

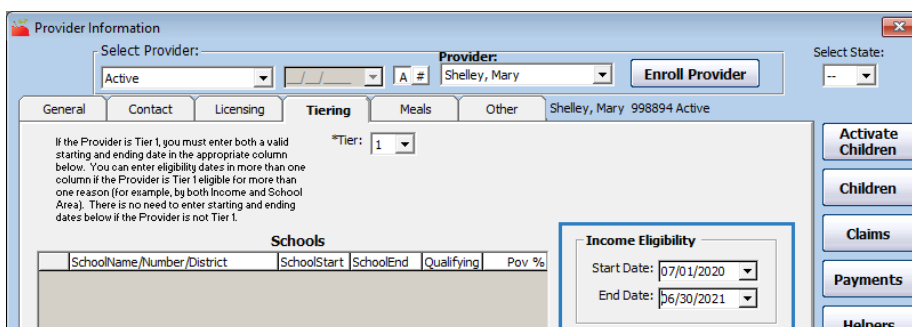
# Collect Income Eligibility Forms for Provider's Own Children

Last Modified on 07/13/2020 1:50 pm CDT

Federal regulations stipulate that providers who claim their own children in a Tier 1 home must complete an income eligibility form. You can collect this information from providers via eForms in KidKare. To do so, set the **Collect Income Eligibility Forms for own Children in Tier 1 Homes** slider on the **Settings** page to **Yes**. For more information, see [Update eForms Settings in KidKare](#).

There are two ways to track a provider's income eligibility to claim their own children:

- **At the Provider Level:** This refers to the dates set in the **Income Eligibility Start Date** and **End Date** boxes in the **Provider Information Tiering** tab.

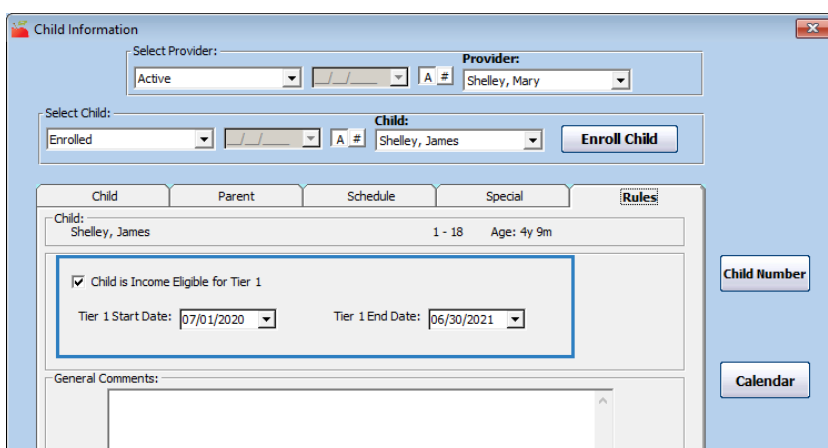


The screenshot shows the 'Provider Information' window with the 'Tiering' tab selected. The 'Income Eligibility' section is highlighted with a blue box. It contains the following information:

SchoolName/Number/District	SchoolStart	SchoolEnd	Qualifying	Pov %

Income Eligibility  
Start Date: 07/01/2020  
End Date: 06/30/2021

- **At the Child Level:** This refers to the dates set in the **Tier 1 Start Date** and **Tier 1 End Date** boxes in the **Child Information Rules** tab.



The screenshot shows the 'Child Information' window with the 'Rules' tab selected. The 'Child is Income Eligible for Tier 1' checkbox is checked. The 'Tier 1 Start Date' and 'Tier 1 End Date' are set to 07/01/2020 and 06/30/2021 respectively. The child is identified as Shelley, James.

If you decide to track income eligibility for providers' own children with eForms, you will be tracking at the child level. In this case, you may also need to adjust **preference K.004** in Minute Menu HX for claims to process correctly.

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 and select **Child Info**.
3. Check **preference K.004**. If this preference is already set to **Disallow**, you do not need to make additional changes at this time. If it is not, we recommend making one of the changes below:
  - **Set the preference to Disallow.** Then, enter all income start and end dates listed in the Provider Information Tiering tab in the Tier 1 Start Date and Tier 1 End Date boxes in the Child Information Rules tab.
  - **Set the preference to Ignore.** When income eligibility forms are approved in eForms, you can also

update the provider income dates in HX at the same time. This will allow you to continue tracking a provider's income eligibility to claim their own children at the provider level.

- **Leave the preference set to Ignore, for now.** Manually update the provider's income eligibility dates, as stated above. Then, once you collect the first set of income dates at the child level from eForms, set this preference to **Disallow**.