

Afterschool Meals Program Site Qualifying Checklist

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

STEP 1: Determine and document public school zone information (elementary, middle, or high school) for the after school care site(s) by using one of the following methods:

County school board website (if available)

- Explore the website to find school zone listings.
- Type in the address of the site.
- Print the web page that lists the school zone for the site.
- Ensure that the printed web page includes the computer-generated printing date.

OR

School board contact

- Obtain a school board official's attestation of the site's school zone written on school board letterhead, or email.

OR

- Place a memorandum in the site's file, which details school zone information provided by the school board official, the name of the official consulted, and the date the information was obtained. The memo must be dated and initialed by the person obtaining the information.

OR

Current county school zone map from the school board

- Copy the section of the map that includes the site's address.
- Mark the location of the site.
- Highlight the school zone boundaries.
- Maintain a copy of the current county school zone map from the school board for audit purposes.

AND

STEP 2: If the school that the site is zoned for is listed on the DOH 50% School List, then the site qualifies for the AMP.

- Copy the appropriate page of the DOH 50% School List for the site. Highlight the school's name and place in the site's file.

******NOTE: If qualifying a site located in a school choice school zone or a school that does not have traditional school zones (e.g. a magnet or charter school), refer to the "Qualifying an Afterschool Meals Program Site" guidance and/or contact DOH for additional information and instructions.**