Find Your Site’s School!

**Area Eligibility**

As noted above, to be eligible to participate in the At-Risk Afterschool Meals component of CACFP, a Program must be located in an eligible area. This means that the site is located in the attendance area of a public school (an elementary, middle, or high school) where at least 50 percent of the students are eligible for free or reduced price meals under the National School Lunch Program (NSLP). This is referred to as “area eligibility.” State agencies have current area eligibility data for all public schools to help determine if a site is area eligible [7 CFR 226.17a (i)].

**EXAMPLE:** If a Boys and Girls Club is located in the attendance area of a high school with less than 50 percent free or reduced price enrollment but is also in the attendance area of a middle school where 50 percent or more of the enrolled children are certified as eligible for free or reduced price meals, then the Boys and Girls Club At-Risk Afterschool Program would be area eligible

**NOTE:** Area eligibility based on school data as described above is the ONLY method for establishing site eligibility. Census data may not be used to determine area eligibility in the At-Risk Afterschool Meals component of CACFP. Sites also may not collect participant income information to establish eligibility.

**Step 1: Find an area eligible school and obtain (or print) the school’s boundary map showing your site is located within the school’s boundary. Note: Below is a sample list only and school’s operating as a sponsor may skip step 1 and move on to step 2.**

Please contact the school district directly, if the school district does not provide an online school locator tool. Please be reminded documentation of area eligibility must be kept on file at the Sponsor’s record keeping office.

For Sites in the Oklahoma City Public School area: <https://www.okcps.org/locatortool>

For Sites in the Edmond Public School area: <https://edmondschools.net/our-schools/boundaries/>

For Sites in the Moore Public School area: <https://www.mooreschools.com/Page/35446>

**Step 2: Obtain a copy of the school’s or school district’s current school year calendar.**

**Step 3: Obtain a copy of a class schedule showing 7 instructional hours, IF meals will be served during the 7th hour only. Skip to step 4, IF meals will be served after-school.**

**Step 4: Determine if the school(s) are 50 percent or more free or reduced enrollment using the most current State Wide Low Income report and print the page indicating the school’s eligible percentage.**

See “Low Income Report” section and use most current report: <https://sde.ok.gov/child-nutrition-documents>

**Step 5: After completing Step 1-4 for each site, email the documentation for each site to** **cacfp@sde.ok.gov** **and include your DC agreement number in the subject line.**

**Note:** The state Agency office must receive all documentation before the State Agency will conduct a pre-approval visit. A pre-approval visit must be conducted by the State Agency before meal reimbursement can begin. A pre-approval visit must be conducted by the sponsor, as well. A blank copy of the pre-approval visit can be found in the Child Nutrition manual and the completed form must be filed in the site’s file.