



Date: February 12, 2016

To: Child and Adult Care Food Program (CACFP) Home Sponsors

From: Suzanne Secor Parker, Lead Consultant-Home Program
Bureau of Nutrition and Health Services

Subject: Public Schools with 50-100% Free and Reduced-price Eligibility for Tier 1 School Classification of Child Development Homes

Action: Use this memo instruction to determine Tier 1 School eligibility effective March 1, 2016 through February 28, 2017.

This memo replaces HP-2015-3 Tier 1 School Area Eligibility and Attachments A-E.

Part 1: Tier 1 School Eligibility

Section 121 of the Healthy, Hunger-Free Kids Act of 2010, Public Law 111-29 allows Child Development Homes to be classified as Tier 1 School for purposes of CACFP reimbursement if a home is located within an area served by a public school where at least 50 percent of enrolled children are eligible for free and reduced-price school meals.

The Community Eligibility Provision (CEP) is a provision from the same 2010 Act allowing schools and local educational agencies (LEAs) with high poverty rates to provide free breakfast and lunch to all students. CEP eliminates the burden of collecting household applications to determine eligibility for school meals, relying instead on information from other means-tested programs such as the Food Assistance Program and Family Investment Program (FIP).

CACFP Home Sponsors are allowed to use area eligibility determinations based on individual school CEP data when evaluating a home provider's Tier eligibility. CEP schools are highlighted on Attachment A.

Part 2: Home Sponsor Responsibilities for Tier 1 School Determinations and Documentation

- a. Tier eligibility documentation for providers who submitted claim for any or all months during a Fiscal Year must be available for all State Agency or Federal CACFP administrative reviews of a Home Sponsor organization, or upon written or verbal request by State or Federal authorities.
- b. Only eligible schools on the current Attachment A are to be used to determine if a provider is Tier 1 School eligible starting March 1, 2016 through February 28, 2017.

- c. Contact the authorized representative of each eligible school district in a Home Sponsor's CACFP service area to request documentation of current boundaries for identified eligible school(s). Documentation of each contact must be maintained on file and include:
 1. who was contacted in the school district,
 2. contact date, and
 3. findings/conversation regarding eligible school maps/boundary descriptions.

- d. A **current** eligible school map or the school district's **current** written description of each identified eligible school boundary serves as documentation. Date stamp the school's documentation when received. Make copies as needed to document a provider's Tier 1 School eligibility.

- e. A provider cannot be determined as Tier 1 School eligible until the eligible school current boundary documentation is received from school officials.

NOTE: If current documentation is not received by March 31, 2015, Tier 1 School eligibility for providers within the eligible school boundary will be delayed until the month when the eligible map/description is received.

NOTE: If school boundary documentation is not received, determine if the provider is located in a Tier 1 eligible Census area, or if the provider is Tier 1 Income eligible (verification of income is required).

- f. If it appears that a potentially eligible public school in the Sponsor's CACFP service area is missing from Attachment A, send an e-mail to CACFP.Registration@iowa.gov. Any additions to the current Attachment A must have the Bureau of Nutrition and Health Service's written pre-approval before Tier 1 School determinations can be made using schools not on Attachment A.

- g. Home Sponsors must complete and maintain documentation of each provider's Tier 1 School eligibility starting when a provider was determined eligible. The following information must be recorded on a provider's map/description:
 1. provider's name,
 2. provider's site number,
 3. provider's child development home address,
 4. a symbol to mark the provider's child development home address on the map within this eligible school area (such as: *, ✕, ● or ■),
 5. school number (8 digits), and
 6. beginning and ending dates of provider's Tier 1 School eligibility.

If a provider's child development home address is located on an eligible school boundary line, write a note on the map indicating which side of the street even and odd house numbers are located.

If the school district maintains a website to enter an address and the result screen states which school(s) would be the attendance building(s) for the address, print the screen results. Write the additional information (1-6 listed above) required for documentation on the printout.

- h. If more than one school building is eligible within a school district for a provider's address, start by selecting the school number for the youngest school grade level:
- 1st: elementary school,
 - 2nd: intermediate school,
 - 3rd: middle school, and
 - Last: high school.
- i. Use a provider's Tier 1 School map for the full five-year eligibility period. New copies are not required to be made for each fiscal year.
- j. Notify each provider of his/her Tier 1 School eligibility in writing including eligibility begin and end dates, and a statement that Tier eligibility must be re-evaluated when:
- a provider's Tier 1 School eligibility expires, and/or
 - a new registration is received due to child development home address change.

Eligible providers should be notified of Tier eligibility when first determined to be Tier 1 eligible, and when changes in Tier eligibility occur. Always use the most current Tier 1 School Eligibility list when re-evaluating Tier eligibility.

- k. A provider's Tier eligibility must match on each of the following documents/records:
1. Home Sponsor's Tier 1 School summary eligibility list,
 2. provider's current Tier 1 School map,
 3. provider's web application (IowaCNP), and
 4. Home Sponsor's computer program, if an electronic provider database is maintained.
- l. Submit a provider application to update Tier information for a continuing provider, or add to a new or returning provider (Question 26, IowaCNP provider application – see example below).
1. Select the correct application effective date (Line 1). This is the month when the Tier will be effective, or when the address has changed for a continuing provider. (Select the month when the registration with the new address was received.)

Effective Date

1. Requested Application Effective Date: 11/01/2015

2. Enter School Names: school district name **and** school building name.
Example: Newton CSD, Thomas Jefferson Elem.
3. Enter School Number located in the column labeled “Agreement and School Number” on Attachment A.
4. Enter School Tier 1 – Begin and End Dates (described below).
5. Question 26 – IowaCNP provider application:

26. If Tier Level is Tier I, please complete the following information.

The Provider is Tier I because:

- School (School map documents provider eligibility)
- Census (Census map documents provider eligibility)
- Provider Income (Provider income eligibility application and verification documents provider eligibility)

School Name:

School Number:

School Tier I - Begin Date:

School Tier I - End Date:

- m. If an error message is received after entering an eligible school number on a provider application (IowaCNP), send an e-mail to CACFP.Registration@iowa.gov. In the subject line type: School Number Error.

Providers currently participating in CACFP as Tier 2

Sponsors will need to determine if any current Tier 2 Mixed and Tier 2 Low providers may become Tier 1 School eligible because the child development home (registration address) is now located within an eligible school area listed on Attachment A.

If Tier 1 School eligible, eligibility dates will be March 1, 2016 through February 28, 2021. Documentation must be maintained as described above.

Maintain documentation if a potential Tier 1 School eligible provider requests to remain Tier 2 Mixed or Tier 2 Low.

Current Tier 1 Eligible Providers (School, Census, or Income)

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 address.

New and Returning Providers

Any new **or** returning provider starting CACFP participation between March 1, 2016 and February 28, 2017 will be Tier 1 School if the child development home address is located within an area of an eligible school listed on Attachment A.

Tier 1 School beginning eligibility date for a new or returning provider will be the provider's start or return date to CACFP participation. Ending date is five years minus one day from the beginning eligibility date.

Call (515-281-3744) or e-mail (suzanne.secorparker@iowa.gov) if you have questions.

Attachments

A List of Eligible Public Schools with 50-100% Free and Reduced-price Eligibility

The eligible public school list is based on October 2015 Iowa School Lunch Program information. Use Attachment A effective March 1, 2016 through February 28, 2017 to determine Tier 1 School eligibility.

B Letter to School Districts with Eligible School(s)

The letter will be mailed to the public school authorized representatives listed on Attachment A, stating that a Home Sponsor organization representative will be requesting current eligible school boundaries.

C List of CACFP Home Sponsor Organizations

Home Sponsor list will be included with the letter to School Districts with eligible school(s).

D Checklist of Activities to determine and document Tier 1 School Eligibility

(Optional use)