



North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section
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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

March 8, 2007

CACFP 07-04

To: Child and Adult Care Food Program
Sponsoring Organizations of Day Care Homes

From: Arnette Cowan, Head Special Nutrition Programs Unit

Re: Documentation of Area Eligibility

This memorandum serves as a reminder that sponsoring organizations are responsible for properly documenting area eligibility for day care homes, also known as providers. Guidance for documentation continues to be available in the **USDA Child and Adult Care Food Program Eligibility Guidance for Family Day Care Homes**.

Eligibility Guidance for Family Day Care Homes states that “A sponsoring organization must determine and document school attendance area information for each day care home.” In addition, the explanation states that “...the sponsor would need to contact school officials to verify the attendance area of the schools serving its providers and document the results of this contact, either with a letter from a school official to the sponsor or with a memorandum to the files detailing the information provided by the school officials and the name of the official(s) consulted. A memo to the files should always be dated and initialed.”

The State Agency received clarification from the FNS Regional office. Acceptable documentation in the provider file should contain enough information for any government auditor to easily identify whether the Tier I status of that provider had been correctly assessed by the sponsor. The sponsor should have on file documentation of which school serves the address of the provider. This documentation could be a printout from a school district website or a signed letter from the school district. The documentation should include a date of determination so that the tiering date that begins the allowed five years may be clearly determined. Documentation should always be appropriately signed and dated.

The State Agency office has received documentation of Tier I eligibility by school area in the form of a handwritten note on the existing CAC 8B Provider Application. This style of documentation is not acceptable. Any other type of documentation that does not conform to the description in **Eligibility Guidance for Family Day Care Homes** is not acceptable.

As a reminder, the duration of tiering status for providers based on school eligibility was lengthened from three to five years as announced in the CACFP 04-17 memo dated July 30, 2004. This additional time was issued by the USDA National Office as a concession to reduce the paperwork burden on sponsoring organizations of providers.



Documentation of Area Eligibility

March 8, 2007

Page 2

If census information is used by non-military sponsoring organizations to determine area eligibility of provider, the acceptable documentation is correspondence from the State Agency that documents the assessed tier status of the provider address. Census eligibility is acceptable for ten years or until a new national census is conducted and results are available to states. The State Agency will process any address for tiering status upon request. Results are communicated to the sponsor through written documentation for the files.

If you have questions or concerns, please contact me at (919) 707-5775.

c: SNP Staff
Auditors