

Posted: 3/23/2015

To: ALL School Food Authorities (other than Residential Child Care Institutions)
Participating in the NSLP

Subject: SFS 15-61 All Schools participating in NSLP (other than Residential Child Care Institutions): Community Eligibility Provision (CEP) Reporting Requirements and Additional 2015 March DC Reports

- USDA has mandated specific annual reporting requirements for SFAs for ALL SCHOOL SITES participating in the National School Lunch Program (NSLP). The only SFAs exempt from this reporting requirement are traditional Residential Childcare Institutions (RCCIs) as these institutes are not eligible for participation in the CEP. The specific reporting requirements can be accessed at the following link: <http://tinyurl.com/lstwb3w> .
- USDA made the Community Eligibility Provision (CEP) available to all states beginning July 1, 2014. The LDOE Division of Nutrition Support developed a presentation on the CEP in SY 2014-15 which can be accessed at the following link: <http://cnp.doe.louisiana.gov/dnamemos/Resources/CEP%20Consolidated%20PPT%20Presentation.pptx> . In addition, LDOE DNS will be hosting a one-day CEP webinar on March 25, 2015 with updated training materials provided. The updated training will be posted to the Child Nutrition Program (CNP) website on or before Friday, March 27, 2015. There is also a recent CEP Q & A memo (SFS 15-43) posted on the CNP website, which can be accessed here: <http://tinyurl.com/l652hh2> .
- By **April 15, 2015**, all School Food Authorities (SFAs), other than RCCIs, will have to complete the CEP Participation Worksheet for each approved school site listed on their current year Online Schedule A. A reminder of this due date was issued under the “Important Due Dates for School Year 2014-15” heading posted to the SFS Resource Section of the CNP website. A direct link can be accessed here: <http://cnp.doe.louisiana.gov/dnamemos/Resources/Important%20Due%20Dates%20for%202014%20-%2020151.xlsx>. SFAs already participating in the CEP must also adhere to this April 15th annual reporting requirement and may either utilize the original data submitted in their year 1 application or new data (if requesting a claiming percentage increase) reflective of the 2014-15 SY. The form can be located on the CNP website (after logging in) under the green School Food Service tab. It is titled the CEP Participation Worksheet. The form contains a “save” and “submit” button. In order to be considered a timely submission, the SFA must submit the required information to the LDOE on or before April 15, 2015. Please note that instructions for completing and submitting the spreadsheet are included in the file.

- The data entered into the online CEP Participation Worksheet will include both identified students and enrollment at each site as of April 1, 2015. The form will perform the calculations necessary to determine percentage of identified students at each site. Again, note **this data MUST be reported for EACH AND EVERY school site, REGARDLESS of whether the site or SFA participates (or will participate) in the CEP. This is a USDA requirement for all states, SFA's and sites.** Please refer to memo SFS 14-72 (direct link provided here: <http://tinyurl.com/lstwb3w>) for more information on the USDA reporting requirement.
- To assist with increasing the number of identified students (through increased DC identification) at all schools, a new Direct Certification / Food Stamp File will be made available to SFAs with data reflective as of March 31, 2015. Reports can be accessed via LEADS. Accessing these reports is different for Public vs. Nonpublic Sponsors.

If CEP is an option you choose (or will continue to utilize) for SY 2015-16, you may notify the state agency on or before April 15, 2015 by indicating next to each site that will participate the cluster number that it will belong. If you are not sure about the district/school system's CEP intent at the time that you report the identified student and enrollment data (on or before 4/15), then you may submit the data with "zeroes" (opting out) indicated in column that requests site intent. SFAs will then have the opportunity to "revise" this form at any point between the April submission date and the deadline to apply for CEP for SY 2015-16 to indicate a site or sites that will be opting in. Please note that USDA has extended the original deadline to apply for CEP for SY 2015-16 from June 30, 2015 to **August 31, 2015**. See memo SFS 15-55 (available here: <http://tinyurl.com/q6htnqn>) for more information on the extended CEP deadline to apply for SY 2015-16.