

Appendix D Eligible Sites

The intended audience for SNAP Ed is SNAP recipients (who are at or below 200% Federal poverty guidelines) and other low-income audiences who are at or below 185% Federal poverty guidelines (FPG).

To determine if a person, group, or a site is eligible for SNAP-Ed, participants are not asked for their income. Instead, SNAP-Ed providers can use a variety of data to identify sites where low-income audiences live, learn, work, play, eat or shop and most in need of SNAP-Ed. The SNAP-Ed Guidance provides more in-depth information about what audiences and what sites are eligible for SNAP-Ed.

Nevada SNAP-Ed encourages applicants to work with sites that are eligible by location, or that are eligible based on publicly available data such as census data or school meal data provided by the Nevada Department of Agriculture (NDA). Applicants are responsible for planning programming with eligible sites. This appendix lists some methods that can be used to help identify eligible sites.

Details about the data used to demonstrate eligibility are not required to be included in project proposals. However, in the Project Work Plan, applicants are asked to briefly list the source(s) where they looked for eligibility, e.g. census tract, eligible by location, school meal data, or other. Applicants who are awarded may seek assistance from Nevada SNAP-Ed to finalize their list of eligible sites. If a proposed site is not deemed eligible, the applicant's project plan and funding amount may change.

Please note: DWSS will not determine if a site is eligible for applicants during the open application period. However, if you have questions about how to look up or how to understand the publicly available data, you may contact sxcook@dwss.nv.gov.

Determining Eligibility for SNAP-Ed Sites

All sites where SNAP-Ed participants are recruited from must be eligible.

These sites are eligible for SNAP-Ed (by location):

- Food Bank, Food Pantry
- Temporary Homeless or Domestic Violence Shelters
- Public Housing (Public Housing Authority)
 - Find your local Public Housing agency contact information here:
www.hud.gov/program_offices/public_indian_housing/pha/contacts
- Supplemental Nutrition Assistance Program (SNAP) Benefits Office
- Temporary Assistance for Needy Families (TANF) Office
- TANF Job Readiness Site: New Employees of Nevada (NEON)
- Food Distribution Program on Indian Reservations (FDPIR)

Schools may be eligible if one of these criteria apply:

- 50% or more of students in the school(s) are eligible for free or reduced lunch (FRL) based on Nevada Department of Agriculture (NDA) data reports. For NDA data, go to this website: http://agri.nv.gov/Resources/Data_and_Reports/Food_and_Nutrition/SN/SN_Data_Reports/. Under the section 'Free and Reduced Lunch' are the most recent reports for the percentage of FRL based on school.
- School is in an eligible census tract or block group.

The screenshot shows the website for the Nevada Department of Agriculture. The header includes the NDA logo and navigation links for 'ME', 'ADMIN', 'CONSUMER EQUITABILITY', 'PLANT', 'ANIMAL', 'FOOD & NUTRITION', 'OUTREACH', and 'RESOURCES'. A search bar is located in the top right corner. The main content area is titled 'SCHOOL NUTRITION - DATA AND REPORTS' and contains a list of reports under the heading 'Administrative Review Reports'. The reports listed are 'School Year 2018-2019', 'School Year 2017-2018', 'School Year 2016-2017', 'Free and Reduced Lunch' (highlighted in yellow with a blue arrow pointing to it), '2019-2020 Alpha', and '2019-2020 Numerical'.

Other Community Agencies

Other community agencies may be eligible based on census tract or block group data. Follow directions below for using census data to determine eligibility. Please note, if census data does not show that a site is eligible, an applicant can still submit the site as part of their proposal but needs to provide a reason(s) why they believe the site should receive SNAP-Ed services. For some sites, there may be other data available that can be used to determine eligibility.

Census Data Resources

These are resources to help applicants check to see if a site(s) is eligible for SNAP-Ed.

- *Using Census Data to Check Site Eligibility* (guidance below)
- geocoding.geo.census.gov (instructions on how to use this website below)

Using Census Data to Check Site Eligibility

To see if a site(s) is eligible for SNAP-Ed using census data, an applicant can use the site's physical address to look up what census tract and block group the site is in. If a site sits within an eligible census tract or block group, it is eligible for SNAP-Ed. Available census poverty data shows the percent of people in a census tract or a block group who are at or below 185% FPG— we use this data.

What makes a census tract or block group eligible?

- **A census tract is eligible if:** 50% or more of people in the census tract are at or below 185% of Federal Poverty Guidelines (FPG).
- **A block group is eligible if:** 50% or more of people in the block group are at or below 185% of FPG.

How to find out if a census tract or block group is eligible:

- Using instructions below, find the census tract number and block group number for the proposed SNAP-Ed site address where the intervention will be.
- Using instructions below, check eligibility of the census tract and block group for your address(es).

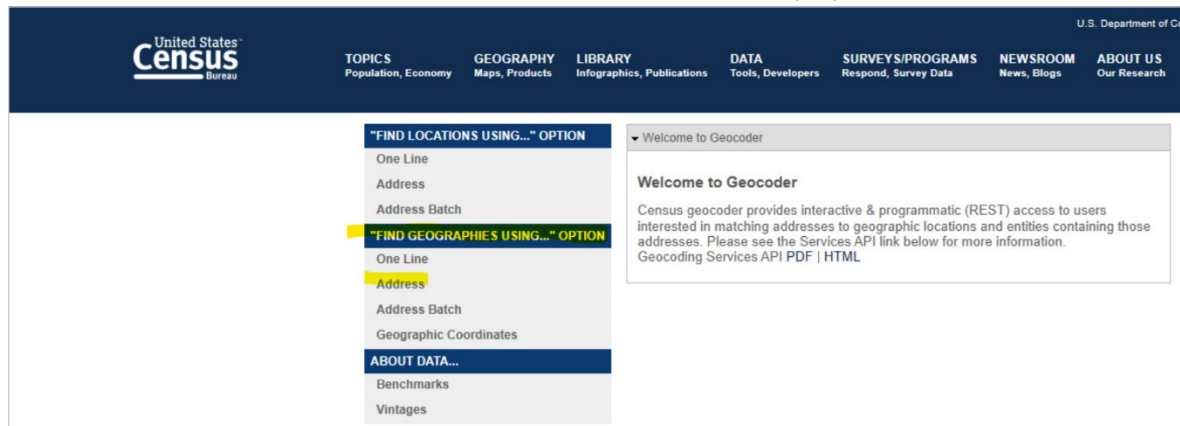
Two sets of instructions below lay out how to look up data for:

1. **A single address:** See: *To check eligibility of a census tract and block group for a SINGLE ADDRESS.*

If neither the census tract or block group is eligible, the site may not be eligible for SNAP-Ed. In this case, the applicant may submit justification in their [Plan Narrative](#) in support of why SNAP-Ed services should be provided at the site(s).

1. To check eligibility of a census tract and block group for a SINGLE ADDRESS:

1. Go to: geocoding.geo.census.gov.
2. Under **"FIND GEOGRAPHIES USING..." OPTION**, select **Address**. See highlights below:



3. On the next screen, enter the **Street, City, State, and Zip**. Select **FIND**. See highlights below:

4. Review your **Find Address Results**:

- Verify that the **Matched Address** is the same as what you entered. For example, below shows that the entered address and matched address are the same.

- Scroll down to the **2010 Census Blocks** section. Find the **GEOID**, shown in the example below:

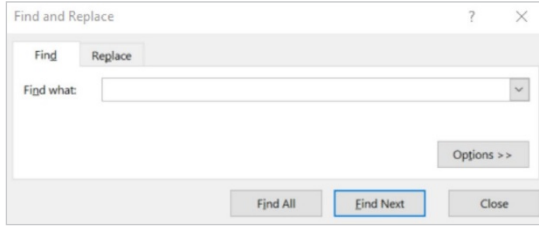
Input:
 Street: 400 w king street City: carson city State: NV Zip: 89703
 Benchmark: Public_AR_Current (4)
 Vintage: Current_Current (4)

Matched Address: 400 W KING ST, CARSON CITY, NV, 89703
 Coordinates: X: -119.76958 Y: 39.163914
 Tiger Line Id: 199517724 Side: R
 Address Comments:

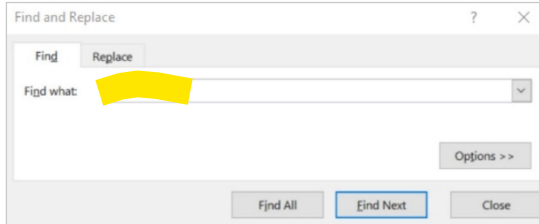
2010 Census Blocks:
 SUFFIX:
GEOID: 325100001001132
 CENTLAT: +39.1642421
 BLOCK: 1132
 AREAWATER: 0
 STATE: 32
 BASENAME: 1132
 OID: 210403963542163
 LSADC: BK
 FUNCSTAT: S
 INTPTLAT: +39.1642421
 NAME: Block 1132
 OBJECTID: 43259
 TRACT: 000100
 CENTLON: -119.7699254
 BLKGRP: 1
 AREALAND: 5359
 INTPTLON: -119.7699254
 MTFCC: G5040
 LWBLKTYP: L
 COUNTY: 510

5. Find the percent at or below 184% FPG for the census tract:

- Open the **NV Census Tract Eligibility Data Lookup (2018)** file. Click on any cell.
- Hold down the **Control** key and the **F** key at the same time (Control+F). You will see this:



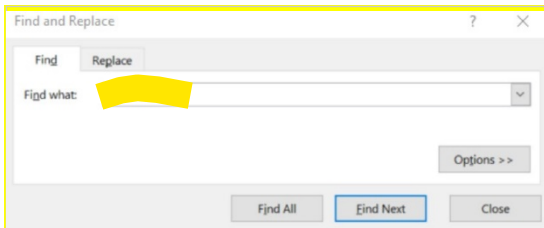
- Copy and paste **all but the last four digits** of the GEOCODE in the **Find what** field.
For example: For GEOID: 325100001001132, copy/paste **32510000100** (do not copy/paste the 1132).



6. Select **Find Next**. The cursor will take you to the census tract (CT). In this example, CT 1, Carson City.
- Check **Column C** for the percent at or below 184% FPG in this census tract. If it is 50% or more, **STOP**, the census tract is eligible.
 - If the CT is < 50%, check the block group data.

To check block group data:

1. Go to the **Block Groups** tab. Click in any cell.
 - Use Control+F to search. Copy and paste **all but the last three digits** of the GEOID.
For example: For GEOID: 325100001001132, copy/paste **325100001001** (do not copy/paste the 132).



- Click **Find Next**.
2. The cursor will jump to the census tract and block group number for the address you entered. In this example, Carson City CT 1, Block Group 1.
 - Check the percent in **Column C**. If it is 50% or more, the block group is eligible.



Questions?

If you have questions about how to look up census data or how to read the *NV Census Tract Eligibility Data Lookup (2018) Spreadsheet*, you may send your questions to sxcook@dws.nv.gov.