# Virginia Department of Education Office of School Nutrtition Programs logo

# Summer Food Service Program: Determine Site Eligibility

## **Site Eligibility Overview**

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| --- | --- | --- |
| **Type of Site** | **Criteria** | **Data Needed** |
| Open | At least 50% of children in the area are eligible for free or reduced price school meals (area eligible). | * Census Data
* School Data
 |
| Closed-Enrolled in Needy Area | At least 50% of children in the area are eligible for free or reduced price meals (area eligible). | * Census Data
* School Data
 |
| Closed-Enrolled in Non-Needy Area | At least 50% of children enrolled in the program are eligible for free or reduced price meals. | * Income eligibility forms
 |
| Camp | A residential or non-residential day camp program which offers regularly scheduled food service as part of an organized program for enrolled children. | * Income eligibility forms
 |

## **Census Data**

Enter the site address in the [FNS Area Eligibility Mapper](https://www.fns.usda.gov/area-eligibility) to determine if a site is area eligible. The site location will be highlighted in red if it is area eligible and blue if it is not area eligible. Once eligibility is established using census data, eligibility is valid for five years.

## **School Free & Reduced Price Eligibility Data**

Use the [VDOE National School Lunch Program Free and Reduced Price Eligibility Reports](https://www.doe.virginia.gov/support/nutrition/statistics/index.shtml) to determine if a site is area eligible. First, identify a school in the attendance zone\* of the site. Next, find the school in the most recent school year data sheet. Finally, look in the far right column for the school’s free and reduced price eligibility. If the eligibility is at least 50%, the site qualifies as area eligible. Once eligibility is established using school data, eligibility is valid for five years.

\*Note: Contact the school district if you are unsure of the site’s attendance zone.

## **Income Eligibility Forms**

### **Camps**

Camps must collect and maintain household income eligibility forms. Camp sites are only reimbursed for enrolled children who meet free or reduced-price income eligibility standards. Contact the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) for the income eligibility form.

**Closed-Enrolled in Non-Needy Area Sites**

If a closed-enrolled site is not area eligible, individual income eligibility forms may be used to determine eligibility. The site is eligible if at least half of the enrolled children meet free or reduced-price income eligibility standards. Contact the VDOE-SNP for the income eligibility form.