



**APPLICATION FOR FY 2017 TIER STATUS**

Your tier status determines the amount you receive for meal reimbursement. Tier 1 is the higher amount and Tier 2 the lower amount. The current tier information expires June 30, 2016. New tier information will be used to process your July 2016 claim so take care of this immediately! Remember, your status for FY 2017 goes into effect the first day of the month we receive your completed paperwork. For example:

- If all completed forms arrive July 25 they go into effect July 1<sup>st</sup>. If the completed paperwork arrives August 2 it goes into effect August 1<sup>st</sup>.
- If nothing is returned you will automatically receive Tier 2 rates for enrolled children (not including your own) until completed paperwork showing eligibility for Tier 1 rates is received.

**TIER OPTION REQUEST FORM:**

**Tier 1:**

1. *Qualifying schools* can be found on our website at [www.horizonsfoodprogram.org](http://www.horizonsfoodprogram.org). Go to >The Food Program> Reimbursement. If you live within the boundaries of one of these schools, select "Yes, I live within the boundaries of an area eligible for Tier I rates." Then write the name of the Elementary, Middle or High School Area on the Tier Option Request Form.
2. If you currently qualify for Tier 1 based on census/school and wish to claim your own children select "I currently qualify for Tier 1 rates based on area eligibility and wish to apply to claim my own children.
3. If you currently qualify for Tier 1 based on census/school and do NOT want to claim your own children, select I am qualified for Tier 1meals based on area eligibility and do not wish to apply to claim your own children.
4. If applying for Tier 1 based on your family size and household income, select "Yes" in the Provider Eligibility section.

**Tier 2 and Tier 2 mixed:**

- 5/6. **Parent Income Forms:** Check Option A if you want Horizons to send you current Parent Income Application Forms (1 per family) and indicate the number to be sent.
7. **Tier 2 rates:** Select this option if you wish to be classified as a Tier 2 provider, and receive Tier 2 rates for all families.

<b>Green Form:</b> To claim own and/or your foster children if area eligible.	<b>Blue Form:</b> To apply for Tier 1 based on your own household size and income.	<b>Yellow Form:</b> To be used if you want to see if any of your child care families qualify for Tier 1.
To be used if you live in an eligible school or census area and receive Tier 1 rates for the child care children but also wish to claim your own and/or foster children who are present and participating in the child care.	All children in your child care including your own (who are present and participating in the child care) will receive the Tier 1 rate.  All household income will need verification such as a Schedule C for 2015 taxes; paycheck stub; a letter verifying benefits received from social security benefits, child support, unemployment, etc.	Horizons will provide you the requested forms.  You will need to give the form to all families and they will decide if they chose to return it to Horizons. You may return the form on behalf of a family, however, you may not help them fill it out. Please refer families that need help filling out the form to Horizons.

**Request forms by emailing: [horizons@bayland.net](mailto:horizons@bayland.net), calling 920-826-7292, or on our website [horizonsfoodprogram.org](http://horizonsfoodprogram.org) .**

**Foster Children:**

Households with a foster child may choose to include the foster child as a household member on the same household size-income statement that includes their non-foster children. For the purposes of determining income for foster children, only the funds received for a welfare agency that can be identified for personal use of the child (such as an allowance), or money received in had from any source. You may want to consider this new method if the foster child, as an additional household member, makes the whole household Tier 1 eligible.

The foster child may continue to be claimed as a household of one, as in the past, and for the purposes of determining income for foster children, only the funds received from a welfare agency that can be identified for personal use of the child (such as an allowance), or money received in hand from any source.

**Social Security Numbers:**

Only the last 4 digits of the social security number are now required.

**Return of the completed Household Size-Income Forms:**

As the child care provider you may now return these completed forms for your families if they ask you to. Providers are not allowed to review the completed income form, nor can they at any time complete the income form for a family. If someone needs help understanding or filling out the form please have them call the Horizons office at 920-826-7292 for assistance.

**Household Size Income Scale  
(Effective July 1, 2016 to June 30, 2017)**

<b>Household Size</b>	<b>Annual Income Level (at or below)</b>
1	\$21,978
2	29,637
3	37,296
4	44,955
5	52,614
6	60,273
7	67,951
8	75,647
For each additional Household member, add	7,696

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