




State of New Jersey

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TO: New Jersey Family Day Care Sponsoring Organizations

FROM: Tanya D.W. Johnson, Coordinator 
Child and Adult Care Food Program

DATE: July 2009

SUBJECT: **Tier I Day Care Homes: 2008 -2009 School Enrollment Data
FDCFP Memo #09-11**

The New Jersey Department of Education has compiled the list of schools that indicate respective percentages of free or reduced price meal eligibility for the 2009 school year, as of October 31, 2008. The enclosed list takes effect immediately. **Therefore, tier determinations for all new providers entering the program must be made according to this list.**

As with last year's list, the list format includes all schools, not just the eligible schools. In order to facilitate your use of the list, we recommend that you highlight those schools in your particular area that have eligibility percentages of 50 or more. As a reminder of the policy governing tiering by locality, we have included the following guidance:

As you are aware, day care homes that are physically located within the geographic attendance boundaries of an elementary school with a free or reduced price meal enrollment of 50 percent or greater may be classified a Tier I home. In accordance with established procedure, it is your responsibility to contact school districts to determine the specific geographic boundaries of elementary school attendance zones in your CACFP service areas. Although in most cases, this information will be the same as last year, some districts may have added new schools and/or redistricted. Therefore, we recommend that you contact the districts in your area to see whether a new zoning is available. If the attendance boundaries have remained unchanged, a school district need not send updated information. In this type of situation, you should maintain documentation for your files that includes the details of any phone contact you may have made regarding this.

Once again, the list developed by the Department of Education includes Middle Schools, Magnet Schools, as well as some High Schools. You may not use these schools in making determinations. **Only elementary school eligibility data may be used in making tiering determinations.** Furthermore, only elementary schools with typical zoned attendance areas are eligible. Once a school eligibility determination has

been made, it is in effect for **"five years."** Providers who have already been determined eligible as Tier I by school data need not be reevaluated until this **five-year period** has expired. We recommend that you reevaluate your tiering process to ensure that Tier 1 determination is properly evaluated and maintained on file.

We also remind you that homes located in school attendance areas having free and reduced price eligibility in the range of 40 to 49 percent do not qualify as Tier I based on school data. **However, a home may be qualified through census data or provider's income. Furthermore, if a home is located in a multi-eligible/non-eligible school district, a school attendance zone verification letter is *required*.**

If there are any questions, please contact Ms. Carrie I. Freeman-Wright at (609) 292-4498.