



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

**FISCAL YEAR 2013  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMORANDUM #10**

**TO:** Family Day Care Home Sponsors

**FROM:** Kyle L. Guerrant, Director  
Office of School Support Services

**DATE:** April 8, 2013

**SUBJECT: Eligibility Based on Census Data: 2013 Release**

**ACTION: Use new Census Data for tiering determinations for new providers and reclassify providers if requested**

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 memorandum and available at the 2013 Food Research and Action Center (FRAC) Child and Adult Care Food Program Mapper.

**Instructions for Using the New Data to Determine Eligibility**

Go to <http://216.55.182.132/FairData/CACFP/map.asp?command=scope&map=0> to access the 2013 FRAC Child and Adult Care Food Program Mapper. Click the FIND tab located in the upper left hand corner of the screen. A separate window will open enabling you to enter the provider's address. Once the provider's information is entered, click the FIND button. A map which includes information to determine site eligibility for the provider's address will open. Retain a copy of this information for the provider's file.

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

**STATE BOARD OF EDUCATION**

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT  
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER  
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY  
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

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.

### **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.

As new data are released each year sponsors will be required to use the newest data for new classifications. MDE will retain these files on the CACFP website at [www.michigan.gov/cacfp](http://www.michigan.gov/cacfp) under "Resources."

If you have any questions about this memorandum, please contact CACFP at 517-373-7391.