

# The Tier 1 Area Eligibility Waiver for Homes: What You Need to Know

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**Note: This waiver, along with the Keep Kids Fed Act, will expire June 30, 2023.**

In April 2021, the USDA released a suite of waivers for CACFP. This suite included a waiver that allows all participating family daycare homes to be reimbursed at Tier 1 rates, regardless of eligibility. This waiver remains in effect for states who elect to use it July 1, 2021 - June 30, 2022.

**Note:** This waiver does not remove the income requirement for providers claiming their own children. See the Food and Nutrition Service's memo [Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022](#) for more information, and consult your State agency for further guidance

## Changes to Minute Menu HX

With our latest release, we have defaulted all providers to receiving Tier 1 rates to comply with the USDA waiver. This means that Tier 2 providers will be **reimbursed** at the Tier 1 rate, but their Tier status in Minute Menu HX and on all reports will remain Tier 2.

Since there is the potential for some states to refuse the waiver, we have added the ability for you to reimburse your providers at the Tier 2 rate (if they are Tier 2). Consult your state agency for guidance regarding this waiver.

## Update the Reimbursement Rates Used in Minute Menu HX

To change the reimbursement rates used for your providers:

1. Click the **Administration** menu and select **Sponsor Preferences**. The Sponsor Preferences window opens.
2. Use the **Select the Category to Move To** drop-down menu to jump to the **O. Payment/Check Options** section.
3. Set policy **O.008 Reimburse Tier 2 and Mixed Tier Providers at Tier 1 Rates** to **N**.
4. Click **Save**. Note that you may need to restart Minute Menu HX before this policy change takes affect.

## Do I Need to Re-Tier My Providers?

Since we have defaulted all providers to the Tier 1 rates, you do not need to re-tier your providers unless your State has advised you to do so. Please follow all State guidelines when applying this waiver to your food program business.

Should your State require you to re-tier your Tier 2 and Mixed Tier providers:

1. Run the **Provider List Export File** to locate all Tier 2 and Mixed Tier providers you need to update.
  - a. Click the **Reports** menu, **Providers**, and select **Provider List Export File**. The Provider Filter window opens.
  - b. In the Provider Filter window, check the **Tier** box. Then, check the **2** and **Tier M** boxes.

**Provider Filter**

Only Include data for Providers that meet all of the criteria selected below:

☒ **Status**  
☒ Active  
☒ Hold ☐ Pending  
☐ Removed Date  
☐ Between ☐ Before ☐ After  
 &

☐ **State**  
 CA MA

☐ **County**  
 Limit to 6 selections  
 Alameda Alpine Amador Anderson Andrews

☐ **City**  
 a aa adf adsf AK Anthony

☒ **Tier**  
☐ Tier 1 ☒ Tier 2 ☒ Tier M

☐ **Tier 1 Qualifying Method**  
☐ By Effective Date    
☐ By Income ☐ By Census  
☐ By School  
☐ Must qualify by this reason only

☐ **License Type**  
 Group Home - 2 Helpers Group Home - Helper Pre Group Home - No Helper Informal Large Large FCCH - 12

☐ **License Date**  
☐ Expires ☒ Started  
☐ Between ☐ Before ☐ After  
 &

☐ **Child Enrollment Renewal Received**  
☐ Between ☐ Before ☐ After  
 &

☐ **CACFP Annual Renewal Date**  
☐ Expires ☐ Started  
☐ Between ☐ Before ☐ After  
 &

☐ **CACFP Original Start Date**  
☐ Between ☐ Before ☐ After  
 &

☐ **Claims Submitted**  
 Providers who ☒ Did ☐ Did Not submit claims in:  
  
 Original Claim in Batch:

☐ **Payment**  
 Filter options provided on Continue

☐ **Enrolled Children**  
 Filter options provided on Continue

☐ **Language**

☐ **Review Conducted**  
 Date of Review:

☐ **Review Due By:**  
 07/31/2021  
☐ After

☐ **Claim Source**  
 Manual Entry - Sponsor Online Scannable Forms - Sponsor

☐ **Payment Type**  
 Provider is paid by:  
☐ Check ☐ Direct Deposit

(Please note: If all filter options are unchecked, the report will print every Provider who has ever participated in your Sponsorship.) ☐ **Choose Providers From List**

c. Click **Continue**. The Select Output Data for Provider List Export.

d. Check the **Tier** box.

**Select Output Data for Provider List Export**

Enter New Export Report Name:   Select Export Report to Delete: --Select--

Display Field Group	Field Description
<input type="checkbox"/> Specific Capacities	
<input type="checkbox"/> Specific Capacities	
<input type="checkbox"/> Specific Capacities	
<input type="checkbox"/> Sponsor Cycle Menu	Sponsor Cycle Menu Info
<input type="checkbox"/> Sponsor Cycle Menu	Sponsor Cycle Menu Info
<input type="checkbox"/> Sponsor Cycle Menu	Sponsor Cycle Menu Info
<input type="checkbox"/> SSN	Social Security Number
<input type="checkbox"/> State Assigned ID	State Assigned ID
<input type="checkbox"/> State Assigned ID	State Assigned ID
<input type="checkbox"/> State ID Expiration	State ID Expiration
<input type="checkbox"/> State ID Expiration	State ID Expiration
<input type="checkbox"/> State ID Expiration	State ID Expiration
<input type="checkbox"/> Tier ID	Tier ID
<input checked="" type="checkbox"/> Tier	Tier
<input type="checkbox"/> Tier 2 Effective Date	
<input type="checkbox"/> Tier Comments	Tier Comments Text
<input type="checkbox"/> Tier Start Date & End Date	Census Start Date, Census End Date, Income Start Date, Income End Date (SELECT School Tier Info for School
<input type="checkbox"/> Training Period	Training Period Remaining, Training Period Last Computed
<input type="checkbox"/> Use Overlap	

Selection Count: 1

e. Click **Continue**.

f. Save the report to your computer.

2. Update provider tiering for those providers on your list in the **Provider Information** window.

a. Click the **Providers** menu and select **Provider Information**. You can also click the Provider menu, select **List Providers**, and click **View** next to the provider to change. The Provider Information window opens.

b. Click the **Provider** drop-down menu and select the provider to change.

c. Click the **Tiering** tab.

- d. Click the **Tier** box and select **1**.
- e. In the **Schools** section, click **Add School**. The Select School/Enter School Area dialog box opens.
- f. If school data is present for your state, select the provider's school. If it is not, check the **Manually Add School** box and add a school named **Area Eligibility Waiver** or something similar.
- g. Click the **Qualifying Month** box and select **June**, type **2021** in the **Year** box.
- h. Click the **End Date** box and enter **06/30/2022** or select this date from the calendar.

- i. Click **Save**.
- j. Click **Close** to close the Select School/Enter School Area dialog box.
- k. Click **Save**.

- l. Repeat **Steps 2a - 2k** for each provider you need to re-tier.