

INCOME ELIGIBLE RENEWAL

**IMPORTANT INFORMATION
PLEASE READ CAREFULLY**

In order to receive Tier 1 reimbursement (higher rate) based upon income, please follow these instructions:

INCOME ELIGIBILITY FORMS FOR PROVIDERS

1. Fill out the Meal Benefit Form.
2. Make sure you check off the box on the back of the page stating that you are a day care provider applying for Tier 1 benefits.
3. Submit income verification, follow the instructions on the verification sheet.
4. In order to ensure confidentiality, return the forms to our office in the self addressed envelope.

FOSTER CHILDREN:

If you have a foster child, you should only fill out the Child Income Eligible Form. Your foster child is considered a family of one. Having a foster child is **not** automatic grounds for Tier 1 status for the provider.

OVER

NO LONGER ELIGIBLE:

You are required to notify us if there is a change in the household size or increase in Income which exceeds \$50.00 per month or \$600.00 per year. If you list a food stamp, FDPIR or TANF number, you must notify us when you no longer receive these benefits. Similarly, you should notify us if a household member becomes unemployed and the Amount of the income lost during the period of unemployment.

This can be confusing. Call Donna at: 781-939-9292 ext. 224 or email her at: Donna@providerresources.org if you have any questions.