



How to Determine & Document Site Eligibility for Summer Meal Service



Health and Nutrition Services
Arizona Department of Education

Contents

Section 1. Types of Sites and Eligibility	Pages 5-6
Section 2. Duration of Site Eligibility Determinations	Page 7
Section 3. Attendance Area Eligibility: School Sites	Pages 8-9
Section 4. Attendance Area Eligibility: Non-School Sites	Pages 10-15
Section 5. Attendance Area Eligibility: Documentation Examples	Page 16-17
Section 4. Determining Eligibility Using Census Data	Pages 18-19
Section 5. Frequently Asked Questions	Page 20



Introduction

WHAT IS A QUICK GUIDE?

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick guides are intended to compliment ADE's Step-by-Step Instruction: How-to Guides. They do not count towards Professional Standards training hours.

INTENDED AUDIENCE

This resource is intended for Community Organizations (COs) and School Food Authorities (SFAs) operating the Summer Meal Services. All regulations are specific to operating the summer meals under the direction of ADE.

PURPOSE OF THIS QUICK GUIDE

Sponsors are eligible organizations that assume total responsibility for the administration of the summer feeding programs. Sites are the locations where meals are served to children in a supervised setting. For sites to be eligible to serve summer meals, 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.

Types of Sites and Eligibility Requirements

Sponsors may operate summer meal service at one or more sites, for any period during the summer months as long as the site and meal services have been approved by ADE prior to the start of the site operating. The following are common types of sites and their eligibility requirements.

Open Sites: Meals are made available to all children in the area on a first- come, first-served basis. Open sites must be located within the attendance area of a school that has 50% or more of its children eligible for free and reduced-price meals (i.e. School Data) or within a census tract that qualifies. Schools with **academic summer school** are **required** to be **open** to the community.

Meals Eligible for Reimbursement:

breakfast, lunch, supper, snacks.

Open, Restricted Open, and Closed Enrolled Sites can choose to serve up to 2 meals per day in any combination other than lunch and supper on the same day, to the same child. Camps and migrant sites may serve up to 3 meals per day.

Restricted Open Sites: Operates much like an open site, but there is a need to restrict or limit meal participation for reasons of space, security, safety, or control. Sponsors must make it publicly known that the site offers free meals to children, but it will be limited for the reasons noted above. Determining the eligibility of the site is the same as a regular open site.

Types of Sites and Eligibility Requirements

Closed Enrolled Sites: Meals are made available to only the enrolled group of children attending the site, as opposed to the community at large. Closed enrolled sites may be eligible based on area, just like an open or restricted open sites, OR it may be located outside of an eligible area, but then at least 50% of the children enrolled must be considered to be low-income. When not area eligible, sponsors are required to keep enrollment records and participant eligibility documentation each month to verify that at least 50% of the children are eligible.

Camp Sites: Camps can be residential or nonresidential day camps that offer regularly scheduled food service as part of an organized program for enrolled children. Unlike open, restricted open, and closed enrolled sites, sponsors of both residential and nonresidential camps do not have to establish area eligibility. However, they must collect and maintain participant eligibility documentation. Camps are only reimbursed for those enrolled children who meet the free and/or reduced-price eligibility standards.

Migrant Sites: Migrant sites can operate like area-eligible open or restricted open sites and are reimbursed for meals served to all attending children. Migrant status is confirmed annually by having the Sponsor submit information obtained from a migrant organization that certifies that the site serves a majority of children of migrant workers.

Duration of Site Eligibility Determinations

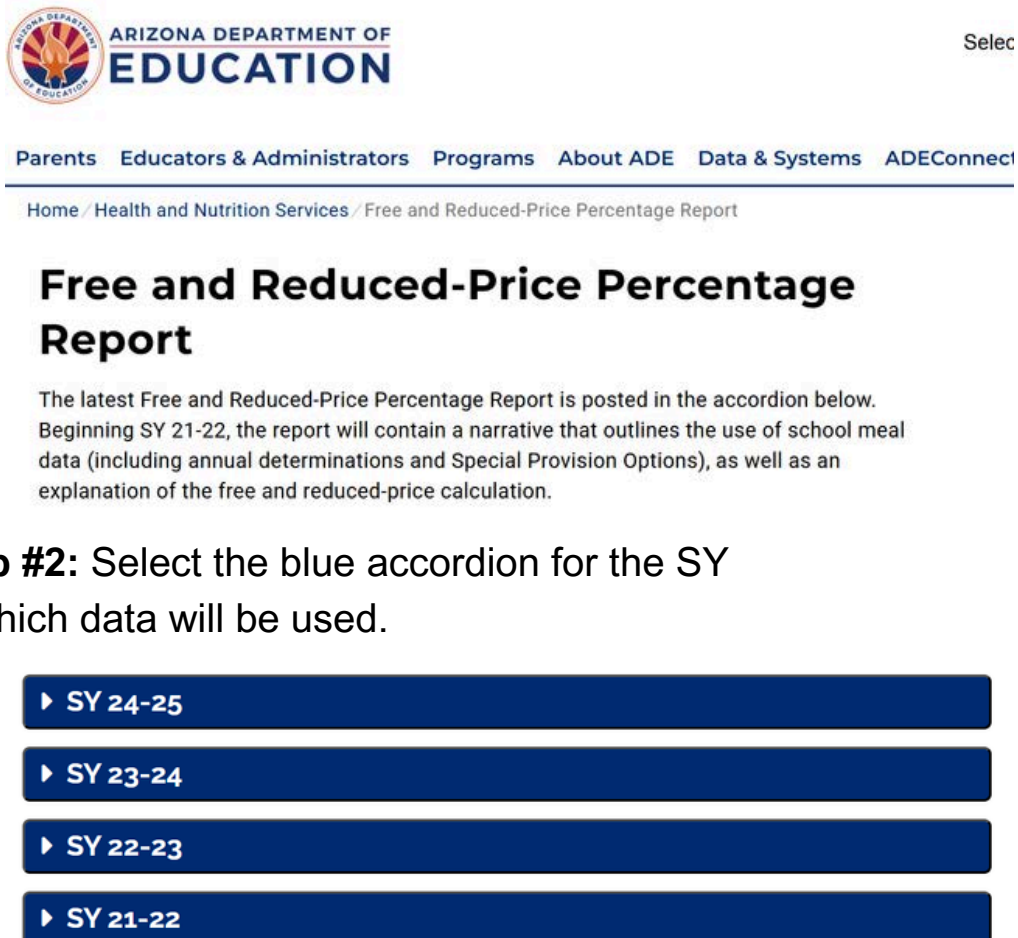
Eligibility data for sites operating a summer feeding program is valid for **five years**.

- Sites previously determined area eligible based on school data or census data are effective for five years and do not need to redetermine eligibility.

Attendance Area Eligibility: School Sites

To establish a school site as an Open Site, Open Restricted Site, or Closed Enrolled 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/



The screenshot shows the Arizona Department of Education (ADE) website. The header includes the ADE logo and the text "ARIZONA DEPARTMENT OF EDUCATION". Below the header is a navigation bar with links: "Parents", "Educators & Administrators", "Programs", "About ADE", "Data & Systems", and "ADEConnect". The main content area is titled "Free and Reduced-Price Percentage Report". Below the title, 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. At the bottom, there is a blue accordion menu with four options: "SY 24-25", "SY 23-24", "SY 22-23", and "SY 21-22".

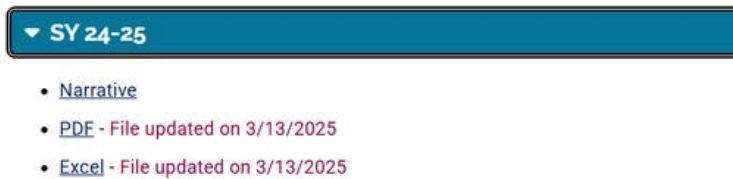
Free and Reduced-Price Percentage Report

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 24-25
- ▶ SY 23-24
- ▶ SY 22-23
- ▶ SY 21-22

Attendance Area Eligibility: School Sites

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



Tip! Rather than scrolling and reading through the document, press and hold the Ctrl + F keys on your keyboard to open a search bar (Command + F on a Mac). Type in the school's name and be easily directed through the document to the data needed.

Step #4: Locate the school site that 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%

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%

Please note, 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.

Attendance Area Eligibility: School Sites

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 the summer meals service. It must be provided to ADE to assess during the application process.

Attendance Area Eligibility: Non-School Sites

To establish a non-school site or a school site that is not eligible based on its own attendance area as an Open Site, Open Restricted Site, or Closed Enrolled Site, 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/



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.

A screenshot of the 'Boundary Maps, Demographic Data, School Zones' section. It contains a text box with the address '321 Main Street, City, AZ 12345' and a red 'Search' button. Above the text box, a paragraph reads: 'Review boundary maps and recent demographic data for the *neighborhood*, city, county, ZIP Code, and school zone. July 1, 2021, data includes *home values*, *household income*, *percentage of homes owned*, *rented or vacant*, etc.'

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 **School District & School Zones** ←

The address is located within:

- [Neighborhood \(Census Block Group\)](#)
- [City of Tucson, AZ](#)
- [Tucson Division](#)
- [Pima County](#)
- [ZIP Code 85701](#)
- [Arizona Congressional District 3](#)

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/

ARIZONA DEPARTMENT OF EDUCATION

Parents Educators & Administrators Programs About ADE Data & Systems 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.

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

▶ SY 24-25

▶ SY 23-24

▶ SY 22-23

▶ SY 21-22

Attendance Area Eligibility: Non-School Sites

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

▼ SY 21-22

[Free and Reduced-Price Percentage Report SY 21-22](#)

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

Tip! Rather than scrolling and reading through the document, press and hold the Ctrl + F keys on your keyboard to open a search bar (Command + F on a Mac). Type in the school's name and be easily directed through the document to the data needed.

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%

Attendance Area Eligibility: Non-School Sites

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%

Please note, if the percentage is **less than 50%** for all of the schools identified by the Arizona Hometown Locator, the site is **not eligible based on the attendance area** but may be eligible based on census data. Continue to the Census Data Eligibility section for assistance.

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 summer meal service. It must be provided to ADE to assess during the application process.

Attendance Area Eligibility: Non-School Sites

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 Examples

Example of Attendance Area Eligibility Documentation for a School Site:

After completing Steps 1-6, I identified that my school site is eligible to operate summer feeding 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 Examples

Example of Attendance Area Eligibility Documentation for a Non-School Site:

After completing Steps 1 - 8, I identified that my site is eligible to operate summer meals 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 - 2022

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

← 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

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%

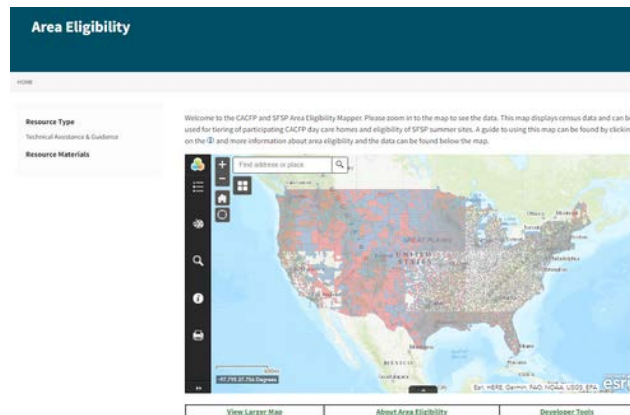
Site A is eligible based on Sample School 2's Free and Reduced-Price Percentage: 65%.

← Best practice! Narrative helps HNS Specialist and auditors easily confirm determination of site eligibility

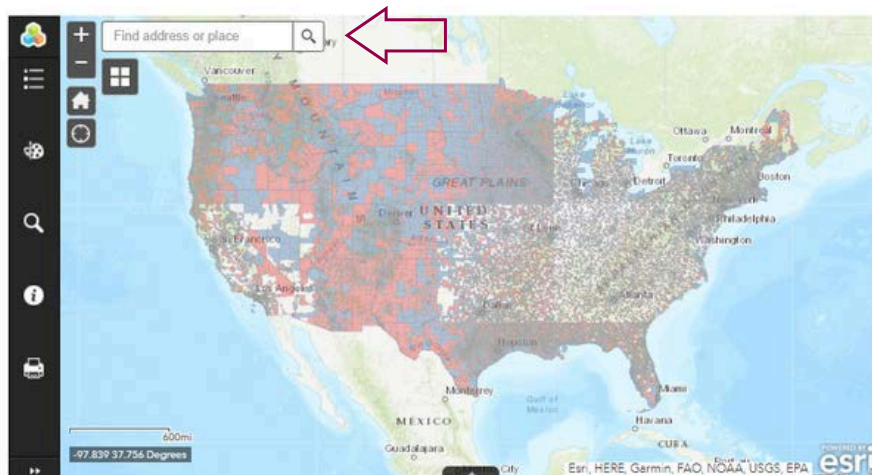
Determining Eligibility Using Census Data

Sponsors may use census tract data to establish summer meal service eligibility for Open Sites or Restricted Open Sites only. **It is encouraged that sponsors verify that the site(s) is not eligible based on the attendance area prior to using census data to determine eligibility.** However, census data may be used if the sponsor does not wish to use the free/reduced price percentage report. To assess a site's eligibility based on census data, please complete the steps outlined below.

Step #1: Visit the USDA Area Eligibility Mapper - fns.usda.gov/area-eligibility.

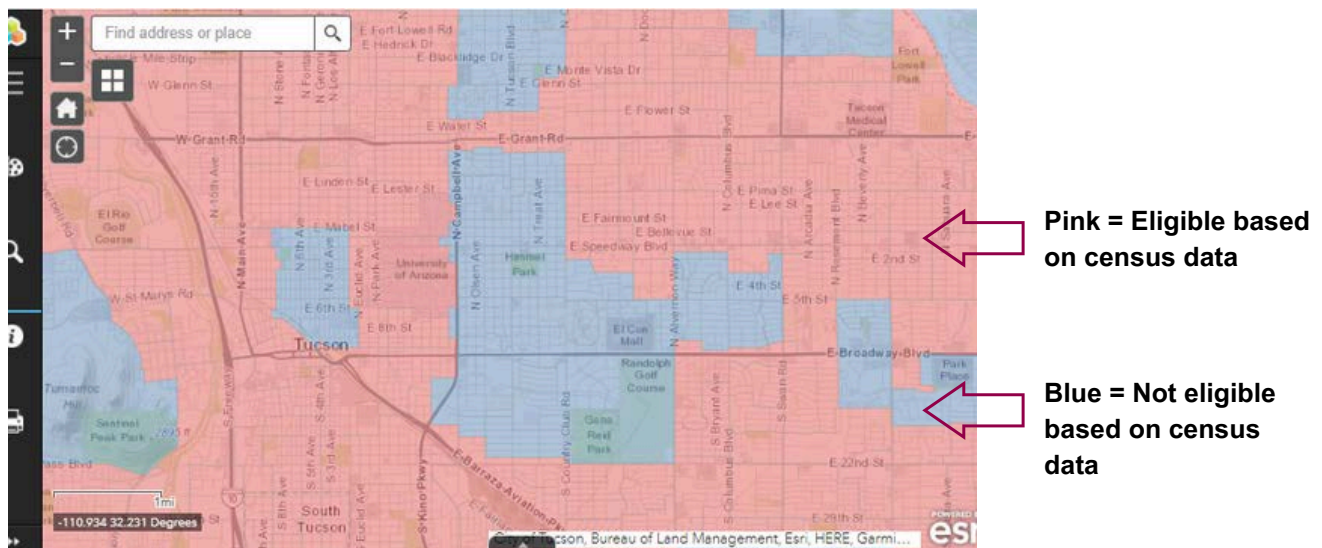


Step #2: Type the site's physical address into the "Find address or place" search bar and search.



Determining Eligibility Using Census Data

Step #3: The map will zoom into the inserted address. Verify the location accurately reflects the site's address. If the map has identified the correct location, assess the shading of the area. If the site is in a pink area, it is eligible. If it is in a blue area, it is not.



Step #4: If the site is eligible based on census data, take a screenshot of the section of USDA's area eligibility map with the site's address and pink-shaded site location included.

Step #5: Save the screenshot onto your computer as a .jpg or .png file. This file is now proof of the site's eligibility for the SFSP based on census data. It must be provided to ADE to assess during the application process.

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 summer food, you may check the census data. If the census data is pink, 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.

What if I'm adding a camp or a closed enrolled site that isn't area eligible?

Sponsors operating at a camp or closed enrolled site that is not area eligible must use participant eligibility by collecting Income Eligibility documentation.

Thank you!

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.