

**Illinois State Board of Education
Nutrition Programs
Regulatory Communication**

Program: Child and Adult Care Food Program
Day Care Homes

Date: February 26, 2001
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Policy Year/Number: FY2001—Policy Memo 3

Source: United States Department of Agriculture (USDA)—Food and Nutrition Services

Reference: 7CFR 226.15f

Required Date for Implementation: On-going

Topic: Use of school data to determine tiered meal reimbursement rates for day care home providers

Target Audience: Day care home sponsoring organizations

Purpose: To provide day care home sponsoring organizations with the United States Department of Agriculture's (USDA) requirements for establishing tiered rates for reimbursement of meals served by day care home providers.

Illinois State Board of Education (ISBE) Responsibilities

By February 15 each year, assemble and provide to day care home sponsors a listing, National School Lunch Program (NSLP) Public Elementary Schools With **50 Percent and Greater** Free and Reduced-Price Eligibility.

Child and Adult Care Food Program (CACFP) Day Care Home Sponsor Responsibilities

Sponsoring organizations must establish internal procedures to assure each provider has a current tiering status.

1. Determine the tiering status of each new day care home as they begin to participate in CACFP using the most recent, NSLP Public Elementary Schools With **50 Percent and Greater** Free and Reduced-Price Eligibility data by contacting the school district where the provider residence comparing the provider's address to .
2. Maintain a computerized or manual tracking system that identifies the expiration date for each provider's tiering rate. School data is applicable for a five-year period.
3. Re-establish tiering rates for each provider every five years by following established procedures.
4. Maintain a copy of the tiering verification determinations in the provider's permanent file.
5. Notify the provider in writing of their tiering status.

Procedures to Verify and Document the School Attendance Area of a Provider

Sponsors may contact school officials by letter or by telephone to verify the school attendance area serving a day care home provider.

1. Sponsoring organizations must ask the following information in their letter or during their telephone conversation to the school:
 - a. *Does the elementary school have assigned school boundaries?*
New maps must be obtained **annually** in order to accurately verify day care homes' school attendance areas.
 - i. If yes, school data can be used.
 - ii. If no, school data cannot be used when an elementary school does not have defined school boundaries for parents to send their children to a particular school or if federal bussing is mandated.
 - b. *Is this school a magnet school or charter school?*
 - i. If yes, does this school have assigned school boundaries?
 - ii. If yes, are a majority of the students enrolled in that school from the assigned school boundaries?
 - iii. If yes, this school data can be used.
 - iv. If no, school data cannot be used.
2. Documentation of the these contacts must include the following:
 - a. Name and address of the provider
 - b. Name and address of school district
 - c. Name and address of elementary school that is the provider's attendance area
 - d. Date when school was contacted
 - e. Effective date the school is tiered
 - f. Signature or name and title of person who provided the school information
 - g. Initials of sponsoring organization's staff that contacted school by telephone
 - h. The resulting tiering status for that provider
- Sponsoring organizations may collect school boundary maps and match the day care homes' addresses to the map's boundaries. If the sponsor uses boundary maps, the following must occur.
 1. Collect boundary maps at the beginning of each school year.)
 2. Sponsoring organizations are not required to re-determine the provider during their five-year period even though the school boundary map may have changed. However, new providers being determined must always use the current school boundary map.
 3. Sponsoring organizations are required to maintain each year 's school boundary maps.

Schools With Varied Grade Spans for Elementary Students to Attend (e.g. kindergarten through second grade, third through sixth grade)

Sponsoring organizations should consider the following when making decisions.

1. Illinois State Board of Education defines elementary schools as K–8.
Example—A rural school district is made up of only one school with grades K–12. The free and reduced-price data for the entire school could be used because the school data would be reflective of the economic status of the school's attendance area.
2. Establish a meaningful relationship between the data and a particular geographic area.
Example—A school district has an elementary school with grades K–3, and another one with grades 4–6 and both schools both have the **same school boundaries, the sponsor could** combine the two schools by using the formula listed below.

	School Y K-3 Grades	School Z 4-6 Grades	Total Enrollment
Percentage Free and Reduced	3287 (32.87%)	6899 (68.99%)	
Enrollment	502	287	789

	School Y	School Z	Combined Weighted Percentage
Determine the weighted percentage of school enrollment to total enrollment	502 divided by 789 = .6362 (63.62%)	287 divided by 789 = .3637 (36.37%)	
Determine the weighted percentage of free and reduced-price students	.6362 times .3287 =.209 (20.9%)	.3637 times .6899 = .2509 (25%)	.209 plus .2509 = .4599 (45.9%)

Accountability

Sponsors should maintain all types of tiering documentation for all providers five years plus the current fiscal year.