

Certification Dates for Family Day Care Providers

PURPOSE:

To define the term *certification date* as used in the family day care portion of the Child and Adult Care Food Program (CACFP), as used in written and oral instruction and in the provider information forms on the *CNPweb*.

SCOPE:

Sponsors and family day care providers participating in the Child and Adult Care Food Program (CACFP).

DESCRIPTION:

Family day care home sponsoring organizations are responsible for determining the classification of a family day care home as tier I or tier II. The ***certification date*** is that date on which a sponsoring organization official has verified the information regarding school data, census track data, or provider household income that qualifies a provider for tier I rates of reimbursement. The certification date must be well documented and maintained in provider files with supporting documentation materials.

The certification date is not the postmark of submitted documents, the first day of contact with a provider, etc. It must be the final determination date that a provider qualifies for tier I reimbursement rates.

If a sponsoring organization is not able to verify that a home meets the criteria for tier I classification, it must classify the home as tier II. Sponsoring organizations must review documents prior to the expiration of the current certification date in order to ensure no lapse in tier I benefits. Providers must submit the verification documents in sufficient time as to allow adequate time for sponsor verification.

The State Agency will NOT backdate certification dates in the *CNPweb*.

SOURCE:

Indiana Department of Education