

**Child and Adult Care Food Program  
Tier II Provider  
Election of Reimbursement Option**

Sponsor Name  
Address  
Phone

Dear Provider:

Welcome to the Child and Adult Care Food Program (CACFP), a program that pays you for nutritious meals served to children in your care. CACFP has two payment levels for the meals you claim. You do not qualify for the higher Tier I payment rate because of your home's location or your family income. You will be paid as a Tier II home and receive the lower payment rate.

**As a Tier II home, is there any way for me to get the higher payment rate?**

Yes. You have three options for receiving payment. You may receive the higher rate for some or all of the children you care for with options 2 or 3.

**What is Option 1?**

You may choose to be paid the lower Tier II payment rate for meals served to all children enrolled in your day care home.

**What is Option 2?**

You may choose to have our agency collect family income information for all children enrolled in your day care home. We will use this information to decide which enrolled children qualify for the higher meal payment rate.

**How will this information from the families be collected?**

This information will be collected using the Family Income-Eligibility Application sent to the parents/guardians of the children enrolled for care.

**How will I be paid under this option?**

Under this option, you will be paid the higher Tier I payment rate for meals served to enrolled children eligible for free or reduced-price meals and the lower Tier II payment rate for meals served to enrolled children not eligible for free or reduced-price meals.

**What is Option 3?**

Under this option, our agency will collect income information only from the families you choose.

**Why would I have you collect information for only certain children and not all children?**

Some children may be able to get the higher Tier I payment rate because their families get benefits from certain federal- or state-funded programs whose income rules are no greater than the income rules for reduced-price meals. These programs include Basic Food, Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR). You may know who those families are.

**How is this information collected?**

Family Income-Eligibility Applications will be given only to those parents/guardians you choose.

**What rate of payment will I get under this choice?**

Under this choice, you will receive the higher Tier I payment rate for meals served to enrolled children who qualify, and the lower Tier II payment rate for meals served to enrolled children who do not qualify.

**If I choose Option 2 or 3, will I know which families receive the higher payment?**

No. By law, we cannot tell you the payment level of any child enrolled for care. We can tell you the number of children enrolled for care who qualify for the higher payment.

**How is this information collected?**

Family Income-Eligibility Applications will be given only to those parents/guardians you choose.

**What rate of payment will I get under this choice?**

Under this choice, you will receive the higher Tier I payment rate for meals served to enrolled children who qualify, and the lower Tier II payment rate for meals served to enrolled children who do not qualify.

**If I choose Option 2 or 3, will I know which families receive the higher payment?**

No. By law, we cannot tell you the payment level of any child enrolled for care. We can tell you the number of children enrolled for care who qualify for the higher payment.

**Do I need to choose one of these options?**

Yes. You must choose one of these options (check the option of your choice below), sign and date this form, and return it to our office.

**What happens if I do not choose one of these options?**

If you do not choose an option, you will be paid for all meals at the lower Tier II payment rate until you complete and return this form.

**How long will it take to determine my rate of payment?**

It will take time for our agency to collect income-eligibility applications from families and make eligibility determinations. You will receive the higher Tier I payment rate as soon as we have evaluated the forms. Please choose your option and return the form to our office as soon as you can.

Provider election of reimbursement option. (This selection will not change unless you submit a new option form to your sponsoring organization.)

- Option 1
- Option 2\*
- Option 3\*

*\*For Option 2 or 3, choose how families will get the Family Income-Eligibility Applications.*

- Sponsoring organization mails all applications directly to the children’s homes.
- Provider gives applications directly to the children’s families with return envelopes addressed to the sponsoring organization.

\_\_\_\_\_  
Signature of Provider

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsoring Organization Representative

\_\_\_\_\_  
Date