



North Carolina Department of Health and Human Services  
Division of Public Health

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Governor

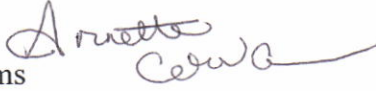
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September 2, 2014

CACFP 14-10  
SFSP 14-13

Memorandum

To: Institutions Participating on the Child and Adult Care Food Program  
Sponsors Participating on the Summer Food Service Program

From: Arnette Cowan, Head   
Special Nutrition Programs

Subject: 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.

Policy Memo CACFP 12-04, SFSP 12-05, 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.

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.

### **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.

Instructions for determining eligibility using the 2013 data are provided with this memorandum. 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.

If you have questions, please contact your regional consultant.

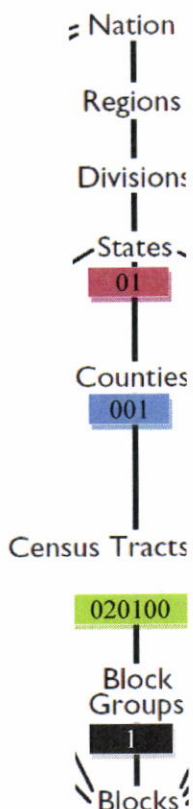
cc: SNP Staff

Attachment

## Instructions for Eligibility Based on Census Data

### Step 1: Become familiar with the census data format

#### About the 2010 Census Block Group



This file contains the 2010 Census Block Groups (CBG). Every 10 years the Census updates the area-based measures such as census tracts, blocks and block groups. This means that the income *and* CBG data released in 2003 should no longer be used.

The ideal size of a CBG is around 1500 homes but vary by region and area characteristics. Contrary to the name, CBGs are not usually shaped like rectangles; rather they can take any shape. The graphic on the left shows the relationship of CBGs to other geographical areas and the components of the GEOID.

Every CBG in the country is numerated, meaning it has a unique number assigned to it. This number is called the GEOID.

#### What information is in the GEOID?

The GEOID contains 12 digits. Each position in the GEOID signifies a different level of geographical area. Every digit is important, even the first zero. This is important to remember when importing these data, because some programs drop the first zero. There is more information below about how to import the data correctly.

Here is an example of a GEOID from Autauga County, Alabama:

010010201001

- **STATE:** The first 2 characters are the State code
- **COUNTY:** The next 3 characters are the county code
- **TRACT:** The next 6 characters are the census tract code
- **BLOCK GROUP:** The last character is the census block group code

The latest census data files can be found in folders here:

<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>