



COLORADO

Department of Public
Health & Environment

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*** CDPHE-CACFP PROCEDURE MEMO FDCH #15-02 ***

DATE: January 6, 2015
MEMO CODE: FDCH #15-02
SUBJECT: Area Eligibility in Child Nutrition Programs
TO: Directors of Family Day Care Homes (FDCH) Sponsoring Organizations

This memorandum provides new information released by the United States Department of Agriculture-Food and Nutrition Service (USDA-FNS) regarding the use of school and census data to establish area eligibility determinations in the Child and Adult Care Food Program (CACFP). A copy of the original memorandum, USDA-FNS policy SP #10-2015, CACFP #04-2015, and SFSP #03-201, issued by USDA-FNS, is attached as a reference, which consolidates previous guidance regarding the area eligibility determination process.

Prioritizing area eligibility data in CACFP

According to USDA-FNS policy SP #10-2015, CACFP #04-2015, and SFSP #03-2015 released on November 21, 2014, the USDA-FNS revised the regulatory requirements for FDCH Sponsors to use school data first when making area eligibility determinations of FDCH providers for tier I benefits. The new guidance allows FDCH Sponsors to use either school or census data, in no particular order, when making providers' area eligibility determinations.

Area eligibility determination using school Community Eligibility Provision (CEP) data

USDA-FNS policy SP #10-2015, CACFP #04-2015, SFSP #03-2015 requires CACFP sponsoring organizations, institutions and State agencies to use Community Eligibility Provision (CEP) data to determine area eligibility for family day care homes located in attendance areas of schools that have elected the CEP for the National School Lunch Program (NSLP). Schools may elect the CEP as an individual school, as part of a group of schools, or as part of a district.

The intent of the CEP is to improve access to free school meals in eligible high-poverty Local Educational Agencies (LEA) and schools, and to eliminate the administrative burden of collecting household applications in the NSLP. In Colorado, the CEP for schools was available for the first time in July 2014. A school, group of schools, or district is eligible for the CEP if the Identified Student Percentage (ISP) for the school or group of schools is at least 40%. The ISP is the percentage of enrolled students in a school, group of schools, or district that are certified for free meals through means other than individual household applications (identified students). To calculate the ISP, divide the number of identified students by the number of enrolled students and multiply the result by 100.

If school data from schools that have elected the CEP are used to determine area eligibility for family day care homes, the determination must be based on the individual school's ISP multiplied by a factor determined by USDA-FNS (currently 1.6). If the result is equal to or greater than 50%, the family day care homes in the attendance area of the individual schools are area eligible. The multiplier factor is used to provide an estimate of the total number of students eligible for free and reduced price meals in eligible schools. USDA-FNS may change the multiplier to a number between 1.3 and 1.6. Any future changes to the factor will be communicated in advance of implementation through the Federal Register.



Annually, in July or shortly thereafter, the Colorado Department of Education (CDE) will provide CEP data to the CDPHE-CACFP. The CDPHE-CACFP will release this data to FDCH Sponsors upon receipt. The data will include the list of schools that have individually elected the CEP or are part of a CEP group or district. The data will include the ISP for individual schools and the calculation of the individual school ISP multiplied by the factor (currently 1.6). The result must be at least 50% for family day care homes in the individual schools' attendance areas to be area eligible.

The CDPHE-CACFP obtained the current data from the Colorado Department of Education, which is attached to this memorandum. In the spreadsheet, the data in the "ISP % Multiplied by Factor (1.6)" column is ready for use by FDCH Sponsors without further calculation. If the figure is at least 50%, family day care homes in the attendance areas of the individual schools are area eligible.

The CDPHE-CACFP encourages FDCH Sponsors to review the current data attached to this memorandum to assess whether any participating tier II providers might be area eligible based upon the new methods described in this memorandum. Any change in tier status for tier II providers resulting from application of this method is effective on November 21, 2014, the date of the policy release by the USDA. Otherwise, use of the new method is required for any new area eligibility determinations as of the date of this memorandum (January 6, 2015).

Each year, FDCH Sponsors in Colorado will receive two sets of School Data from the CDPHE-CACFP:

- 1) *The K-12 Free and Reduced Lunch Eligibility District and School Data:* The CDPHE-CACFP will provide this data annually in February. FDCH Sponsors must use this data to determine area eligibility for homes in attendance areas of schools that are not using the CEP option.
- 2) *The Colorado CEP School Districts and Individual Schools CEP Percentages and Factor Calculations:* The CDPHE-CACFP will provide this data annually in July or shortly thereafter. FDCH Sponsors must use this data to determine area eligibility for homes in attendance areas of schools that are using the CEP option as individual schools, as part of a group of schools, or as part of a district.

Please contact the CDPHE-CACFP office at (303) 692-2330 if you have any questions or need assistance.

