



# How to Determine Site Eligibility for At-Risk Afterschool Meals



Health and Nutrition Services  
Arizona Department of Education

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# Introduction

## **WHAT IS A QUICK GUIDE?**

This resource was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). Quick Guides are an abbreviated resource and do not count towards training hours.

## **INTENDED AUDIENCE**

This resource is intended for Community Organizations (COs) and School Food Authorities (SFAs) operating the At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP). All regulations are specific to operating at-risk under the direction of ADE.

## **PURPOSE OF THIS QUICK GUIDE**

Sponsors are eligible organizations that assume total responsibility for the administration of the At-Risk Afterschool Meals (ARAS) Program. Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible for ARAS, they must serve children in low-income areas or serve specific groups of low-income children. This quick guide will help sponsors learn how to identify and document site eligibility.

# Introduction to Area Eligibility

## AREA ELIGIBILITY DEFINED

To be eligible for the At-Risk Afterschool Meals Program (ARAS), a site must be **area eligible**.

Area eligible sites are either:

- Located in a school that has a Free or Reduced-Price School Lunch Percentage of 50% or higher; or
- Located in the attendance area of a school that has 50% or greater children receiving Free or Reduced-Price Lunch.

## DURATION OF ELIGIBILITY

For the at-risk afterschool meals program (ARAS), eligibility data is valid for **five years**. ARAS sites determined eligible in any of the previous four school years continue to be eligible under the five-year eligibility rule.

**New sites** must use the most current available data to determine site eligibility.

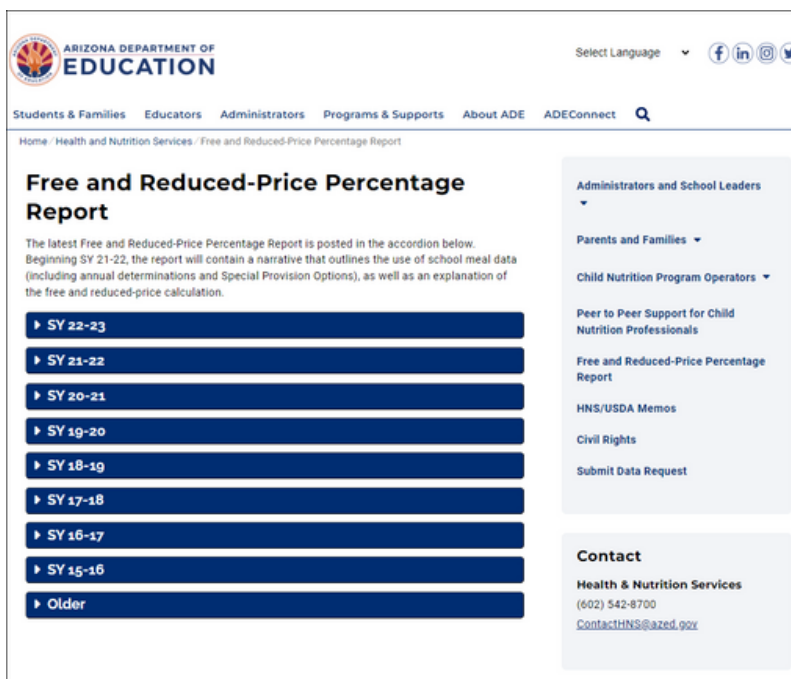
# Attendance Area Eligibility

## SCHOOL SITES

To establish the ARAS eligibility of a school site, sponsors must first assess if the school(s) is located in an eligible attendance area, or an area where at least 50% of the children are eligible for free or reduced-price school meals. To assess the attendance area of a school, please complete the steps outlined below.

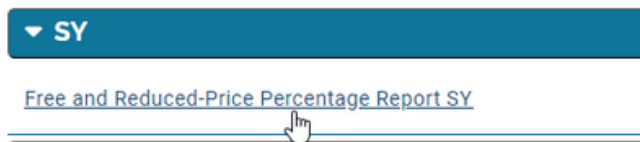
**Step #1:** Visit the Free and Reduced-Price Percentage Reports webpage - [azed.gov/hns/frp/](https://azed.gov/hns/frp/).

**Step #2:** Select the blue accordion for the school year (SY) in which data will be used.



The screenshot shows the Arizona Department of Education website. The main heading is "Free and Reduced-Price Percentage Report". Below the heading, there is a paragraph explaining that the latest report is posted in the accordion below and that beginning SY 21-22, the report will contain a narrative about school meal data. A list of school years (SY) is shown in an accordion format, with "SY 22-23" selected. On the right side, there is a sidebar with various links, including "Administrators and School Leaders", "Parents and Families", "Child Nutrition Program Operators", "Peer to Peer Support for Child Nutrition Professionals", "Free and Reduced-Price Percentage Report" (which is highlighted), "HNS/USDA Memos", "Civil Rights", and "Submit Data Request". At the bottom of the sidebar, there is a "Contact" section for Health & Nutrition Services, including a phone number and an email address.

**Step #3:** After the accordion opens, select the Free and Reduced-Price Percentage Report. A document will load.



This close-up screenshot shows the "SY" dropdown menu expanded. The "Free and Reduced-Price Percentage Report SY" link is highlighted, and a mouse cursor is pointing at it.

# Attendance Area Eligibility

## SCHOOL SITES

**Step #4:** Locate the school site you are attempting to qualify in the document.

| Site Entity ID | Site CTDS | Site Name     | Calculated HNS Free and Reduced-Price Percentage |
|----------------|-----------|---------------|--|
| 1234           | 123456789 | Sample School | 55%  |

**Tip!** Press and hold Ctrl + F to open a search bar (Command + F on a Mac). Type in the school's name to be directed to the data needed.

**Step #5:** Once you locate the school, look at the far-right column, Free and Reduced-Price Percentage. If the percentage is **50% or higher**, the school site is **eligible** based on its own attendance area. Review the remaining steps to identify how to document the eligibility.

| Sponsor Entity ID | Sponsor CTDS | Sponsor Name    | Site Entity ID | Site CTDS | Site Name     | Calculated HNS Free and Reduced-Price Percentage |
|-------------------|--------------|-----------------|----------------|-----------|---------------|--|
| 1234              | 123456789    | Sample District | 1234           | 123456789 | Sample School | 55%  |



If the percentage is less than 50%, the site is not eligible based on its own attendance area but may be eligible based on a feeder school's data or census information. Continue to the Attendance Area Eligibility: Non-School Sites section for assistance.

**Step #6:** If the Free/Reduced-Price Percentage was 50% or higher, take a screenshot of the school name and percentage within the report.

**Step #7:** Save the screenshot onto your computer as a .jpg, .png, or .pdf file. This file is now proof of the school's eligibility for ARAS. It must be provided to ADE to assess during the application process.

# Attendance Area Eligibility

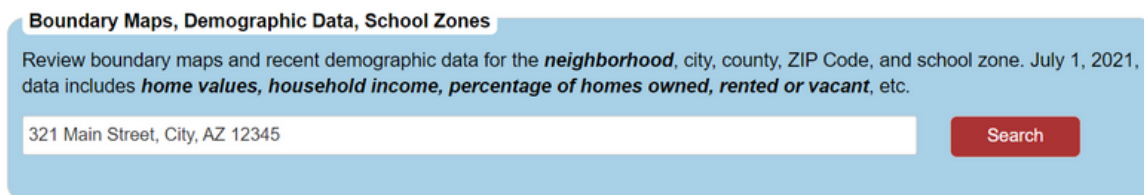
## NON-SCHOOL SITES

To establish ARAS eligibility of a non-school site or a school site that is not eligible based on its own attendance area, sponsors must first assess if the site(s) is located in an eligible attendance area, or an area where at least 50% of the children are eligible for free or reduced-price school meals. To assess a site's attendance area, please complete the steps outlined below.

**Step #1:** Identify the site's attendance area by identifying which schools are within the site's school zones. To do so, go to the Arizona Hometown Locator homepage - [arizona.hometownlocator.com/](http://arizona.hometownlocator.com/)



**Step #2:** In the section titled Boundary Maps, Demographic Data, School Zones, enter the physical address of the site (including the city and zip code) and click Search.



After clicking Search, a new page with the School District & School Zones listed will load.

# Attendance Area Eligibility

## NON-SCHOOL SITES

**Step #3:** Take a screenshot of the page that loads. Ensure the screenshot contains the School District & School Zones list and site address. Copy the screenshot into a Word Document or other editable file.

### Administrative/Census/Geographic Units

The address is located within:

- [Neighborhood \(Census Block Group\)](#)
- [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 \(4403\) School District](#) and the specific school zones are:

- [Davis Bilingual Magnet School](#)
- [Tucson Magnet High School](#)



### Popular Places Near 416 W Congress St Tucson AZ 85701



**Step #4:** Visit the Free and Reduced-Price Percentage Reports webpage - [azed.gov/hns/frp/](https://azed.gov/hns/frp/).

**Step #5:** Select the blue accordion for the SY in which data will be used.

ARIZONA DEPARTMENT OF EDUCATION

Select Language

Students & Families Educators Administrators Programs & Supports About ADE ADEConnect

Home / Health and Nutrition Services / Free and Reduced-Price Percentage Report

### Free and Reduced-Price Percentage Report

The latest Free and Reduced-Price Percentage Report is posted in the accordion below. Beginning SY 21-22, the report will contain a narrative that outlines the use of school meal data (including annual determinations and Special Provision Options), as well as an explanation of the free and reduced-price calculation.

- ▶ SY 22-23
- ▶ SY 21-22
- ▶ SY 20-21
- ▶ SY 19-20
- ▶ SY 18-19
- ▶ SY 17-18
- ▶ SY 16-17
- ▶ SY 15-16
- ▶ Older

Administrators and School Leaders

Parents and Families

Child Nutrition Program Operators

Peer to Peer Support for Child Nutrition Professionals

Free and Reduced-Price Percentage Report

HNS/USDA Memos

Civil Rights

Submit Data Request

Contact

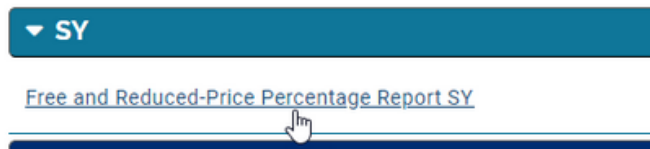
Health & Nutrition Services  
(602) 542-8700  
ContactHNS@azed.gov



# Attendance Area Eligibility

## NON-SCHOOL SITES

**Step #6:** After the accordion opens, select the Free and Reduced-Price Percentage Report. A document will load.



**Tip!** Press and hold Ctrl + F to open a search bar (Command + F on a Mac). Type in the school's name to be directed to the data needed.

**Step #7:** Locate the school(s) identified by American Hometown Locator as within the boundaries of the site you are attempting to qualify within the document.

**School District & School Zones**  
 This address is located within the [Sample District](#) and the specified school zones are:


- [Sample School 1](#)
- [Sample School 2](#)



| Site Entity ID | Site CTDS | Site Name       | Calculated HNS Free and Reduced-Price Percentage |
|----------------|-----------|-----------------|--|
| 1234           | 123456789 | Sample School 1 | 45%  |
| 1234           | 123456789 | Sample School 2 | 65%  |

**Step #8:** Once you locate the school(s), look at the far-right column, Free and Reduced-Price Percentage. If the percentage of any one of the schools is **50% or higher**, the site is **eligible** based on the attendance area of the area eligible school. Review the remaining steps to identify how to document the eligibility.

| Sponsor Entity ID | Sponsor CTDS | Sponsor Name    | Site Entity ID | Site CTDS | Site Name       | Calculated HNS Free and Reduced-Price Percentage |
|-------------------|--------------|-----------------|----------------|-----------|-----------------|--|
| 1234              | 123456789    | Sample District | 1234           | 123456789 | Sample School 1 | 45%  |
| 1234              | 123456789    | Sample District | 1234           | 123456789 | Sample School 2 | 65%  |

 If the percentage is less than 50% for all of the schools identified by the Hometown Locator, the site is not eligible based on the attendance area. If you believe it is a low-income area, please contact your HNS Specialist for further assistance

# Attendance Area Eligibility

## NON-SCHOOL SITES

**Step #9:** If the Free/Reduced-Price Percentage was 50% or higher for any one of the schools identified by the Hometown Locator, take a screenshot of the area eligible school name and free and reduced-price percentage within the Free and Reduced-Price Percentage report.

**Step #10:** Open the Word Document or editable file where the screenshot from the Hometown Locator results was pasted. Add the screenshot of the Free and Reduced-Price Percentage report to the document and save the file. This file is now proof of the site's eligibility for ARAS. It must be provided to ADE to assess during the application process.

**Step #11:** Verify the Word document or editable file contains all necessary information -

- Screenshot from the Hometown Locator Webpage: must include the School District & School Zones list and site address.
- Screenshot from ADE's Free and Reduced-Price Percentage Report: must include the school name and free/reduced-price percentage. The school must match one of the schools listed on the Hometown Locator screenshot and have a free/reduced-price percentage of 50% or higher.
- Best practice: a brief narrative of the school used to determine site eligibility and the school's free/reduced-price percentage.

**Step #12:** Save the file as a .jpg or .png by going to File > Save as. Open the Save as type drop-down menu and select PDF, JPG, or PNG. Save the file to your computer and it will convert. This file is now proof of the school's eligibility for the SFSP. It must be provided to ADE to assess during the application process.

# Attendance Area Eligibility

## DOCUMENTATION EXAMPLE FOR A SCHOOL SITE

After completing Steps 1-6, I identified that my school site is eligible to operate ARAS based on its own attendance area. I took a screenshot of ADE's Free and Reduced-Price Percentage Report making sure to include the school's name and Free/Reduced-Price percentage. Then, I saved the screenshot as a .png to submit to ADE as proof of eligibility:

| Sponsor Entity ID | Sponsor CTDS | Sponsor Name    | Site Entity ID | Site CTDS | Site Name     | Calculated HNS Free and Reduced-Price Percentage |
|-------------------|--------------|-----------------|----------------|-----------|---------------|--|
| 1234              | 123456789    | Sample District | 1234           | 123456789 | Sample School | 55%  |



School's  
name



School's  
FRP%

# Attendance Area Eligibility

## DOCUMENTATION EXAMPLE FOR A NON-SCHOOL SITE

After completing Steps 1-8, I identified that my site is eligible to operate ARAS based on the attendance area of Sample 2. I placed the following in a Word document and then converted to a PDF to submit to ADE as proof of eligibility:

**Documentation of Site A's SFSP Eligibility - [Year]**

**Administrative/Census/Geographic Units**  
The address is located within:

- [Neighborhood \(Census Block Group\)](#)
- [City of Tucson, AZ](#)
- [Tucson Division](#)

**School District & School Zones**  
This address is located within the [Sample District](#) and the specified school zones are:

- [Sample School 1](#)
- [Sample School 2](#)

**Popular Places Near 416 W Congress St Tucson AZ 85701**

| Sponsor Entity ID | Sponsor CTDS | Sponsor Name    | Site Entity ID | Site CTDS | Site Name       | Calculated HNS Free and Reduced-Price Percentage |
|-------------------|--------------|-----------------|----------------|-----------|-----------------|--|
| 1234              | 123456789    | Sample District | 1234           | 123456789 | Sample School 1 | 45%  |
| 1234              | 123456789    | Sample District | 1234           | 123456789 | Sample School 2 | 65%  |

Site A is eligible based on Sample School 2's Free and Reduced-Price Percentage: 65%.

← Screenshot of Hometown Locator includes the schools identified

← Screenshot of Hometown Locator includes Site A's Physical Address

← Screenshot of the Free/Reduced-Price Percentage Report includes the school's name and percentage

*Best practice! Including a narrative helps the HNS Specialist and auditors easily confirm determination of site eligibility.*

# Frequently Asked Questions

## **How do I take a screenshot?**

The steps to take a screenshot vary depending on the device being used. Typically, PC desktop computers have a Print Screen or PrtScn button on the keyboard. The screenshot should then either automatically save to your desktop or need to be pasted into another document.

## **How do I save a file as a .jpg, .png, or .pdf?**

To save a file as .jpg or .png, go to File > Save as and open the Save as type drop-down menu. You can then select PDF, JPG, or PNG. Save the file to your computer and it will convert.

## **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 ARAS.

## **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 to try to qualify the new site.

# Thank you!

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:*

*<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

**1. mail:**

*U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or*

**2.fax:**

*(833) 256-1665 or (202) 690-7442; or*

**3. email:**

*[program.intake@usda.gov](mailto:program.intake@usda.gov)*

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