Arizona Department of Education
Summer Food Service Program

How to Complete Eligibility

Quick Sheet

<u>Eligibility</u>

To qualify as an open site in the SFSP, the site must be area eligible. Area eligible means the site is located in the attendance area of public school (elementary, middle or high school) or census block where at least 50% of the students are eligible for free or reduced-price meals under the National School Lunch Program.

➢ **School Site Eligibility**

To determine the eligibility for a school site, visit the free/reduced percentage reports. Look up the school's data using this report. Once you locate the school, look to see if 50% or more of the children attending qualify for free or reduced-price meals. If so, take a screenshot of the section of the report that includes the appropriate school and save the image as a jpg. (How to take a screenshot on a PC. How to take a screenshot on a Mac.)

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SFA Name		SFA CTDS	SFA Er	Site Name		Site CTDS	Site E	Program Participation		Enro	Published F/R
1642 Tucson Unified District		100201000	4403	Safford K-8 School		100201535	5746	Regular or Provision 2/3 Base Year		639	78%

➢ **Non-School Site Eligibility**

There are two options to determine eligibility for a non-school site: **school data** or **census data**.

To determine eligibility using **school data**, follow these steps:

1. Locate the proper school's data using school boundaries. School boundaries can be found on American Hometown Locator.
2. Scroll down to the section titled, "Input a Home Address-Find the School Zones (& Other Data)".
3. Enter the address of the site in the search box and click "search."

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Input a Home Address - Find the School Zones (& Other Data)

Boundary Maps, Demographic Data, School Zones

Review boundary maps and recent demographic data for the *neighborhood*, city, county, ZIP Code, and school zone. July 1, 2018, data includes *home values, household income, percentage of homes owned, rented or vacant*, etc.

321 Main Street, City, AZ 12345   Search

4. This will give you a listing of the public schools you can use to determine area eligibility for the site.

Administrative/Census/Geographic Units

The address is located within:

- Neighborhood (Census Block 040190009.001)
- Census Track 040190009.00
- City of Tucson, AZ
- Tucson Division
- Pima County
- ZIP Code 85701
- Arizona Congressional District 3

School District & School Zones

The address is located within the **Tucson Unified District School District** and the specific school zones are:

- **Tucson Magnet High School**
- **Safford Elementary School**

5. Now that you know what school to use, you will visit the free/reduced price percentage reports. This is where you will locate the free/reduced percentage for the school you identified on American Hometown Locator. Once you locate the school, look to see if 50% or more of the children attending qualify for free or reduced-price meals. If so, take a screen shot of the section of the report that includes the appropriate school and save image as jpg. (How to take a screenshot on a PC. How to take a screenshot on a Mac.)
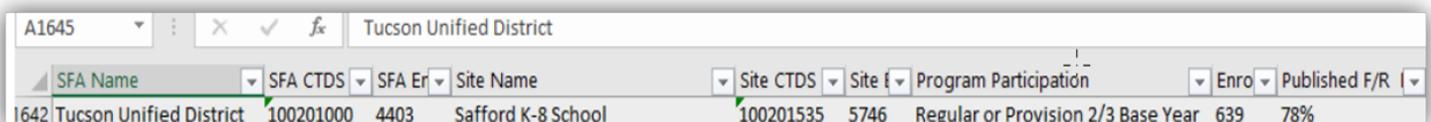
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➢ **What should I submit if using school data for eligibility?**
  1. If area eligibility is based on a school that is not the site, send a screenshot of the public-school boundaries found on the Arizona Hometown Locator and the eligibility data from the free/reduced-price percentage reports as in the example above.

2. If your site is housed within an eligible school, you only need to send the data from the free/reduced-price percentage report.
3. If the site is located in a private or charter school, you can either use the data from that school or use the data from the assigned public school following the steps above for a non-school site. Submit the data for the eligible school.

➢ **Census Data**

Census data may be used if the sponsor does not wish to use the free/reduced-price percentage report. To use Census data, follow these steps:

1. Click on the link for the [USDA Census Data Mapper.](#)
2. Enter the site address in the search field.
3. If the site is in a red area, it is eligible. If it is in a blue area, it is not.
4. Submit a screenshot of the map. ([How to take a screenshot on a PC](#). [How to take a screenshot on a Mac](#).)
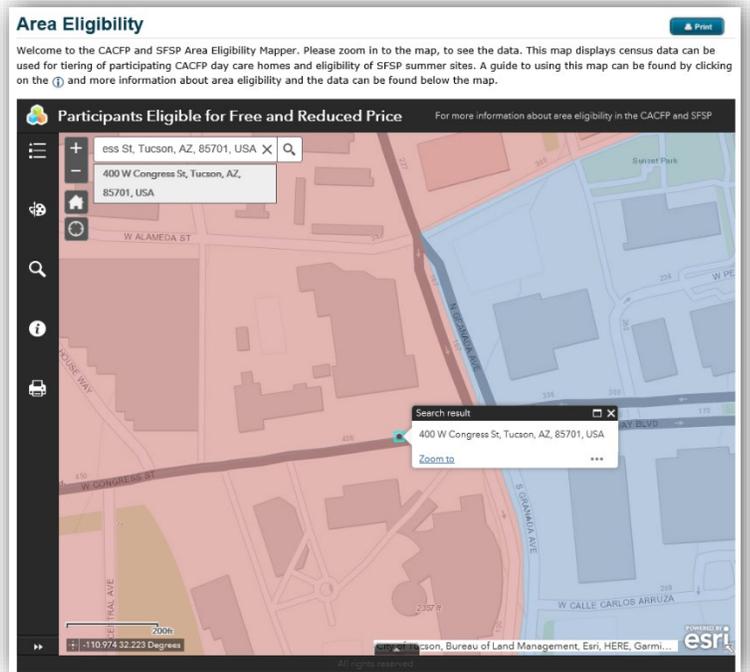
Troubleshooting Eligibility

There may be times where eligibility is not clear. See below for special cases.

➢ **What can I do if the schools that were identified on the Arizona Hometown Locator do not have a free/reduced-price percentage of 50% or above?**

If you find that the free/reduced-price percentage of your site does not qualify it for summer food, you may check the census data. If the census data is red, the site is eligible. If the census data is blue, the site is not eligible.

➢ **If I am adding a brand-new site, and the free/reduced area eligibility does not qualify (below 50%), can I use the eligibility from another year?**

When adding a brand-new site, the sponsor must use the data from the current school year. If you find that the free/reduced-price percentage is below 50%, you cannot use another year for that location. Sponsors can look up schools that are within the sites' boundaries or use census data to qualify the new site.

If you are need in immediate assistance, please call the Specialist of the Day:

602-542-8700 Option 1

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