



STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** 2013 Summer Food Service Program (SFSP) Sponsors

**FROM:** John Frassinelli, Chief  
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** July 26, 2013

**SUBJECT: Operational Memorandum #14-13 – SFSP**  
Eligibility Based on Census Data: 2013 Data Release

The purpose of this memorandum is to provide guidance regarding the use of the most recent census data release for area eligibility determinations in the Child and Adult Care Food Program (CACFP) and the Summer Food Service Program (SFSP). These new data are effective with release of this memo and available in the 2013 folder on Partnerweb <https://www.partnerweb.usda.gov/communities/cndpolicy2/CND%20Resources/Forms/1.aspx?RootFolder=%2fcommunities%2fcndpolicy2%2fCND%20Resources%2fCensus%20Area%20Eligibility&FolderCTID=&View=%7b90D2EEBE-3FBB-4235-9583-F432F7D8FE6A%7d>. The 2012 data will be available for monitoring and reviews and can be found in the 2012 folder.

Policy Memo CACFP 07-2012, SFSP 09-2012, Eligibility Based on Census Data: 2012 Data Release ([http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/2012/CACFP07\\_SFSP09-2012.pdf](http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/2012/CACFP07_SFSP09-2012.pdf)) describes in detail how to determine area eligibility using census data for CACFP day care homes and SFSP sites. Briefly, CACFP day care homes and SFSP sites that establish eligibility using census data are required to use the most recent census data available (7 CFR 226.6(f); 7 CFR 225.6(c)). Area eligibility determinations based on census data are effective for five years (see CACFP 02-2012, SFSP 02-2012, *Eligibility Based on Census Data*, October 31, 2011, [http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/2012/CACFP02\\_SFSP02-2012.pdf](http://www.fns.usda.gov/cnd/Care/Regs-Policy/policymemo/2012/CACFP02_SFSP02-2012.pdf)).

In order for a CACFP day care home or a SFSP site 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 and SFSP sites are considered area eligible if they are located in a CBG that qualifies under either CACFP or SFSP.

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.

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### **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 both Programs. Please note the important details about opening the file correctly in different formats.

The attached 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.

We 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.

Questions pertaining to this memorandum may be directed to Fionnuala Brown at 860-807-2129 or [fionnuala.brown@ct.gov](mailto:fionnuala.brown@ct.gov).

JF:fbf

Attachment

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition Web site at the following link:  
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=333792>