



Family Day Care Home Renewal Training

QUESTIONS & ANSWERS

Answers to the questions asked in HNS' **Family Day Care Home Mandatory Renewal Training: Program Year 2026 webinar**. Please note, operators are responsible for remaining up-to-date on program guidance/regulations. The following answers reflect the information available at the time of the live webinar and may be subject to change.

Q

Tiering Documentation

Q: Where do Sponsoring Organizations send the Tiering Documentation information and how often must that documentation be submitted?

A: Sponsoring Organizations are responsible for collecting Tiering documentation and determining provider eligibility upon initial application and/or when a provider's physical address changes, and every four years thereafter (*five years total, including the current program year - e.g. a 7/22/2025 determination date would expire on 7/21/2029*).

- When a new FDCH provider joins CACFP or when an existing provider moves to a new address, the sponsoring organization determines if the provider qualifies for Tier I reimbursement based on school data, census data or income.
- Every five years (current year plus four), the sponsoring organization must re-evaluate the FDCH's eligibility for Tier I status, with the exception of those that qualified based on Income, which requires an annual re-determination.

Tiering documentation must be submitted through the HelpDesk by using the link:

<https://helpdeskexternal.azed.gov/>.

- The Tiering Documentation form is available on the **FDCH Program Forms & Resources** webpage: azed.gov/hns/cacfp/fdch/programformsfdch