



MEMORANDUM

TO: All Participating Sponsors of Day Care Homes in the Child and Adult Care Food Program (CACFP)

FROM: *Norma Birckhead*
Norma Birckhead, CACFP Manager

SUBJECT: Eligibility Based on Census Data: 2013 Data Release

DATE: February 28, 2013

STATE AGENCY MEMO: CACFP #7-13

The purpose of this memorandum is to provide guidance regarding the use of the most recent census data released for area eligibility determinations in the Child and Adult Care Food Program (CACFP). These new data (attached) are effective with the release of this memorandum.

As you are aware, if family day care homes participating in the Child and Adult Food Program (CACFP) establish eligibility using census data, the most recent census data available must be used (7 CFR 226.6(f)); 7 CFR 225.6(c)). The Census Bureau estimates household income annually using the American Community Survey (ACS), and therefore, the U.S. Department of Agriculture (USDA) will release these new estimates every year. However, in order to reduce burden and maintain consistency within Programs, area eligibility determinations based on census data are now effective for five years.

In order for a CACFP day care home 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 are considered area eligible if they are located in a CBG that qualifies under CACFP.

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

Individual .XLS (Excel) files containing eligibility information have been created for every CBG for each State. Within each data file is an 'Eligible' column that can be used to determine eligibility for CACFP. Please note the important details about opening the file correctly in different formats.



Instructions for determining eligibility using the 2013 data are provided in the same folder as the data. 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 Partnerweb and may be used to determine eligibility.

The USDA would appreciate feedback regarding how the data are delivered, including formatting, and any challenges you may have encountered when using the data. As new data are released each year, State Agencies and sponsors will be required to use the newest data for new classifications.

If you want to provide feedback on how the data is delivered, including the formatting, and challenges encountered, please contact your assigned CACFP Specialist. Your Specialist will provide all comments to USDA. If you have questions regarding the information contained in this guidance, please contact your CACFP Specialist or me at (202) 442-4010 or norma.birckhead@dc.gov.

Attachment