

Checklist to Complete Documentation of Provider's Tier 1 School Eligibility

Date task completed	Tasks	
	Review Attachment A: List School Districts with eligible school(s) located within Home Sponsor CACFP service area or highlight them on Attachment A.	
	Eligible School District	Eligible School
	Contact the school representative of School District(s) with eligible school(s) to request current map(s)/description(s) of eligible school boundary(ies).	
	Document contact made with each identified school district (date, who contacted, results of discussion and your initials). Maintain documentation in Tier notebook or in separate folder.	
	Date eligible school maps/boundary descriptions when received.	
	Before the end of March 2016, review each Tier 2 Mixed provider's child development home address to determine if the address is located within an eligible school boundary (Attachment A).	
	Yes	Add a March application to change provider's Tier eligibility to Tier 1 School. Eligibility dates will be March 1, 2016 to February 28, 2021. Complete required documentation and notify provider.
	No	Provider remains as Tier 2 Mixed. Maintain documentation if provider elects to remain as Tier 2 Mixed.
	Before the end of March 2016, review each Tier 2 Low provider's child development home address to determine if the address is located within an eligible school boundary (Attachment A).	
	Yes	Add a March application to change provider's Tier eligibility to Tier 1 School. Eligibility dates will be March 1, 2016 to February 28, 2021. Complete required documentation and notify the provider.
	No	Provider remains as Tier 2 Low. Maintain documentation if provider elects to remain as Tier 2 Low.
	Between March 1, 2016 and February 28, 2017, for each new or returning provider determine if the child development home address is located within an eligible school boundary (Attachment A).	
	Yes	Add an application for the new or returning provider to include provider's Tier eligibility as Tier 1 School. Eligibility dates will be the provider's starting/returning date of participation, ending date will be five years later minus one day. Complete required documentation and notify provider.
No	Continue to determine provider's potential Tier status . Tier 1 Census, Tier 1 Income, Tier 2 Mixed, Tier 2 Low.	
	When a provider's current Tier 1 eligibility expires or when a provider's child development home moves to a new address:	
	Yes	Reevaluate provider's Tier status when his/her current Tier 1 eligibility expires. Complete required documentation and notify provider. Tier 1 School (use current Attachment A), Tier 1 Census, Tier 1 Income, Tier 2 Mixed, Tier 2 Low.
Yes	Reevaluate provider's Tier status when he/she has received a new registration reflecting the new address after moving. Complete required documentation and notify the provider. Tier 1 School (use current Attachment A), Tier 1 Census, Tier 1 Income, Tier 2 Mixed, Tier 2 Low.	