

Tier Determinations Sample

SPONSORING ORGANIZATION NAME	Test Sponsor
SPONSORING ORGANIZATION ID	012345
POLICY NUMBER	A12
DATE APPROVED	06/01/2024
DATE(S) REVISED	
RELATED POLICIES	Approving Meal Benefit Income Eligibility Applications A13
RELATED FORM(S)	Tier Determination Letter Meal Benefit Income Eligibility Application

POLICY STATEMENT

What is the goal?

Providers should be properly classified as Tier I or Tier II based on their home's geographic location or their own income. Children that are provider's own children or residential children should not be claimed unless the provider has an approved meal benefit income eligibility application on-file.

PROCEDURES

What exact actions are taken, by whom and in what timeframe?

STEP #	ACTIVITY/ACTION	PERSON(S) RESPONSIBLE	TIMEFRAME
1	When a new provider enrolls with the sponsoring organization, the home's address is checked against the USDA Area Eligibility Map located at https://www.fns.usda.gov/area-eligibility .	Executive Director	Within 5 business days of receiving a signed provider contract.

STEP #	ACTIVITY/ACTION	PERSON(S) RESPONSIBLE	TIMEFRAME
2	<p>The tier determination is documented in the provider's software account under the section titled Tier Determination. The printout from the USDA Area Eligibility Map is added to the software File Cabinet.</p>	Executive Director	The same day as the tier determination is made.
3	<p>The provider is sent a Tier Determination Letter that notifies them of their tier determination by certified mail.</p> <p>If the tier determination using the Area Eligibility Map was Tier II or the provider has enrolled their own children for care, then the letter also includes the Meal Benefit Income Eligibility Application that can be used by the provider or the families.</p> <p>A copy of the letter and any attachments are scanned and stored electronically in the software using the File Cabinet feature.</p>	Claims Assistant	Within three business days of the tier determination.

Prior Notification Sample

SPONSORING ORGANIZATION NAME	Test Sponsor
SPONSORING ORGANIZATION ID	012345
POLICY NUMBER	12
DATE APPROVED	10/01/2023
DATE(S) REVISED	N/A
RELATED POLICIES	Meal Disallows Policy #15 Review Visits Policy #23
RELATED FORM(S)	Field Trip Form Holiday Claiming Form

POLICY STATEMENT

What is the goal?

Centers must have a method to notify the sponsor of any time a meal service is not going to occur on-site. This may be a holiday, unexpected closure or a field trip when children will be away from the center. These notifications must be communicated to the field monitors for appropriate visit scheduling.

PROCEDURES

What exact actions are taken, by whom and in what timeframe?

STEP #	ACTIVITY/ACTION	PERSON(S) RESPONSIBLE	TIMEFRAME
1	Enter a holiday, closure or field trip in My Food Program software	Center Director	At least 1 day prior to the closure unless it is an emergency
2	Email is sent automatically to the monitor assigned to the center	N/A automatic in software	Immediately after closure is entered

STEP #	ACTIVITY/ACTION	PERSON(S) RESPONSIBLE	TIMEFRAME
3	Update the review schedule to ensure that a visit is not attempted on a day when a meal will not be served.	Monitor	Within 1 day of receiving the notification
4	If a visit is attempted and the center is not serving a meal: document that no prior notification was given by printing the screen in My Food Program listing the holidays, closures and field trips and document the finding	Monitor	Within 24 hours of attempted visit

SAMPLE