Closed-Enrolled Site Eligibility and Operations Requirements

Virginia Department of Health

2015
Module 2: Closed-Enrolled Sites

Closed-Enrolled Sites

These types of sites serve only enrolled children or an identified group of children, as opposed to the community at large.
Module 2: Closed-Enrolled Sites

Objectives

- Identify who is eligible to participate
- Determine the required documentation needed to qualify as a Closed-Enrolled site in a needy or non-needy area
- Understand other Closed-enrolled site requirements
Module 2: Closed-enrolled Sites

Participant Eligibility

Eligible participants in the SFSP include the following:

- Children 18 years of age or younger
- Persons 19 years of age or older who have a mental or physical disability and who participate during the school year in a public or private non-profit school program for people with mental or physical disabilities.
- Foster Children
Module 2: Closed-enrolled Sites

Meal Service Sites

A meal site can be located indoors or outdoors. Examples include:

- Colleges
- Churches
- Housing
- Boys & Girls Clubs
- Other locations where children congregate
Module 2: Closed-enrolled Sites

A Closed-enrolled site serves only enrolled children, or an identified group of children, as opposed to the community at large.

Reasons for having a Closed-enrolled site are:

• Program provides cultural, religious, or other organized activities for a specific group of children.

• Needy children living in a “pocket of poverty” within a wealthier area.

• Low-income children who are transported to a congregate meal site in a non-needy area.
Module 2: Closed-enrolled Sites

Types of Closed-enrolled site:

• Needy (low-income) area
• Non-needy area

NOTE: Sponsors must provide justification for having a closed site in a “needy area”
Module 2: Closed-enrolled Sites

Closed-enrolled sites must establish eligibility either through area eligibility or through the individual income eligibility of the child attending the site.
Module 2: Closed-enrolled Sites

Documenting Eligibility of Closed-enrolled Site in a Needy Area

A Closed-enrolled site may be established if it is located in the attendance area of a school in which at least 50% of the enrolled children are eligible for free school meals, this is known as area eligibility.

Area eligibility can only be used when the site is serving children that live in the area where the site is located.
Module 2: Closed-enrolled Sites

Documenting Eligibility of Closed-enrolled Site in a Needy Area

The two primary sources of data used to determine if the site is eligible:

- **School meal data** – submit certification data every five years
- **Census data** – submit certification data every five years
Module 2: Closed-enrolled Sites

Documenting Eligibility of Closed-enrolled Site in a Needy Area

Additional options to document Closed-enrolled site eligibility:

• Certification letter from a migrant organization – submit annually

• Population statistics from the Bureau of Indian Affairs – submit annually

• Housing Authority Letter – submit annually
Using School Attendance Area to Establish Area Eligibility

Sponsors must establish area eligibly based on the school attendance zone in which the site is located.
Using School Attendance Area to Establish Area Eligibility

The primary methods for obtaining the school attendance area (i.e., boundaries, zones) are:

- Contacting the local school district directly
- Visiting the local school district’s Website
Obtaining School Meal Data

Sponsors may use data from an elementary, middle, or high school as long as the site is located in the attendance area of the school. The data must demonstrate that the 50% of the children enrolled in the school qualify to receive free or reduced-priced meals. School meal data should be used first as this data is the easiest to obtain and document.
Obtaining School Meal Data

To determine a site’s appropriate attendance zone, you should first check the closest school district’s website for school locator database.

For Example: Henrico County Public Schools
Obtaining School Meal Data

Printing the school locator results will serve as adequate documentation of **school zone verification**.
Obtaining School Meal Data

NOTE: Not all school districts have a school locator database

In the event that a site falls in a school zone that cannot be verified using a school locator database, you must complete the following steps:

1. **Contact** the school you believe to be in your attendance zone

2. **Verify** with school staff whether or not the address of the center is within their attendance zone

3. **Record** the *name, title, and phone number* of the staff that can verify the center’s attendance zone at that school
Obtaining School Meal Data

Verifying the Free and Reduced Percentage:

Free and Reduced Eligibility Percentages are based on data compiled by the Department of Education each year in the *National School Lunch Program (NSLP) Free and Reduced Price Eligibility Report.*

This report can be found at the following location:

Obtaining School Meal Data

NSLP Free and Reduced Price Eligibility Report

The following steps should be used to determine the Free and Reduced Price Eligibility for the school in your center’s attendance zone:

Remember: The school in your center’s attendance zone must be listed with a Free and Reduced Price Eligibility of at least 50%.

1. Go to the Department of Education Website using the following link:

Obtaining School Meal Data

NSLP Free and Reduced Price Eligibility Report

2. Download the most recent version of the “By Schools” report in the desired format.
Obtaining School Meal Data

NSLP Free and Reduced Price Eligibility Report

3. Find the school in your center’s attendance zone and verify that the Free and Reduced Price Eligibility Percentage is at least 50%.

<table>
<thead>
<tr>
<th>Division #</th>
<th>School #</th>
<th>School Type</th>
<th>Low Grade</th>
<th>High Grade</th>
<th>SNP Membership</th>
<th>FREE Eligible</th>
<th>FREE Percentage</th>
<th>REDUCED Eligible</th>
<th>REDUCED Percentage</th>
<th>TOTAL F/R Eligible</th>
<th>TOTAL F/R Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>043</td>
<td>0040</td>
<td>ACADEMY AT VIRGINIA RANDOLPH</td>
<td></td>
<td></td>
<td>407</td>
<td>157</td>
<td>38.57%</td>
<td>11</td>
<td>2.70%</td>
<td>168</td>
<td>41.28%</td>
</tr>
<tr>
<td>043</td>
<td>0660</td>
<td>ADAMS ELEM</td>
<td>PK</td>
<td></td>
<td>483</td>
<td>316</td>
<td>65.42%</td>
<td>43</td>
<td>8.90%</td>
<td>359</td>
<td>74.32%</td>
</tr>
<tr>
<td>043</td>
<td>0320</td>
<td>ARTHUR ASHE JR. ELEM</td>
<td>PK</td>
<td></td>
<td>434</td>
<td>279</td>
<td>64.29%</td>
<td>93</td>
<td>7.60%</td>
<td>312</td>
<td>71.89%</td>
</tr>
</tbody>
</table>

Printing the report and highlighting your center’s qualifying school along with the school locator print-out will serve as adequate documentation of Eligibility.
Module 2: Closed-Enrolled Sites

Upward Bound Application Form

Upward Bound income applications may be used in lieu of the SFSP application to determine income eligible at Upward Bound program sites.
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

There are three ways to qualify for free meals utilizing the Income Eligibility Application Form.
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

PART 1 — Categorical — for households qualifying for federal or state benefits
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

The following federal or state programs categorically qualify participants for free meals:

• SNAP – Supplemental Nutrition Assistance Program (Food Stamps)
• FDPIR – Food Distribution Program on Indian Reservations
• TANF – Temporary Assistance for Needy Families

NOTE: all SNAP and TANF case number are 7 digits
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

PART 2 — Foster Child — is eligible regardless of his/her personal use income
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

PART 3 — Income Eligibility — gross total income of all household members that is compared to the federal income eligibility guidelines.
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

For those participants that are not categorically eligible, the sponsors must obtain the family size and income. The application must include:

• Names of all household members
• Participating child’s name
• Current monthly gross income received by each household member
• Last four digits of the Social Security Number
• Signature and date on Part 3 of the eligibility form
Application process Part 1

• Print the last name, first name, and middle initial of the participant
• For families that have more than one child attending the program, list each child.
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application process Part 1

- **List the current SNAP, TANF, or FDPIR Case # for the child** (NOTE: SNAP and TANF number are 7 digits)

- **Skip to Part 4**
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application process Part 2

• A Foster Child is categorically eligible as FREE; however if there are other children in the household who are not foster children, those children will need to qualify based on household income [Part 3] unless they have a SNAP or TANF case number [Part 1].

• Skip to Part 4

Part 2. Foster Child

Foster children are eligible for free and reduced-price meals regardless of household income. If a foster child lives with you, please contact [name of Sponsor] at [phone number]. Complete Part 3 if you are applying for other children in your household and you did not enter a SNAP, TANF or FDPIR case number in Part 1.
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application process Part 3

<table>
<thead>
<tr>
<th>A. Name</th>
<th>B. Gross income and how often it was received</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) Jane Smith</td>
<td>Example: $100/monthly $100/twice a month $100/every other week $100/weekly</td>
</tr>
<tr>
<td></td>
<td>1. Earnings from work before deductions</td>
</tr>
<tr>
<td></td>
<td>2. Welfare, child support, alimony</td>
</tr>
<tr>
<td></td>
<td>3. Social Security, pensions, retirement,</td>
</tr>
<tr>
<td></td>
<td>4. All Other Income</td>
</tr>
<tr>
<td></td>
<td>C. Check if NO income</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>$200/weekly</th>
<th>$150/weekly</th>
<th>$100/monthly</th>
<th>$ /</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Example) Jane Smith</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
<tr>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ / / /</td>
<td>$ /</td>
</tr>
</tbody>
</table>
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application process Part 3

• **List all household members** including children, regardless of whether or not they have income; if no income, check the applicable box under Column C.

• **Indicate the amount and the frequency of pay** [monthly, weekly, etc.] by source [work, welfare, child support, SS, retirement, etc.) from each household member received last month. This income is the amount before taxes or any other deductions.

• **Skip to Part 4**
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application process Part 4

Part 4. Signature and Social Security Number (Adult must sign)

An adult household member must sign this form. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the “I do not have a Social Security Number” box. (See Privacy Act Statement on the back of this page.)

I certify that all information on this form is true and that all income is reported. I understand that this information is being given for the receipt of Federal funds. I understand that SFSP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.

Sign here: X  Print name:  Date: 

Address: Phone Number: 

Last four digits of Social Security Number:  ☐ I do not have a Social Security Number
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application process Part 4

• All eligibility forms must have the signature of an adult household member.

• The signature is certifying that all of the information on the application is true and correct.

• The adult household member who signs the statement must include the last four digits of his/her Social Security Number (SSN) unless Part 1 is completed or s/he does not have a SSN.

• If s/he does not have a SSN, then the box must be checked or the word NONE is written.
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application process Part 5

• The racial and ethnic identity section is optional for participants to complete.

• Participants are not required to provide information in this part to receive meal benefits.

• The requested information is for statistical purposes only.

<table>
<thead>
<tr>
<th>Part 5. Participant’s ethnic and racial identities (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark one ethnic identity:</td>
</tr>
<tr>
<td>☐ Hispanic or Latino</td>
</tr>
<tr>
<td>☐ Not Hispanic or Latino</td>
</tr>
<tr>
<td>Mark one or more racial identities:</td>
</tr>
<tr>
<td>☐ Asian</td>
</tr>
<tr>
<td>☐ White</td>
</tr>
<tr>
<td>☐ Black or African American</td>
</tr>
<tr>
<td>☐ American Indian or Alaska Native</td>
</tr>
<tr>
<td>☐ Native Hawaiian or Other Pacific Islander</td>
</tr>
</tbody>
</table>
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Application Process Final Step –

Certification of Eligibility
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Certification of Eligibility based on Parts 1 or 2

- The agency representative must complete this section of the IEF to complete the certification of eligibility process.

- **Categorical Eligibility**: The agency representative will mark this box if the child qualified based on SNAP/TANF or is a Foster Child

- **Reason**: The agency representative will describe the reason (TANF/SNAP or Foster Child) for being eligible.

- **Official’s Signature(s)**: The agency representative will mark the appropriate box for the eligibility outcome, and will sign and date the IEF once the eligibility has been determined.
Module 2: Closed-Enrolled Sites

Income Eligibility Application Form

Certification of Eligibility based on Part 3

• The agency representative must complete this section of the IEF to complete the certification of eligibility process.

• **Household size**: Enter the total number of members in the household

• **Total Income**: Enter the total household income and applicable frequency

• **Eligibility**: Compare the household size and income to the federal income eligibility guidelines chart for the current year. If the household income is at or below the dollar amount on the chart, the child is eligible to receive free meals

• **Official’s Signature(s)**: The agency representative will mark the appropriate box for the eligibility outcome, and will sign and date the IEF once the eligibility has been determined.
Module 2: Closed-enrolled Sites

Media Release

The purpose of the “Media Release” is to announce the availability of free meals, the nondiscrimination policy, and complaint procedures if an individual wishes to file a complaint for violation of non-discrimination policy.
Module 2: Closed-enrolled Sites

Media Release

• Media Releases are submitted to VDH annually

• For closed-enrolled sites in non-needy areas, this requirement may be met by including the free meal announcement in the site’s information packet or brochure provided to perspective participants.

• For Closed-enrolled sites in needy areas, sponsors must provide the media release to local media outlets where the SFSP site is located
Module 2: Closed-enrolled Sites

Media Release

• Start and end time of each meal service must be included in the media release.

• The income eligibility guidelines must be included in the media release (only required for Closed-enrolled and Camp sites).

• A copy of the media release must be kept with the records.

• A civil rights non-discrimination statement must be included. Single-page documents that do not have space for the full nondiscrimination statement may contain the shorter version.

“This institution is an equal opportunity provider.”
Module 2: Closed-enrolled Sites

Eligibility for Reimbursement

Site eligibility must be determined before submitting a claim for reimbursement. Sponsors cannot claim any meals served at the site if the 50% eligibility requirement is not met.
Module 2: Closed-enrolled Sites

Eligibility for Reimbursement

For Closed-enrolled sites in non-needy areas, the sponsor must have certification from the School Meal Data or the original income eligibility applications to document 50% of the enrolled children are income eligible.
Module 2: Closed-enrolled Sites

Eligibility for Reimbursement

For Closed-enrolled sites in a needy area, documentation that the site is located where poor economic conditions exist (e.g. school data, census data, etc.)
Module 2: Closed-enrolled Sites

Health Department Notification

Before beginning a meal service, sponsors must notify their local health department to their intent to serve meals to children. The notification must be in writing and include the following:

• Meal service location(s)
• Meal service type(s)
• Start and end date(s)
• Start and end time(s)
• Days of the week meals will be served.
Module 2: Closed-enrolled Sites

Health Department Notification

All sponsors, regardless of the site type, must maintain a copy of the health department notification in their files.