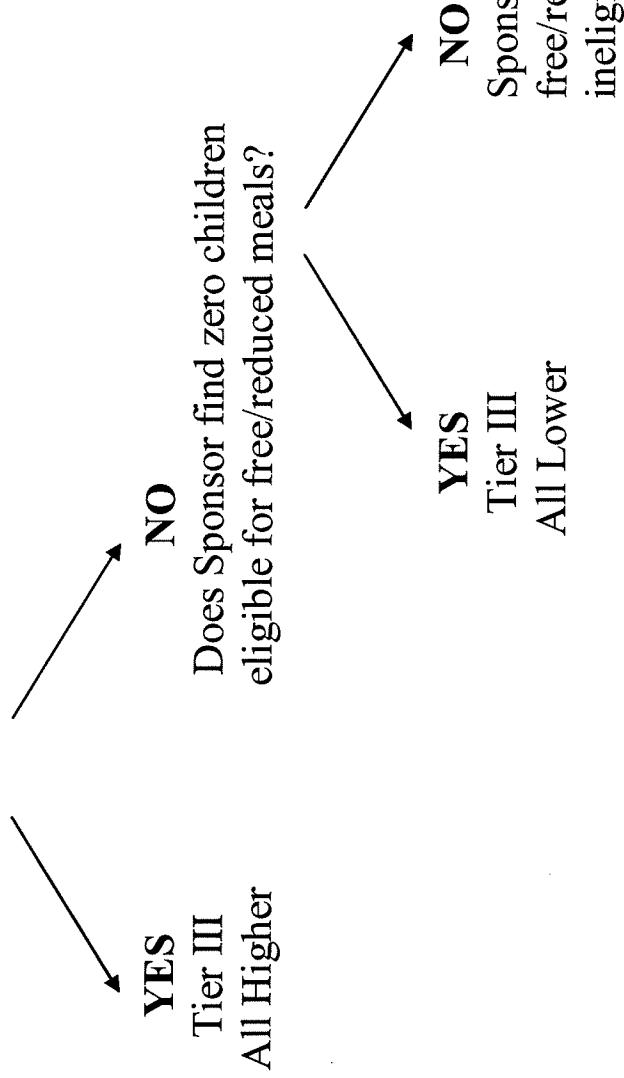
*\* Please note to use this option for Tier I qualifications, the Sponsor must get approval from Bright from the Start and amend their management plan.*

## Tier II

Does provider choose to get income eligibility forms for children in their care?



Does Sponsor find zero children eligible for free/reduced meals?



## **Tier I**

(based on attendance zone of elementary school)

Sponsor must:

- Use only the school data report provided by Bright from the Start to find which schools have 50% or more of their children eligible for free/reduced priced meals.
- Verify that the FDCH provider is located in the attendance area of the school by:
  - Contacting the school district office by phone, fax or letter to verify the attendance zone of the provider. Do not ask the school district for the free/reduced price data, use only the data provided by Bright from the Start. The following information must be received from the school district, name of the school official, title, the date and the name of the person requesting the information from the Sponsor's office. Please see Bright from the Start sample form, School Attendance Zone Verification.
  - OR
  - Obtaining the official school-boundary map and marking each day care home on the map.

Exceptions – If the school district does not assign students to a specific elementary school, but rather the family chooses from several schools, school data cannot be used. Also, mandatory busing may impact free/reduced price eligibility percentages and schools will need to “back out” the students who are bused in. This also applies to magnet and charter schools. In these cases, provider's income may have to be used to document Tier I reimbursement.

Verification of attendance zones is generally good for three (3) years.

### *Provider's Own Children*

For the provider's own children to qualify for meal reimbursement, the provider will need to complete and qualify based on a Provider's Own Children Income Eligibility Statement. All income eligibility statements are good for 12 months.

## **Tier I**

(based on Provider's household income)

Sponsor must:

- Give the provider the "Provider Letter" and enclosures (Provider Income Eligibility Statement, instructions, Current Income Eligibility Guidelines, and Verification Information). See Bright from the Start sample Letter to Provider for guidance.
- Have the provider complete a Provider Income Eligibility Statement.
- Verify, using outside sources, that the information submitted by the provider is accurate.
- Get a new Provider Income Eligibility Statement each year.

## **Tier I**

(based on census data)

Please call Bright from the Start if you wish to use this qualification method.

## **Tier II**

Sponsor responsibilities:

- Let the provider know that they have the option of sending home an Income Statement Eligibility Statement to any or all of the children in their care to see if they qualify for Tier II Higher rates.
- If the provider chooses this option, the provider may distribute the forms to the enrolled children, but the forms must return to the Sponsor. The parent can be given a stamped envelope and instructed to mail it directly to the Sponsor.
- The Sponsor may tell the provider how many children they have in each tier, but CANNOT give out the names of the children.
- The Sponsor does not have to verify children's Income Eligibility Statements.