

Afterschool Meals Program Site Qualifying Checklist

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.

Important 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.*

STEP 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):

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

OR

B. County school district contact:

- Obtain a school district official’s attestation of the site’s school zones written on school district letterhead, or email.

OR

- Place a memorandum in the site’s file, which details school zone information provided by the school district 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

C. Current county school zone map from the school district:

- 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 map for audit purposes.

STEP 2: Check the current DOH 50% School List:

- If one of the schools that the site is zoned for is listed on the DOH *50% School List*, then the site qualifies for the AMP. If not, proceed to Step 3.
- Copy the appropriate page of the DOH *50% School List* for the site. Highlight the qualifying school’s name and place in the site’s file.

STEP 3: Contact the school district’s nutrition/food service department:

- Obtain current free and reduced-price percentage data for one or more of the site’s zoned schools.
- Ensure the data for one of the schools meets all criteria described in A.3 of the “Qualifying an Afterschool Meals Program Site” guidance.
- Retain the documentation and a copy of DOH’s approval in the site’s file.