

# 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 know 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

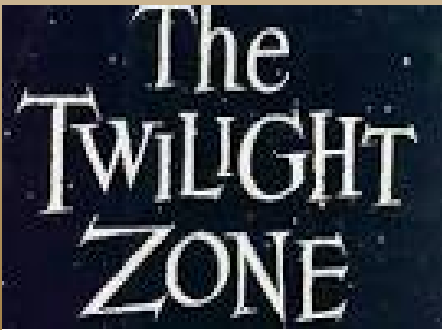
## Documenting Eligibility of Closed-enrolled Site in a Needy Area

### **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*

The screenshot shows the Henrico County Public Schools Assignment Locator website. The navigation bar at the top includes links for Home, View All Streets, School Boundary Page, and HCPS Web Site. Below this, a sub-header reads "Home :: Henrico County Public School Assignment Locator (For School Year 2011-2012)". The main heading is "Find Your 2011-2012 Henrico County Public School Assignment". A welcome message states: "Welcome to the Henrico County Public Schools Assignment Locator Web site. This site will allow you to find the assigned schools for a particular address. Enter an address below, or if you do not have the exact address, type in only the street name for a list of valid house numbers on that street." Below this is a prompt: "Please enter a street address and find the school assignment." The form consists of three input fields: "House #", "Street Name", and "Street Type". The "Street Type" field has a dropdown menu labeled "Search All" and a "Search" button. Below the form is a checkbox labeled "I agree to the provisions of the disclaimer below; please let me search Henrico County Public Schools Assignment Locator database." The disclaimer text reads: "Disclaimer: School assignment information derived from the Henrico County Public Schools Assignment Locator Website is a guide and is not official. Every effort is made to ensure that the information is accurate; however, official school assignment must be obtained from Henrico County Public Schools Department of Research and Planning at (804) 652-3829 or [Boundaries@henrico.k12.va.us](mailto:Boundaries@henrico.k12.va.us)". A final note states: "Please be aware that school boundaries are subject to continual review and may be adjusted as conditions warrant. Please check our [redistricting page](#) for any upcoming redistricting plans and presentations." The footer includes a navigation bar with links for Home, View All Streets, Contact Us, and Redistricting Information. Below this is a copyright notice: "Copyright © 2012 Henrico County Public Schools ® All rights reserved." The HCPS logo is on the left, and contact information is on the right: "P.O. Box 23120, Richmond, VA 23332, 804.652.3600".

# Obtaining School Meal Data

Please enter a street address and find the school assignment.

House #  Street Name  Street Type



Search Results :: Henrico County Public School Assignment Locator (For School Year 2011-2012)

Please enter a street address and find the school assignment.

Number  Street Name  Type

Shown below are the school assignments for **4016 BROAD ST**  
The information applies to all elementary, middle and high school students. Please contact [Helen Whitehurst](#) at 804-652-3831 for additional information if your child will be a twelfth grade student and entering Glen Allen high school.

<b>2011-2012 School Year</b>
<b>Johnson Elementary School</b> 5600 Bethlehem Road Richmond, VA 23230 (804) 673-3735 <a href="#">Web Site</a>   <a href="#">Get Directions</a>
<b>Tuckahoe Middle School</b> 9000 Three Chopt Road Richmond, VA 23229 (804) 673-3720 <a href="#">Web Site</a>   <a href="#">Get Directions</a>
<b>Tucker High School</b> 2910 Parham Road Richmond, VA 23094 (804) 527-4600 <a href="#">Web Site</a>   <a href="#">Get Directions</a>

 [Print](#)  [Email this Page](#)

**Disclaimer:** School assignment information derived from the Henrico County Public Schools Assignment Locator Website is a guide and is not official. Every effort is made to ensure that the information is accurate; however, official school assignment must be obtained from Henrico County Public Schools Department of Research and Planning at (804) 652-3829 or [Boundaries@henrico.k12.va.us](mailto:Boundaries@henrico.k12.va.us)

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:

<http://www.doe.virginia.gov/support/nutrition/statistics/index.shtml>

# 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:

<http://www.doe.virginia.gov/support/nutrition/statistics/index.shtml>

# 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.

The screenshot shows the Virginia Department of Education website. The header includes the Virginia.gov logo and navigation links: Online Services | Commonwealth Sites | Help | Governor. Below the header is a banner for the Virginia Department of Education. The main navigation bar includes links: Home » Student & School Support » School Nutrition » Program Statistics & Reports. A sidebar on the left lists various VDOE services. The main content area is titled 'SCHOOL NUTRITION PROGRAM STATISTICS & REPORTS' and features the 'National School Lunch Program (NSLP) Free and Reduced Price Eligibility Report'. This report is organized into two columns: 'By School Divisions' and 'By Schools'. Each column lists school years from 2012-2013 down to 2002-2003, with links for PDF and XLS formats. A large arrow points to the 'By Schools' section, specifically highlighting the 2012-2013 row.

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

VIRGINIA DEPARTMENT OF EDUCATION

Home » Student & School Support » School Nutrition » Program Statistics & Reports

VDOE Home  
About VDOE  
Board of Education  
News  
For Public Education Administrators  
For Students & Parents  
Education Directories  
Standards of Learning (SOL) & Testing  
Instruction  
Special Education  
Student & School Support  
Teaching in Virginia

SCHOOL NUTRITION  
PROGRAM STATISTICS & REPORTS

National School Lunch Program (NSLP) Free and Reduced Price Eligibility Report

**By School Divisions**

- 2012-2013 (PDF) | (XLS)
- 2011-2012 (PDF) | (XLS)
- 2010-2011 (PDF) | (XLS) – Updated June 2, 2011
- 2009-2010 (PDF) | (XLS)
- 2008-2009 (PDF) | (XLS)
- 2007-2008 (PDF) | (XLS)
- 2006-2007 (PDF) | (XLS)
- 2005-2006 (PDF) | (XLS)
- 2004-2005 (PDF) | (XLS)
- 2003-2004 (PDF) | (XLS)
- 2002-2003 (PDF) | (XLS)

**By Schools**

- 2012-2013 (PDF) | (XLS)
- 2011-2012 (PDF) | (XLS)
- 2010-2011 (PDF) | (XLS) – Updated January 9, 2012
- 2009-2010 (PDF) | (XLS)
- 2008-2009 (PDF) | (XLS)
- 2007-2008 (PDF) | (XLS)
- 2006-2007 (PDF) | (XLS)
- 2005-2006 (PDF) | (XLS)
- 2004-2005 (PDF) | (XLS)
- 2003-2004 (PDF) | (XLS)
- 2002-2003 (PDF) | (XLS)

# Obtaining School Meal Data

## NSLP Free and Reduced Price Eligibility Report

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

October 2012			School Type	Low Grade	High Grade	SNP Membership	FREE Eligible	FREE Percentage	REDUCED Eligible	REDUCED Percentage	TOTAL F/R Eligible	TOTAL F/R Percentage
Division #	School #											
043-Henrico County Public Schools												
043	0040	ACADEMY AT VIRGINIA RANDOLPH				407	157	38.57%	11	2.70%	168	41.28%
043	0660	ADAMS ELEM	SCH-ELEM	PK	5	483	316	65.42%	43	8.90%	359	74.3%
043	0320	ARTHUR ASHE JR. ELEM	SCH-ELEM	PK	5	434	279	64.29%	33	7.60%	312	71.89%

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:

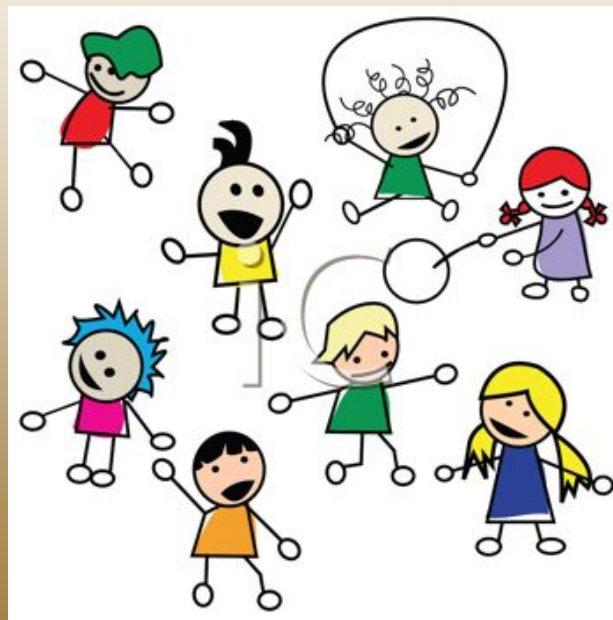
- SNAP – Supplemental Nutrition Assistance Program (Food Stamps)
- FDPIR – Food Distribution Program on Indian Reservations
- TANF – Temporary Assistance for Needy Families

**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

# Module 2: Closed-Enrolled Sites

## Income Eligibility Application 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.

Part 1. Children enrolled in Camp or Closed Enrolled Sites.
Names (First, Middle Initial, Last)

# 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**

Part 1. Children enrolled in Camp or Closed Enrolled Sites.	
Names (First, Middle Initial, Last)	SNAP, TANF or FDPIR case # (if any). Skip to Part 4 if you listed a case #.

# 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

Part 3. Total Household Gross Income—You must tell us how much and how often					
A. Name (List <b>everyone</b> in household, including children)	B. Gross income and how often it was received <i>Example: \$100/monthly   \$100/twice a month   \$100/every other week   \$100/weekly</i>				C. Check if NO income
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Social Security, pensions, retirement,	4. All Other Income	
(Example) Jane Smith	\$200/weekly	\$150/weekly	\$100/monthly	\$ /	<input type="checkbox"/>
	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>
	\$ /	\$ /	\$ /	\$ /	<input type="checkbox"/>



# 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.

Part 5. Participant's ethnic and racial identities (optional)		
Mark one ethnic identity:	Mark one or more racial identities:	
<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian or Alaska Native
<input type="checkbox"/> Not Hispanic or Latino	<input type="checkbox"/> White	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
	<input type="checkbox"/> Black or African American	

# Module 2: Closed-Enrolled Sites

## Income Eligibility Application Form

Application Process Final Step –

### Certification of Eligibility

Don't fill out this part. This is for official use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: \_\_\_\_\_ Per: ☐ Week, ☐ Every 2 Weeks, ☐ Twice A Month, ☐ Month, ☐ Year

Household size: \_\_\_\_\_

Categorical Eligibility: \_\_\_\_\_ Date Withdrawn: \_\_\_\_\_ Eligibility: Free \_\_\_\_\_ Reduced \_\_\_\_\_ Denied \_\_\_\_\_

Reason: \_\_\_\_\_

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-up Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 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

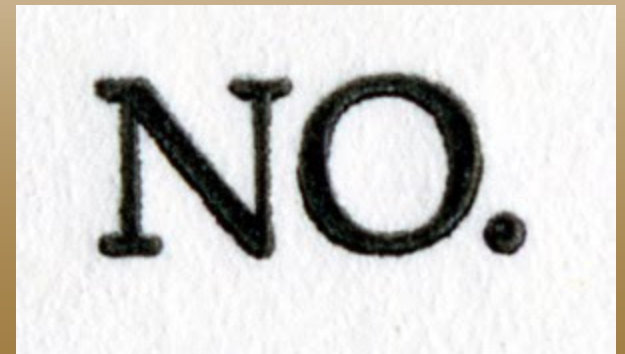
- Start and end time of each meal service must be included in the media release
- The income eligibility guidelines must be included in the media release (only required for Closed-enrolled and Camp sites).
- A copy of the media release must be kept with the records.
- A civil rights non-discrimination 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

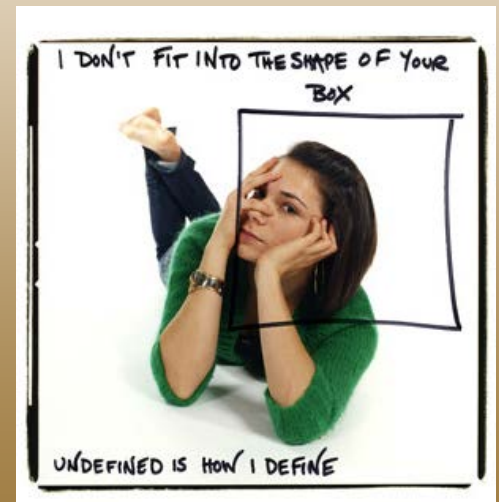
Site eligibility must be determined **before** submitting a claim for reimbursement. Sponsors ***cannot*** claim any meals served at the site if the **50% eligibility** requirement is not met.



# 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



I am not  
needy.  
I am  
wanty.

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.

