



State of Arizona
Department of Education

HNS 13-2013
USDA CACFP 06-2013
USDA SFSP 11-2013

Original Signed

MEMORANDUM

TO: At-Risk After School Meals Sponsoring Organizations and
Summer Food Service Program Sponsoring Organizations

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Melissa Conner, Director
Arizona Department of Education, Child and Adult Care Food Program and Summer
Food Service Program

DATE: March 14, 2013

SUBJECT: Eligibility Based on Census Data: 2013 Data Release

The purpose of this memorandum is to provide guidance regarding the use of the most recent census data release for area eligibility determinations in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). The new data is effective with release of this memo and is available on the Arizona Department of Education (ADE) website at: <http://www.azed.gov/health-nutrition/cacfp/family-daycare/> and the instructions are at: <http://www.azed.gov/health-nutrition/files/2011/06/instructions-for-census-data.pdf>.

CACFP day care homes and SFSP sites that establish eligibility using census data are required to use the most recent census data available. Area eligibility determinations based on census data are effective for five years.

In order for a CACFP day care home or a SFSP site to be eligible, 50 percent or more of the children in a Census Block Group (CBG) must be eligible for free or reduced price school meals. CACFP day care homes and SFSP sites are considered area eligible if they are located in a CBG that qualifies under either CACFP or SFSP.



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Sponsors must annually inform tier II day care home providers that the provider may ask for a reclassification to be considered when new census data become available each year and that reclassification may be made at any time for tier II homes. If a day care home is currently classified as tier II, but the CBG data demonstrates that the home is now tier I, then the sponsor may immediately change the status of that home to tier I and pay the higher rate of reimbursement for the current and subsequent months. A reclassification to Tier I status is good for five years, at which time eligibility for this classification will need to be reconfirmed. Retroactive reimbursement at the higher tier I rates will not be provided for any previous month.

Using the New Data

The (Excel) file contains an ‘Eligible’ column that can be used to determine eligibility for both Programs. Please note the important details about opening the file correctly in different formats.

The instructions offer two different tools to determine eligibility: the Census Bureau tools and a map developed by the Food Research and Action Center (FRAC). The FRAC map is constructed from the same data files that are available on the ADE Website and may be used to determine eligibility.

Please feel free to contact your specialist if you have questions.



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