



State of New Jersey


DEPARTMENT OF AGRICULTURE
33 West State Street 4th Floor
PO Box 334
TRENTON NJ 08625-0334

CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

DOUGLAS H. FISHER
Secretary

TO: New Jersey Family Day Care Sponsoring Organizations

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

DATE: June 2013

SUBJECT: **Tier I Day Care Homes: FY 2011 School Enrollment Data
FDCFP Memo #13-07**

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 2012 - 2013 school year, as of October 31, 2012. 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:

Section 121 of the Healthy, Hunger-Free Kids Act of 2010 amends section 17(f)(3) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1766(f)) to allow family and group day care homes to be classified as Tier I for purposes of reimbursement under CACFP if the home is located in an area served by any public school in which at least 50 percent of the enrolled children are certified eligible for free and reduced-priced school meals. 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.

As you are aware, day care homes that are physically located within the geographic attendance boundaries of any public 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 any public 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.

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. If a home is located in a multi-eligible/non-eligible school district, **a school attendance zone verification letter is required**. A copy of the school attendance zone verification letter is enclosed.

If there are any questions, please contact Ms. Carrie I. Freeman-Wright at (609) 984-1250.

Ciw FDC1 13-07 Memo School Enr. Data

ATTENDANCE ZONE VERIFICATION LETTER CHILD AND ADULT CARE FOOD PROGRAM FAMILY DAY CARE

Dear School Official:

Our Family Day Care Homes participate in the Family Day Care Food Program that provides federal funding for the meals served to our participants.

The Child and Adult Care Food Program requires our agency to submit verification from a school official verifying that our Family Day Care Homes are located within the school attendance zone of a school where at least 50% of enrolled children are eligible for free or reduced price school meals. Please help us meet this requirement by using the sample letter listed below.

Because specific language is needed in the body of the letter, the Child and Adult Care Food Program office requires that you use the sample letter prepared on your school letterhead. You may include additional paragraphs, but the remainder of the letter must be submitted without variation.

If you need additional information regarding this requirement, you may contact the Family Day Care Food Program unit at (609) 292-4498.

Our agency depends on Family Day Care Food Program funds. Your cooperation is vital and appreciated.

Dear Program Specialist:

The purpose of this letter is to verify the attendance zone of the (NAME OF THE FAMILY DAY CARE HOME AND ADDRESS).

I, (NAME AND TITLE OF SCHOOL OFFICIAL), certify that the (NAME OF THE FAMILY DAY CARE HOME) located at (ADDRESS OF THE FAMILY DAY CARE HOME) is within the attendance zone of the (NAME and ADDRESS OF SCHOOL).

Sincerely,

*(NAME OF SCHOOL OFFICIAL)
(NAME AND ADDRESS OF SCHOOL)*