

Qualifying an Afterschool Meals Program Site (Determining and Documenting Area Eligibility)

In order to qualify an afterschool care site for the Afterschool Meals Program (AMP), the site must be located within the geographical boundaries of a public school zone* in which 50 percent or more of the enrolled children are eligible for free or reduced-price school meals.

Schools that meet the 50% or more free or reduced-price meals requirement are included on the DOH 50% School List. The DOH 50% School List is updated annually and is located on the CCFP website at www.flhealth.gov/ccfp by clicking "Afterschool Meals Program" on the menu to the left, then clicking on "50% School List."

This guidance explains how to determine the school zones (elementary, middle, and high) that a site is located within, determine if one of the zoned schools meets the 50% or more free or reduced-price meals requirement, and document this process, which is known as determining area eligibility.

* Some schools on the DOH 50% School List (e.g., private schools, magnet schools, exceptional schools, university lab schools, Florida School for the Deaf & Blind, Juvenile Justice schools, charter schools, virtual schools, vocational schools, hospitals and homebound programs, Head Starts, Pre-K centers, etc.) do not have traditional school zones. Such schools cannot be used to determine area eligibility, except when an afterschool care site is located at the school.

Important note: Some counties have "**school choice zones**," which means that parents living in an assigned geographical area (or zone) are allowed to choose a school for their child from a set of schools. If qualifying a site located in a school choice zone, refer to part C on page 2 in addition to part A or B (whichever is applicable) and Part D.

A. Determining the area eligibility of a non-school site:

1. Determine and document **public school zone information** (elementary, middle, and high school) for the afterschool care site by using one of the following methods.
 - a. County school district website (if available):
 - 1) Explore the website to find school zone listings.
 - 2) Type in the address of the site.
 - 3) Print the page that lists the school zones for the site. Ensure that the printed web page includes the computer-generated printing date.
 - b. County school district contact:
 - 1) Obtain a school district official's attestation of the site's school zones in an email or written on school district letterhead, or
 - 2) Place a memorandum in the site's file, which details the school zone information provided by the school district official(s), the name(s) of the official(s) consulted, and the date the information was obtained. A memo to the file should always be dated and initialed by the person obtaining the information.
 - c. Current county school-zone map from the school district:
 - 1) Copy the section of the map that includes the site's address.
 - 2) Mark the location of the site.
 - 3) Highlight the school zone boundaries.
2. Once the school zones are determined for the site, check the current DOH 50% School List. If one of the schools (elementary, middle, or high) that the site is zoned for is listed on the DOH 50% School List, then the site is area eligible for the AMP. If not, continue to step 3.
3. Try this step only after step 2 has failed to qualify the site. Contact the school district's nutrition/food service department to obtain the three schools' free and reduced-price percentage data for the most recent

full school month (i.e., not August, June, or July). In order for the site to be determined area eligible, the free and reduced-price percentage data for one of the schools (choose elementary, middle, or high) must:

- a. Be from a more recent month than the DOH 50% School List data, and
- b. Show that the school maintained at least 50% free and reduced-priced meal participation for the month, and
- c. Be officially documented on school district letterhead or in an email from the school district's nutrition/food service department, and
- d. Be provided to DOH when requesting approval to add the site to the AMP.

B. Determining the area eligibility of a site located in a school:

1. Check the current DOH 50% School List to determine if the school is listed. If so, then the site located at that school is area eligible for the AMP. If the school is not listed, then follow step 2.
2. Obtain the school zones (elementary, middle, and high) for the street address of the school, using one of the three methods described in A.1 above. Then check the DOH 50% School List to see if one of the other two schools for the zone are listed. If so, then the school site is area eligible. If not, continue to step 3.
3. Try this step only after steps 1 and 2 have failed to qualify the site. Contact the school district's nutrition/food service department to obtain the school's free and reduced-price percentage data for the most recent full school month (i.e., not August, June, or July). In order for the school to be determined area eligible, the free and reduced-price percentage data must:
 - a. Be from a more recent month than the DOH 50% School List data, and
 - b. Show that the school maintained at least 50% free and reduced-priced meal participation for the month, and
 - c. Be officially documented on school district letterhead or in an email from the school district's nutrition/food service department, and
 - d. Be provided to DOH when requesting approval to add the site to the AMP.

C. Additional information for qualifying sites located in a school choice zone:

- If the site is located in a school that is on the DOH 50% School List, then the site qualifies for the AMP. If the school is not on the DOH 50% School List, then the site is not eligible.
- If the site is **not** located in a school, then **all**** of the elementary schools **or** middle schools **or** high schools within the school choice zone must be on the DOH 50% School List for the site to qualify for the AMP.
- ** Schools that can be attended by students from outside of the school choice zone (e.g., a county-wide magnet school) must not be included in the group of schools (elementary, middle, or high) used to qualify the site.
- Call 850-245-4323 or email ccfp@flhealth.gov if you have questions about how to qualify a site located in a school choice zone.

D. Documenting a site's area eligibility determination:

1. Retain the school zone documentation (website printout, school district contact, or map) in the site's file, and submit a copy to DOH when requesting approval to add the site to the AMP (unless the site is located in a school on the DOH 50% School List).
2. Retain a copy of the applicable page of the DOH 50% School List in the site's file, or if the site was qualified using more recent free and reduced-price school data, retain that documentation instead and submit a copy to DOH when requesting approval to add the site to the AMP.
3. Retain all area eligibility documentation during the site's 5-year eligibility period, and for three subsequent years.