



**Alaska Child and Adult Care Food Program
Family Day Care Home Program**

Tier II Provider Notification & Election of Reimbursement Option Form

July 1, 2011-June 30, 2012

Dear Provider:

As a Tier II home, you have three options for receiving reimbursement:

OPTION 1 (low rates for all children in care)

You may elect to receive the lower Tier II reimbursement rates for meals served to all children enrolled in your day care home with no further documentation required.

OPTION 2 (potentially high rates for income eligible families and those on child care assistance)

Under this option, you will receive the **higher Tier II reimbursement rates** for meals served to enrolled children eligible for free or reduced price meals (either by income or categorical eligibility) and the **lower Tier II reimbursement rates** for meals served to enrolled children not eligible for free or reduced price meals. This information would be collected via the use of a Confidential Income Statement (CIS), distributed to the parents/guardians of the children enrolled for care.

You may elect to distribute the Confidential Income Statements or you can have your sponsoring agency distribute the CIS to the families of children in care. You are now allowed to collect the CIS from your families and submit to your sponsoring organization, or you may elect to have the families submit the CIS directly to your sponsoring organization. Your sponsoring organization will make determinations regarding each enrolled child's eligibility for free or reduced price meals. If you elect this option, you should be aware that our agency is prohibited by law from informing you regarding the individual eligibility status of any child enrolled for care. They can inform you of the number of children enrolled for care that are eligible for free or reduced price meals.

You may also submit documentation of categorical eligibility directly to your sponsor, i.e. child care assistance contract for children in your care.

OPTION 3 (potentially high rates for children on child care assistance)

You may elect **not to distribute the Confidential Income Statement to the parents** of the children in your care and receive the higher Tier II reimbursement only for those children which you or your sponsoring organization have documentation of their categorical eligibility. Categories for categorical eligibility include: National School Lunch Program free or reduced priced meals, participation in Head Start or Early Head Start, Foster Child, Supplemental Nutrition Assistance Program (SNAP)/Food Stamp program, Alaska Temporary Assistance Program (ATAP), and Temporary Assistance for Needy Families (TANF), or Child Care Assistance depending on co-pay.

Under this option you may not distribute Confidential Income Statements to parents nor can our agency make tiering determinations for the children in your day care home based on a Confidential Income Statement.

You must elect one of these options. Check the option of your choice below, sign and date this form, and return the form to our office immediately. You will automatically be reimbursed for all meals claimed at the lower Tier II reimbursement rates until you complete the election form.

Please do not delay in electing your option and returning the form to our office. Our agency will require sufficient time to distribute the Confidential Income Statements, collect them back from households, and make eligibility determinations prior to your first monthly meal reimbursement.

Provider Election of Reimbursement Option:

OPTION 1: _____

OPTION 2: _____

OPTION 3: _____

Name of Provider _____

Signature of Provider _____

Date _____

Approved by:

Name of Sponsoring Organization Representative _____

Signature of Sponsoring Organization Representative _____

Date _____