



State of New Jersey

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TO: **FAMILY DAY CARE PROGRAM SPONSORING ORGANIZATIONS**

FROM: Tanya DW Johnson, Coordinator
Child and Adult Care Food Programs
Bureau of Child Nutrition Programs

SUBJECT: **FDC Memo #11-17** –Transmission of Household Income Information by Tier II Family Day Care Homes in the Child and Adult Care Food Program

The Healthy, Hunger-Free Kids Act of 2010 (the Act), Public Law 111-296, modified requirements for the transmission of household income information by tier II family day care home providers in the Child and Adult Care Food Program (CACFP) to their sponsoring organization (sponsor). The purpose of this memorandum is to provide guidance on the implementation of this provision.

Section 333 of the Act amends section 17(f)(3)(A)(iii)(III) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(f)(3)(A)(iii)(III)) to allow tier II family day care home providers in the CACFP to assist in the transmission of household income information from families of enrolled children to their sponsors. Previously, tier II providers could distribute income eligibility forms to the households of enrolled children in their care, but it was the responsibility of the sponsors to collect the forms from the households (7 C.F.R. §226.18(12)).

Under the Act, tier II family day care home providers now have specific authority to collect the household income eligibility forms from households and transmit them to their sponsors. However, if tier II family day care home providers wish to collect and transmit household information, they or the sponsors must ensure that each household knows:

- The household is not required to complete the income eligibility form in order for their children to participate in CACFP; and
- *Households have the option*, if they choose to complete the income eligibility form, of either:
 - returning the form directly to the sponsor at the address indicated on the form; or
 - returning the form to the provider with written consent allowing the provider to collect the form and transmit it to the sponsor on the household's behalf.

Please note that tier II family day care home providers may not be required to collect and transmit household information to sponsors, but now have this as an option.

Should you have any questions about this information, please contact the CACFP office at (609) 984-1250.