

# *Child and Adult Care Food Program Reference Sheet for Family Day Care Homes*

## **Tier I Homes Using School Data**

Homes can be classified as Tier I if the home is located in an area served by any school (elementary, middle or high school) in which at least 50% or more of the enrolled children are eligible for free or reduced-price meals (at or below 185% of the federal poverty guidelines). Tier I home eligibility using school data must be re-determined every five years from the previous date of eligibility determination.

The most current data should be assessed when determining eligibility. In February of each year, OSPI posts the *Area Eligibility* report on the [Child Nutrition Program Reports webpage](#). When using school data, sponsors must qualify a provider for Tier 1 reimbursement using only the list provided by OSPI. Routine monthly fluctuations in a school's free and reduced-price data may not be used to qualify or disqualify a home for Tier 1 status. If there is a compelling reason to believe an error has been made, contact Child Nutrition Services and this information will be verified with the school.

School data must be representative of the attendance area of the school. Schools which house special programs or are magnet schools, drawing from throughout the district, cannot be used. It is the responsibility of the sponsoring organization to confirm that the school being used for tiering is a neighborhood school. Data from alternative high schools, skill centers, charter schools and other similar specialty schools should not be used. In schools in which children are bussed throughout the school district, the school data may not be used unless the school is able to "factor out" the pupils bussed in from outside areas.

### **Determination of Tier 1 Eligibility Using School Data:**

1. Identify the school district where the day care home is located.
2. Determine which elementary, middle or high school within the identified school district that the address of the family day care home would attend. This information may be found by looking up the family day care home address on the school district's webpage or by calling the district's transportation department.
3. Reference the *Area Eligibility* report to determine if the family day care home address is in the attendance area of a school (elementary, middle or high school) where 50% or more of the enrolled students are eligible for free or reduced-price meals.



## Supporting Documentation to Verify School Data Eligibility

The sponsor must maintain supporting documentation for Tier I homes determined by school data using one of the following methods:

1. Obtain the current (dated) school-zone map from the school district or from the school district's website. Copy/print the section of the map that includes the school zone of the day care home.
  - Mark the location of the day care home.
  - Highlight the school zone boundaries.
  - Maintain a copy of the current school-zone map from the school district for audit purposes in the provider's file.
2. Use the school district's website to determine which schools are assigned to the home's address. If no map is available print the school assignment page with the date included.
3. School District Contact
  - Request a school district official's verification of the day care home's school zone written on school district letterhead.
  - The sponsor may write a memo to the day care home file detailing information provided by school officials, the name(s) of the official(s) consulted, and the date the information was obtained. This memo must be dated and initialed by the person obtaining the information.

Sponsors must retain the map, letter, and/or memorandum used in verification and a copy of the page of the *Area Eligibility* list with the school's name highlighted in the provider's folder.

## Re-determination of a School Data Tier I Home:

1. Re-determination of day care home eligibility must be completed every five years. (Example: Initial determination—June 16, 2017, re-determination must be completed by the end of June 2022.)
2. When a sponsor chooses to reclassify a home's tier level prior to eligibility expiration, the sponsor must use the most current *Area Eligibility* list when the reclassification takes place.
3. If a school data Tier I Home is terminated from the Child and Adult Care Food Program (CACFP) and the home is subsequently added back on the CACFP, the most recent *Area Eligibility* list must be utilized.
4. If a day care home relocates to a different school zone, the home must immediately be re-determined using the **most recent** *Area Eligibility* list.
5. If public school zones change:
  - All **new** day care homes must be approved using the new school zones.
  - Existing Tier I day care homes may keep their determination as a Tier I home until the end of their five-year period of eligibility. After the five-year period, all

day care homes must be re-determined using the most recent school-zone maps and *Area Eligibility* list.

### Resources

- ✓ [Tiering Overview Reference Sheet](#)
- ✓ [Tier 1 Using Census Data Reference Sheet](#)

### References

- ✓ [CFR 226](#)

### Acronym Reference

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- FDCH – Family Day Care Homes
- OSPI – Office of Superintendent of Public Instruction
- USDA - United States Department of Agriculture