



Guidance Memorandum J: ■ CACFP Tiering Requirements

Weighted Average Census Block Groups for Area-eligibility Determinations

Home providers may be area-eligible if the home provider's location is in a Census Block Group (CBG) which is part of a maximum group of 3 adjacent CBGs that has a weighted average of 50 percent or more children who are eligible for free or reduced-price meals.

Rules for Qualifying a Weighted Average CBG for Area-eligibility Determinations:

- Census Block Group data, **not Census Tract data**, must be used.
- The F/RP data for either age groups of "0-12 years" or "0-18 years" can be used.
→ **However, the same age group for the selected CBGs you are averaging must be used for the calculation.**
- No more than 3 adjacent CBGs can be used.
- The CBGs must be touching each other.
- 1 of the 2-3 CBGs must be the CBG that you are trying to qualify.
- **The selected adjacent CBGs must each be ≥40% F/RP**; the weighted average may qualify if it is ≥50% F/RP.
- When calculating the weighted average, do not average the F/RP percentages for each CBG together.
- DPI and the USDA MW Regional Office must approve each specific weighted average CBG before sponsors can use them for determining area-eligibility.
 - Sponsors **cannot** approve the home provider(s) area-eligibility determination, based on a weighted average CBG, effective before the later approval date by the DPI or the USDA Regional Office.
- Once a weighted average CBG is approved by DPI and USDA:
 - The approved weighted average CBG can be used to make area-eligibility determinations for other home providers located in the involved CBGs, regardless of sponsorship.

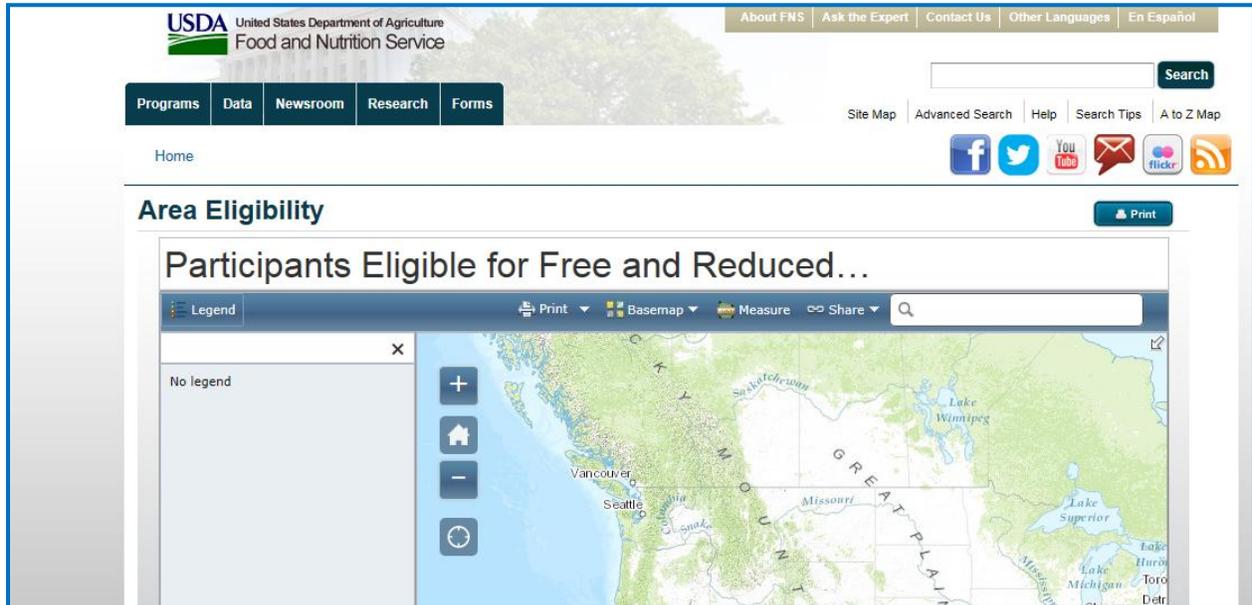
The FNS Area Eligibility Map, which is an online USDA mapping tool, must be used to calculate the average of the adjacent CBGs.

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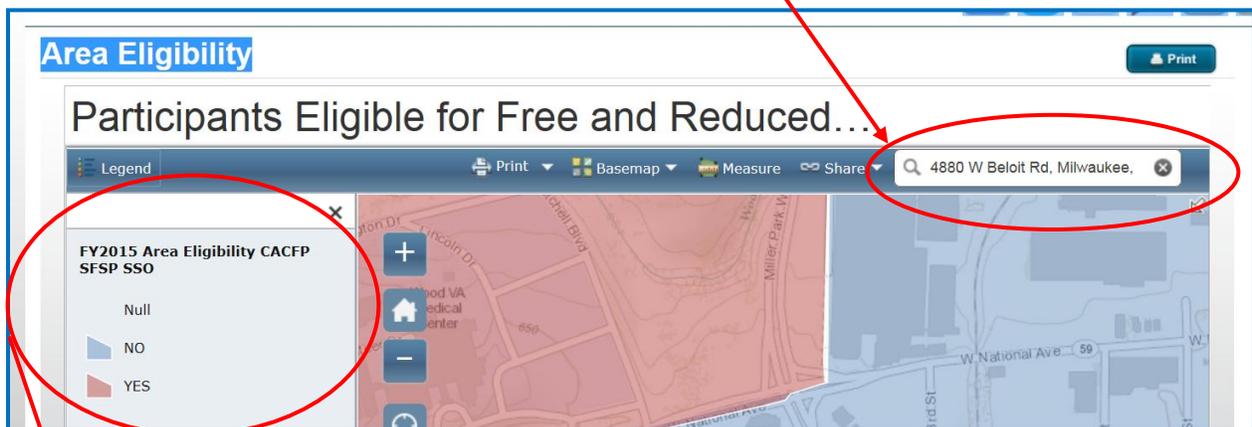
Instructions for using the FNS Area Eligibility Map

1) Go to the website <http://www.fns.usda.gov/areaeligibility>

You will see the following screen:



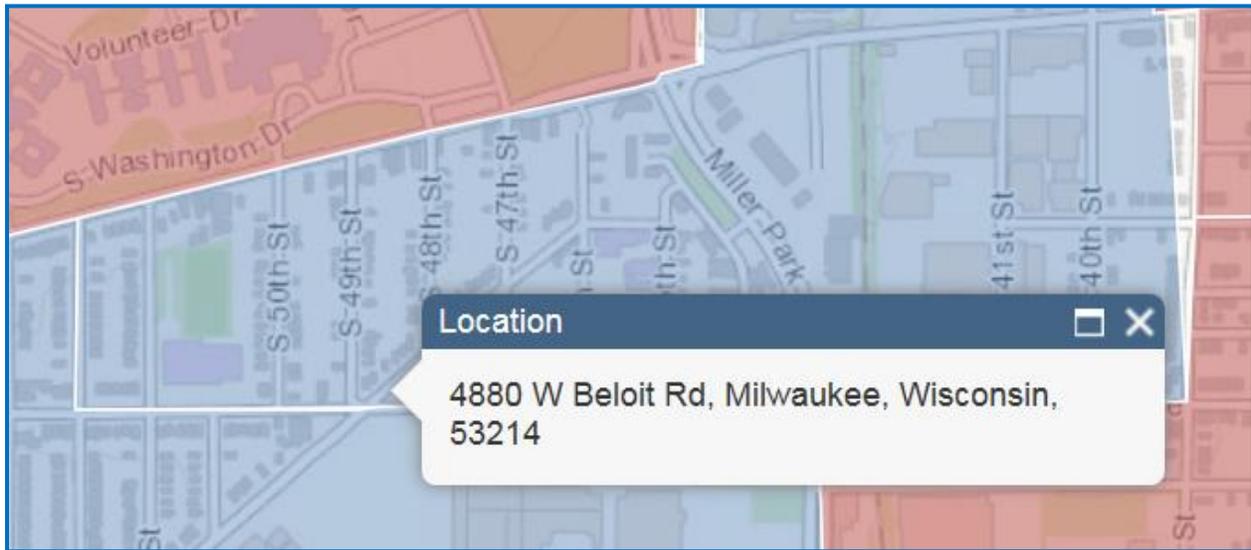
2) Type in the home provider's address in the search box:



- The light red CBGs are area-eligible based on census data (either by CBG or the tract the CBG is in)
- The light blue CBGs are not area-eligible based on census data.

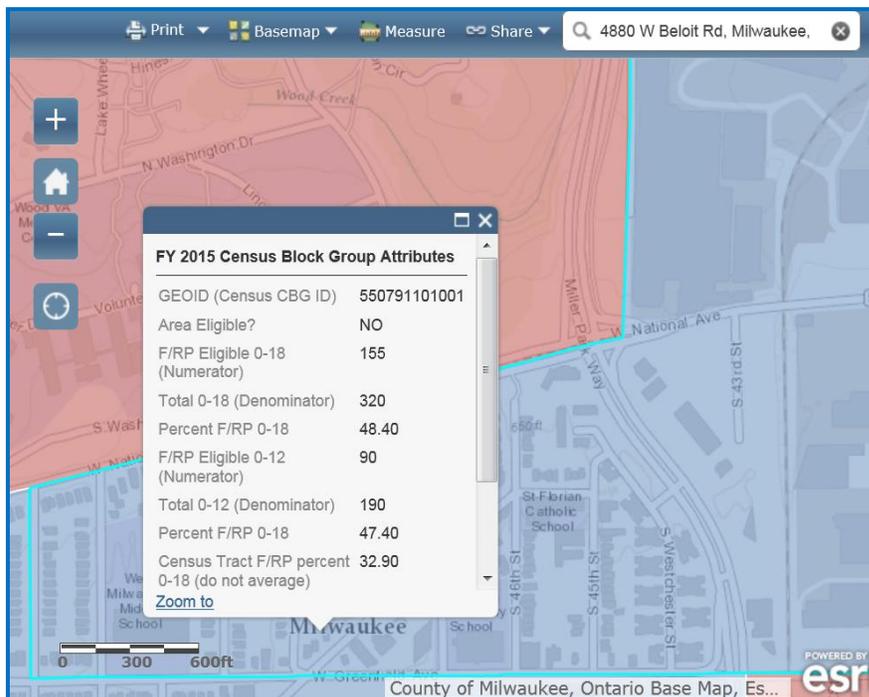
Weighted Average Census Block Groups for Area-eligibility Determinations

- 3) The home provider's location will appear on the map. This example shows that that the home is located in a CBG that is not area-eligible.



- 4) Click on the CBG that the home is located in and the CBG Attributes pop-up screen will appear in place of the Provider's address.

The CBG Attributes pop-up screen shows the following information:



Weighted Average Census Block Groups for Area-eligibility Determinations

FY 2015 Census Block Group Attributes	
GEOID (Census CBG ID)	550791101001
Area Eligible?	NO
F/RP Eligible 0-18 (Numerator)	155
Total 0-18 (Denominator)	320
Percent F/RP 0-18	48.40
F/RP Eligible 0-12 (Numerator)	90
Total 0-12 (Denominator)	190
Percent F/RP 0-12	47.40
Census Tract F/RP percent 0-18 (do not average)	32.90

The GEOID #: 550791101001

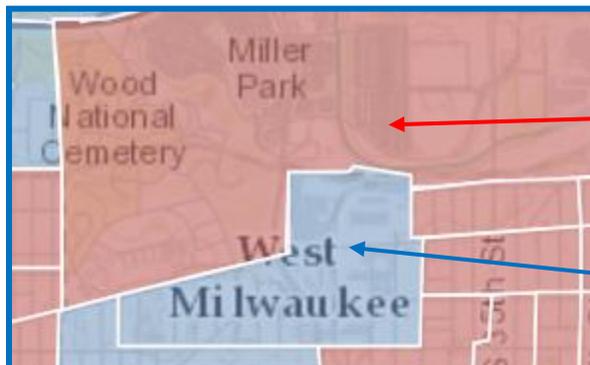
- **STATE #:** The first 2 characters are the State code (55)
- **COUNTY #:** The next 3-characters are the county code (079)
- **TRACT:** The next 6-characters are the census tract code (110100)
- **BLOCK GROUP:** The last character is the Census Block Group code (1)



5) Look at the F/RP data for both age groups (0-18 years and 0-12 years) of the CBG.

→ This CBG has 48.40% F/RP of 0-18 year olds and 47.40% of 0-12 year olds, so it could potentially be area-eligible based on a weighted average.

6) Identify up to 2 CBGs which are adjacent or touching the ineligible CBG, at least one of which must be area-eligible (or have ≥50% F/RP in either age groups). Choose the larger eligible adjacent blocks for a better chance that the average will equal or exceed 50% F/RP.



Step 6)

Check this CBG's F/RP%

CBG with Home's Location

FY 2015 Census Block Group Attributes	
GEOID (Census CBG ID)	550791868001
Area Eligible?	YES
F/RP Eligible 0-18 (Numerator)	265
Total 0-18 (Denominator)	325
Percent F/RP 0-18	81.50
F/RP Eligible 0-12 (Numerator)	235
Total 0-12 (Denominator)	260
Percent F/RP 0-12	90.40
Census Tract F/RP percent 0-18 (do not average)	81.50

Step 7)

7) Identify the F/RP%: this CBG has 81.50% F/RP of 0-18 year olds and 90.40% of 0-12 year olds.

Weighted Average Census Block Groups for Area-eligibility Determinations



Note: When calculating weighted averages, you must choose the same age group, either the 0-12 year old F/RP data or the 0-18 year old F/RP data, for the selected CBGs you are averaging, whichever may give the best advantage for making the CBG eligible. *Meaning, you cannot use the 0-12 year old data for one CBG and the 0-18 yr old data for the other(s).*

- 8) Choose between using the FR/P data for the 0-18 year olds or the 0-12 year olds for the selected CBGs you will be averaging.
 - Since the F/RP% is higher for the 0-12 year olds in this CBG, use the 0-12 years F/RP data for calculating the weighted average.
- 9) Calculate the average using the CBG census data for both CBGs. You may use *Attachment J1 – Weighted Average CBG Calculation Worksheet and Sponsor Approval Request Form*, an Excel worksheet, for calculating the Weighted Average CBG.

CBG # (GEOID)	Numerator (N) (# of 0-12 yrs who are F/RP Eligible)	Denominator (D) (Total # of 0-12 yrs Children)	Total Average (Total N/Total D)	Percentage for each CBG (X 100)
550791101001	90	190		.4737
580791868001	235 +	260 +		.9039
Totals	325 ÷	450 →	.7222	DO NOT AVERAGE %S TOGETHER

$(325 \div 450 = .7222)$

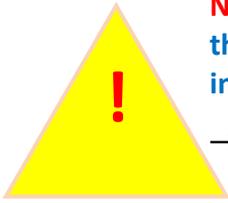
The weighted average for these two adjacent CBGs is 72%; therefore CBG 550791101001 (the home provider’s CBG) is area-eligible, once written approval is issued by DPI and the USDA MW Regional office.

10) Keep the following documentation:

- A. A dated printed copy of the map from the online census mapping tool showing the Provider’s CBG and its CBG attributes.

6/22/15

Weighted Average Census Block Groups for Area-eligibility Determinations



Note: The online mapping tool currently will not produce a print-out showing both the address box of the home location within its CBG and the CBG Attributes information box with the map. So:

→ DPI advises either doing a “Print Screen” or use Microsoft’s *Snipping Tool* to copy the images and paste them onto a Word document. Then, type in the date you queried this information from the online mapping tool and save it as a document for emailing to your assigned consultant at DPI.

- B. A copy of your Weighted Average calculation for the selected CBGs. You may use *Attachment J1 – Weighted Average CBG Calculation Worksheet and Sponsor Approval Request Form.*

Weighted Average CBG Calculation #1								
Provider Name	Street Address	City	zip	Census Block Group (CBG) (GEO ID)	Numerator # of F/R	Denominator Total # of Children	Total Average Total N/Total D	F/R% for each CBG (x 100)
Samantha Swift	4880 W. Beloit Rd	Milwaukee	53214	550791101001	90	190	47%	47.37
Example		Adjacent CBG #1		550791868001	235	260	90%	90.38
		Adjacent CBG #2 (if needed)			0	0	#DIV/0!	#DIV/0!
Weighted Average Calculation					325	450	72.22%	
Leave the X in the box for the selected age group for the F/RP data, and delete the other X. (#1 above)								
			0-12 Years	0-18 Years				
			X					

- 10) Submit copies of the completed *Attachment J1* to DPI for your approval request. DPI will then submit your request to the USDA MW Regional Office for approval.

Sponsor Request for Weighted Average CBG Approval			
DATE:			
TO: The USDA Midwest Regional Office		TO: Wisconsin Department of Public Instruction (WDPI)	
USDA Contact Person		Assigned Consultant Name	
USDA Contact Email		Assigned Consultant Email	
USDA Approval Date:		DPI Approval Date:	
FROM: Sponsor Organization Name			
Sponsoring Representative			
Sponsor's Email			
Sponsor's Phone Number			
Dear USDA and WDPI:			
Please review the information provided below for approving the CBGs as census eligible based on the weighted average calculation(s) and provide your approval date in the respective boxes above. Thank you.			

- 11) Upon receipt of USDA’s/DPI approval to use the Weighted Average CBGs for making area-eligibility determinations, you may approve the home provider(s) area-eligibility determination effective starting the month of the later approval date of the DPI and the USDA Regional Office.
- 12) Retain a copy of USDA’s/DPI’s approved *Attachment J1* with the printed census map for the documentation of the Provider’s area-eligibility determination.