

**INSTRUCTIONS FOR
NOTICE OF TIER DETERMINATION – DAY CARE HOMES (H1659)**

Contracting entities (CEs) use this form to notify a provider of the sponsor's determination that the Provider is Tier I or Tier II.

Enter the name and address of the Provider in the space provided.

Enter the date the notification is sent to the Provider.

Enter the Provider's license/registration number.

Indicate if the Provider's Tier status and the effective date (the date the tier determination was made).

If the Tier status is Tier II, indicate the reason for that determination, and provide the appeal procedures including the name and address of the person to whom the Provider's request for appeal must be sent.

Enter the name, title, and telephone number of the CE's representative, as well as the name of the CE.

THIS PAGE LEFT INTENTIONALLY BLANK

Date	License/Registration No.
------	--------------------------

Notice of Tier Determination – Day Care Homes

Based on the information you provided and on the results of our verification efforts, we have determined that you are:

Eligible for TIER I effective on

Eligible for TIER II effective on

You are **not eligible for TIER I status** for the following reason(s):

- Your day care home is not located in a low-income area.**
- Your reported household income exceeds the allowable limit.**
- Income that you reported for _____ could not be verified.**
- Your Supplemental Nutrition Assistance Program (SNAP)/Temporary Assistance for Needy Families (TANF) participation or your child’s Early Head Start, Head Start, or Even Start participation could not be verified.**
- You have not submitted a *CACFP Meal Benefit Income Eligibility Form* for Tier I Eligibility.**

If you did not qualify for Tier I, you may request a redetermination if there is a decrease in household income or if there is a change in the number of household members. If you have any questions about the information contained in this letter, please call our office at the telephone number listed below.

You have the right to appeal a **Tier II determination**. Your request for an appeal must be received within 15 days of your receipt of notification. Send your request for an appeal hearing to:

Sincerely,

Name of Contracting Entity Representative	Title	Telephone No.
Name of Contracting Entity		

NONDISCRIMINATION: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

DECLARACIÓN de NO-DISCRIMINACIÓN: De acuerdo con la ley federal de derechos civiles y las normas y políticas de derechos civiles del Departamento de Agricultura de los Estados Unidos (USDA), esta entidad está prohibida de discriminar por motivos de raza, color, origen nacional, sexo, discapacidad, edad, o represalia o retorsión por actividades previas de derechos civiles.

La información sobre el programa puede estar disponible en otros idiomas que no sean el inglés. Las personas con discapacidades que requieren medios alternos de comunicación para obtener la información del programa (por ejemplo, Braille, letra grande, cinta de audio, lenguaje de señas americano (ASL), etc.) deben comunicarse con la agencia local o estatal responsable de administrar el programa o con el Centro TARGET del USDA al (202) 720-2600 (voz y TTY) o comuníquese con el USDA a través del Servicio Federal de Retransmisión al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe llenar un formulario AD-3027, formulario de queja por discriminación en el programa del USDA, el cual puede obtenerse en línea en: <https://www.fns.usda.gov/sites/default/files/resource-files/usda-program-discrimination-complaint-form-spanish.pdf>, de cualquier oficina de USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida a USDA. La carta debe contener el nombre del demandante, la dirección, el número de teléfono y una descripción escrita de la acción discriminatoria alegada con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR) sobre la naturaleza y fecha de una presunta violación de derechos civiles. El formulario AD-3027 completado o la carta debe presentarse a USDA por:

- (1) correo: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; o
- (2) fax: (833) 256-1665 o (202) 690-7442; o
- (3) correo electrónico: program.intake@usda.gov.

Esta entidad es un proveedor que brinda igualdad de oportunidades.