June 30, 2003

SUBJECT: Summer Food Service Program (SFSP): Revised 2000 Census Data

     TO: Regional Directors
             Child Nutrition Programs
             All Regions

We have recently learned that the 2000 Census data disseminated for purposes of making eligibility determinations for the day care homes in the Summer Food Service Program (SFSP) contains intermittent anomalies.

When the Census Bureau developed the programming to be used in calculating the special tabulation, the "Place Code" (represented by the 5-digit number in the fourth column of the original data) was included in the sorting of the detailed data. The "Place Code" was included so the "Place Name" could be displayed at the end of the data to assist State agencies and sponsoring organizations in identifying specific areas.

In the example below, the Census Block Group (CBG) for 37183 053600 2 is associated with five different "Place Codes", with differing eligibility data ranging from 0 percent to 66.7 percent eligible. The original tabulation separated the data by "Place Code" when it should have combined the eligibility information in aggregate. The result of the anomaly resulted in data similar to this example from North Carolina:

State code /County Code	Census Tract	Census Block Code	Place Code	No. of Pop. 18 and younger	No. of Pop. 18 years meeting criteria	Percentage meeting criteria	State	Place name
37183	053600	2	10740	1255	85	6.8	NC	CaryTown (part)
37183	053600	2	19000	0	0	0.0	NC	Durham city (part)
37183	053600	2	44520	45	30	66.7	NC	Morrisville (part)
37183	053600	2	55000	0	0	0.0	NC	Raleigh city (part)
37183	053600	2	99999	125	0	0.0	NC	Remainder of Wake County

To address the miscalculation, the Census Bureau has rerun the data and corrected the anomaly. Since the 5-digit "Place Code" is not used in calculating the data, it has been removed from the data file (see data example below). As a result, we are providing a revised version of the instructions for printing Census maps with the reference to "Place Code" removed. Additionally, revised data files for each State have been provided via email. In all cases, there should only be one set of eligibility data for each CBG, which may be associated with more that one Place Name, such as the example below.

State code /County Code	Census Tract	Census Block Code	No. of Pop. 18 and younger	No. of Pop. 18 years meeting criteria	Percentage meeting criteria	State	Place name
37183	053600	2	1425	115	8.1	NC	CaryTown (part)
37183	053600	2	1425	115	8.1	NC	Durham city (pad)
37183	053600	2	1425	115	8.1	NC	Morrisville (part)
37183	053600	2	1425	115	8.1	NC	Raleigh city (part)
37183	053600	2	1425	115	8.1	NC	Remainder of Wake County

Fiscal Year 2003 Policy

As Stated in the original memorandum dated May 5, 2003, many site determinations have already been made for the summer of 2003. Therefore, sponsors may, with State agency approval, use either the 1990, the **original** 200 or the **revised** 2000 Census data for determining eligibility. For example, a State may approve site A with 1990 data and site B with the **original** 200 data for the same sponsorship.

Fiscal Year 2004 Policy and Beyond

For the summer of 2004 and beyond, site eligibility determinations using Census data must be based on the Revised 2000 Census data referenced in this memorandum.

Issues with Importing the Data

Census data files are provided for each State in two file formats: Text (.txt) and Microsoft Word (.doc). A State agency or sponsor may import the Text file into data management software that has data manipulation capabilities, such as sorting. However, when importing the data into another software program, such as Microsoft Excel, insignificant digits (zeros) may drop off. Microsoft Excel is a spreadsheet which is primarily used with numerical data. When using numerical data, zeros in front of a number become insignificant, therefore they drop off. For example, the CBG 37183 053600 2 from our example above will appear as 37183 53600 2 in Microsoft Excel. State agencies and sponsoring organizations importing the data into Excel should be cognizant of this issue.

The issue of "insignificant digits" (zeros) dropping off of CBG data may occur **after** integers larger than one when importing the data into non-Microsoft software. A few State agencies reported CBG data not displaying any zeros, before or after integers larger than one. For example, the CBG 37183 0536002 could appear as 37183 5362. We suggest that a close comparison be made between the Word version of the data and the imported version to avoid confusion.

Please share this information with your State agencies as soon as possible. If you have any questions concerning any of the issues addressed in this memorandum, please contact Keith Churchill or Ron Ulibarri.

Original Signed

STANLEY C. GARNETT
Director
Child Nutrition Division

Attachments

SFSP Instructions — Revised Census 2000 Data

This information is provided for the purpose of using Census 2000 data to determine eligibility of day care home providers in the Child and Adult Care Food Program (CACFP). The data will identify the number of children within a Census Block Group (CBG) that were 12 years of age and younger and will calculate the percentage of these children living in households at or below 185% of poverty.

Two files for each State are provided; one in Microsoft Word (.doc) and the other is in text (.txt) format. The text file is provided in the event a State wants to import the data into another software format, such as Microsoft Excel, for data management purposes.

Each of the attached files was named for the State the data represents. Note the file contains information for every Census Block Group (CBG) in the State. Note that, although the information is displayed for every CBG, not every CBG is area-eligible for the CACFP. The State must first become familiar with the information provided, and then a close examination of the CBG data should be done to eliminate those CBG's that are not area-eligible. After a thorough review of the data has been accomplished, the State or sponsor should follow the instructions provided to generate a map.

Provided below are instructions for becoming familiar with the CBG information and for printing a map to determine day care home eligibility for the CACFP. There are basically two steps to the process, the first is to become familiar with the Census data and the second is to use the Census information to generate a map from the Census website or from another source.

Census **Data Familiarization**

Step 1: Open the Word file (or .txt file using a word processor software) for a particular State and review the data format.

The data will look like this Example Shown:
`51001 990300 3 70    45 64.3 VA Bloxom town`

Step 2: Review the data descriptions below of the Census data. The information is provided in 9 columns.

Column   Description

1	State Code plus County Code (2 digits plus 3 digits = 5 digit number) ***Example Shown: 51001***
2	Census Tract Code (6 digit number) ***Example Shown: 990300***
3	Census Block Group Code (1 digit number) ***Example Shown: 3***
4	Number of Population 12 years or younger in Census Block Group ***Example Shown: 70***

5	Number of Population 12 years or younger below 185% of USDA's poverty threshold (includes children in group quarters based on 1-persoi income threshold) within the Census Block Group. *Example Shown: 4.5*
6	Percent of population 12 years or younger below 185% of USDA's poverty threshold. For this Census Block Group to be area eligible, this number must be 50.0 or higher. *Example Shown: 64.3*
7	State Postal Abbreviation (2 digit alpha) *Example Shown: VA*
8	Census Place/remainder name. *Example Shown: Bloxom town*

Step 3: In order to be eligible for the CACFP using Census data, the value in column number 7 must be 50.0 percent or higher. Remember, this value represents the percentage of children within that CBG that are at or below 185% percent of poverty it that area. Any value below 50.0 (49.9 or lower) does not qualify as area eligible.

Step 4: For those areas determined to be eligible for the CACFP using Census data, follow these steps to print a map using the American Factfinder feature of the Census Bureaus website. Note, using this method will generate a map that is approximately 4 inches by 5 inches, but does show sufficient detail to determine area boundaries with adequate street references. For additional resources for printing a larger map, please se the attached list of Map Printing Resources.

Printing a map:

A. Get onto the American Factfinder feature of the Census Bureaus mapping at this; website: http://factfinder.census.gov/

B. In the upper left of the webpage, there is link that says, **Enter a street address**, click this link.

Note, as you proceed through each step listed below, after each selection is made, the America, Factfinder website will change and update information on the page. You will see information (questions) below the question you just answered disappear or you will see lines of information added. This is normal and to be expected.

C. The first line on the page says, *Choose a selection method:* Click the round button next to *Name Search.*

D. After the page adjusts, the next line reads, *Select year and program:* The dropdown box will probably say *Census 2000* already. If so, continue to the next step. Note, *Census 2000* is the ONLY valid option for determining area-eligibility. If *Census 2000* is not displayed, click on the drop-down box and select *Census 2000.*

E. After the page adjusts the next line reads, *Search for:* Click on the drop-down b and select *Block Group,* which about the 9th item down. Note, Block Group (Census Block Group) provides the lowest level of detail and is only option that should be used.

F.   After the page adjusts the next line reads, ***Select a State:*** Click on the drop-down box and select your State.

G.   After the page adjusts the next line reads, ***Select a county:*** Click on the drop-down box and select your County, which matches the place name listed on the file.

H.   After the page adjusts the next line reads, ***Select a tract:*** Click on the drop-down box and select your Census tract number from the provided file. The *tract* information comes from column 2 of the data. Note, the file shows a 6-digit number, without the decimal. The number in column 2 is the same as the *tract* number displayed, just without the decimal place. For Example Shown, *tract* number 2001.01 is the same as 200101 in Column 2 on the data file.

I.   After the page adjusts the next line reads, ***Enter block group:*** Enter the I-digit ***block group*** number from Column 3 of the data file. After entering the ***block group*** number, hit the ***GO*** button just to the right.

J.   After the page adjusts the next line reads, ***Select a geography and click 'OK'.*** In the dialog box below this line, one or more lines of information may be displayed. Click on the line that includes both the Block group number and tract number. Then click the ***Map It*** button to the right and the map will appear in a new browser window. To print the map, use the print button or print feature on your screen.