Determining Tier 1 Census Eligibility

A. FRAC FairData CACFP Mapper Instructions


2. Select Child and Adult Food Program Mapper.

3. Select Find (upper left) on screen with United States map.

4. Type a provider’s child development home street address, city/town and IA from provider’s current registration. It is not necessary to include a zip code. Select Find, lower right corner.
5. Census Block Group (CBG) map showing provider’s child development home location appears. “Zoom in” or “out” if necessary to find towns, street, highway, or county road names. **Always confirm this address and location** during pre-approval visit or monitoring review before approving Tier 1 Census eligibility.

6. Census information should appear below the map. Column 1 is provider’s CBG. Refer to columns 4 Summer Food Service Program (SFSP) and 5 (CACFP). A provider is **not** Tier 1 Census eligible if percentages in both columns 4 and 5 are below 40%.

### B. Tier 1 Census Eligibility by Census Block Group (CBG)

1. If column 4 and/or 5 is 50% or more, provider is Tier 1 Census eligible by CBG. Print map including provider’s address, CBG number, 50% or more in columns 4 and/or 5 indicating CBG is eligible, and symbol showing child development home location within eligible CBG. Add the following information on the map:
   - Provider site number,
   - Provider name (first and last), and
   - Begin and end dates of provider’s Tier 1 Census eligibility.

2. Based on the FRAC map and census information in Section A, this provider would be Tier 1 Census eligible (CBG). This provider’s CBG number is 190130027002.

3. Submit a provider application (IowaCNP), change Application Effective Date to the month Census eligibility will begin. Update application information to include provider’s CBG number, eligibility begin and end dates. If an error message appears about the Census number, send an email to:  [CACFP.Registration@iowa.gov](mailto:CACFP.Registration@iowa.gov)
C. Tier 1 Census Eligibility by Census Tract

1. If a provider’s CBG is “Maybe” and column 4 or 5 percentage shows 40% or more but less than 50%, provider may be Tier 1 Census by Tract. Print this map to document 40% or more SFSP and/or CACFP eligibility.

2. Use “FNS Mapper” (http://www.fns.usda.gov/areaeligibility) to locate Census Tract eligibility information.

3. Type provider’s child development home street address, city/town and state (IA) in “Find address or place” cell then “Enter” to locate a provider’s CBG.

4. Zoom out using (-) sign as needed until white borders of provider’s CBG are visible.
5. Left click inside white outline of a provider’s CBG. Border changes from white to turquoise and eligibility window appears.

6. Expand eligibility window by selecting “full screen” button in window’s upper right corner to display 12 and 18 year old information.

7. If Census Tract Percentage of children (0-18) eligible for F/RP meals and/or for children (9-12) is 50% or more, provider is eligible as Tier 1 Census by Tract. Census number for this provider is: 190693601004. Print map including provider’s address, CBG number, and Census Tract showing 50% or more for children (0-18) and/or children (0-12) CBG is eligible. Add required information on the map:
   - Provider site number,
   - Provider name (first and last), and
   - Begin and end dates of provider’s Tier 1 Census eligibility.

   Documentation includes attaching this map to FRAC map. FRAC map includes a symbol showing child development home location within the eligible Census Tract.
D. Tier 1 Census Eligibility: Combining Census Block Groups (Census Weighted Average)

1. The child development home’s CBG information must be used for determining Census Weighted Averaging.

2. One or two additional CBGs adjacent (share a border) to the child development home’s CBG must be selected.

3. Each CBGs used for Census Weighted Averaging, including provider’s CBG, must have 40 percent or more 0-12 and/or 0-18 year-old children eligible for free or reduced-price meals according to SFSP and/or CACFP data.

4. Print the FRAC map of the provider's CBG.

5. Use “FNS Mapper” (http://www.fns.usda.gov/areaeligibility) to locate information for the Census Weighted Averaging worksheet.

6. Type a provider’s child development home street address, city/town and state (IA) in cell labeled “Find address or place” cell then “Enter” to locate a provider’s CBG.

7. Zoom out using (-) sign in the blue squares as needed until white borders of a provider’s CBG are visible and to locate CBGs sharing border with provider’s CBG border(s).
8. Left click in provider’s CBG, a “Census Block Group details” window appears and provider’s CBG border change to turquoise. Select “full screen” button.

9. CBG information for numbers of 0-12 and 0-18 year olds are located on the screen (highlighted below). Print this map showing eligibility information.

4. Repeat same procedure for one or two additional adjacent CBGs to the provider’s. Print each map showing eligibility information.
D. Completing Tier 1 Census Request Form for Census Weighted Averaging

1. Enter general information in yellow cells on Tier 1 Census Request form. Provider’s CBG number is linked to 12 and 18 year old charts.

2. Enter 12 and 18 year old numerator and denominator data from the FNS provider’s CBG map where requested.

CBG percentages will automatically calculate using the following procedures:

a) Num18pov (Numerator) / Total 18inBG (Denominator)

b) Num12pov (Numerator) / Total 12inBG (Denominator)

3. Enter one eligible adjacent CBG number in the 18 year old column, and enter 12 and 18 year old numerator and denominator data as requested. Total CBG percentages will calculate as stated above.

4. Additional calculations occur when a second CBG is entered, totals for both CBGs will automatically calculate:
   a) totaling numerators for identified CBGs
   b) totaling denominators for identified CBGs
   c) dividing sum of numerators by sum of denominators and multiplying by 100%

If the resulting average percentage for either age group equals 50% or more, documentation must be submitted for review.

5. If both age totals are less than 50%, enter a second adjacent CBG number and requested 12 and 18 year old data. If either age group (0-12 or 0-18) yields 50% or more, documentation must be submitted for review.

<table>
<thead>
<tr>
<th>CBG Number</th>
<th>(Num 18 Pov)</th>
<th>(Total 18 in BG)</th>
<th>Percentage (Numerator/Denominator) X 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 190430704003</td>
<td>115</td>
<td>300</td>
<td>38.33%</td>
</tr>
<tr>
<td>2. 550439605004</td>
<td>120</td>
<td>235</td>
<td>51.06%</td>
</tr>
<tr>
<td>3. 550439605002</td>
<td>90</td>
<td>175</td>
<td>51.43%</td>
</tr>
<tr>
<td>Total</td>
<td>Sum of Numerators</td>
<td>Sum of Denominators</td>
<td>Weighted average percent = (Sum of Numerators)/(Sum of Denominators) x 100%</td>
</tr>
<tr>
<td></td>
<td>325</td>
<td>710</td>
<td>45.77%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CBG Number</th>
<th>(Num 12 Pov)</th>
<th>(Total 12 in BG)</th>
<th>Percentage (Numerator/Denominator) X 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 190430704003</td>
<td>70</td>
<td>170</td>
<td>41.18%</td>
</tr>
<tr>
<td>2. 550439605004</td>
<td>80</td>
<td>140</td>
<td>57.14%</td>
</tr>
<tr>
<td>3. 550439605002</td>
<td>65</td>
<td>95</td>
<td>68.42%</td>
</tr>
<tr>
<td>Total</td>
<td>Sum of Numerators</td>
<td>Sum of Denominators</td>
<td>Weighted average percent = (Sum of Numerators)/(Sum of Denominators) x 100%</td>
</tr>
<tr>
<td></td>
<td>215</td>
<td>405</td>
<td>53.09%</td>
</tr>
</tbody>
</table>

6. If there is more than one “red” (eligible) area adjacent to a provider’s CBG, it may be necessary to try several combinations of adjacent CBGs to determine if either age group yields 50% or more. A provider is not Tier 1 Census eligible after trying all possible CBG combinations and total for either age group is less than 50%. Maintain this documentation.
E. Instructions to Submit Census Weighted Averaging Documentation for Review

1. If a weighted average equals 50% or more for either age group, email the following documents to CACFP.Registration@iowa.gov:
   a) Provider's census map from “FairData CACFP Mapper”,
   b) adjacent eligible CBG(s) map(s) from “FNS Mapper”, and
   c) completed Tier 1 Census Request worksheet.

2. Type in the email subject line: “Tier 1 Census Request”.

3. Submit documents in sufficient time for review before provider applications are due.

4. Documentation received will be reviewed and verified by the State Agency (SA). Verified documentation will be forwarded to FNS Regional Office (RO) for approval.

5. Sponsors will be notified whether a request is approved or denied.

Email CACFP.Registration@iowa.gov or call (515-281-3744) if you have questions. Type in the email subject line: Tier 1 Census Question.