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Date: November 6, 2015  
To: Child and Adult Care Food Program (CACFP) Home Sponsors  
From: Suzanne Secor Parker, Consultant, Bureau of Nutrition and Health Services  
Subject: Area Eligibility Using Census Data  
Effective: October 1, 2015  
Replaces: **HP-2014-7** Area Eligibility Using Census Data  
**HP-2014-11** Area Eligibility Using Census Data Part 2  
**HP-2014-16** Tier 1 Census Weighted Averaging Documents Revised 7/2014  
**HP-2015-1** Tier 1 School Area Eligibility and Attachments A-B

The Food Research and Action Center (FRAC) and FNS (Food and Nutrition Service) Census maps were recently updated with new census data.

**A. Providers currently participating in CACFP as Tier 2 Mixed or Tier 2 Low**

1. Follow Attachment B instructions to determine if any current Tier 2 Mixed or Tier 2 Low providers may become Tier 1 Census eligible because the child development home is located within an eligible CBG or Tract, or be eligible by Census Weighted Averaging.
2. If eligible, a provider's Tier eligibility must be updated on his/her IowaCNP application and documentation maintained.

**B. Required Documentation for Tier 1 Census Eligibility**

1. A provider cannot be Tier 1 Census eligible until a current eligible CBG or Tract map, or the approved Tier 1 Census Request and supporting maps are on file.
2. Documentation includes the eligible census map with provider's child development home address, CBG number, symbol showing home location, CACFP site number, provider name (first and last), and begin and end dates of provider's Tier 1 Census eligibility. If applicable, documentation would also include percentages of 12 and 18 year-old eligibility for Tract eligibility, or approved Tier 1 Census Request with supporting maps.
3. A provider's Tier 1 Census map must be used for five-year eligibility time unless child development home moves to a new address. Printing new Census maps each Fiscal Year (FY) is not required because Census maps are updated annually due to new data and potentially changing eligibility of CBGs.
4. Tier eligibility must be re-evaluated when child development home moves to a different address, and when a provider's current Tier eligibility expires.

5. Notify a provider of his/her new Tier 1 Census eligibility in writing, including a statement that Tier eligibility must be re-evaluated when his/her current Tier eligibility expires, and/or when a provider's child development home has moved requiring a new registration with new address to be sent to Sponsor.
6. If an eligible provider does not wish to be Tier 1 Census, maintain his/her written request to decline eligibility with Tier documentation.
7. Provider Tier eligibility must match on all CACFP documents: Home Sponsor's Tier summary list, provider's census map, provider's IowaCNP application, and provider's application in Sponsor's computer program.
8. If a provider's Tier eligibility changes within the fiscal year, keep documentation of all Tier eligibility together.
9. Documentation of Tier eligibility must be readily available during a State Agency or Federal CACFP administrative review, **or** upon request by one of those entities.
10. If an error message is received due to a census number on an IowaCNP application, send an email to [CACFP.Registration@iowa.gov](mailto:CACFP.Registration@iowa.gov).

#### **C. Current Tier 1 Eligible Providers**

For any provider currently eligible on IowaCNP as Tier 1 School, Tier 1 Census, or Tier 1 Income, do **not** change the provider's Tier 1 eligibility dates **until** his/her current Tier 1 eligibility expires, **or** a new registration is received due to a change in child development home address.

#### **D. New and Returning Providers**

If eligible, Tier 1 Census beginning eligibility date for a new or returning provider will be the start or return date to CACFP participation. Ending date must be five years minus one day from the beginning eligibility date.

Call (515-281-3744) or email ([CACFP.Registration@iowa.gov](mailto:CACFP.Registration@iowa.gov)) if there are questions Census maps, Census numbers, and/or applications.

Attachment A Tier 1 Census Request (Worksheet for Census Weighted Averaging)

Attachment B Determining Tier 1 Census Eligibility (Instructions)