

Posted: 3/31/2015

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

Subject: SFS 15-65 Online CEP Worksheet Instructional Memo

This memo will provide SFAs with guidance on completing the CEP Participation Worksheet that is due on or before April 15th of each school year (SY). Beginning with the 2014-15 SY, this worksheet will be available for completion and submission through the CNP website. To access, authorized representatives will log into the CNP website at <http://cnp.doe.louisiana.gov>, then click on the green school food service tab. On the left side-bar, SFAs will select 'CEP Participation' and then click on the link 'Worksheet' that displays below this heading.

The worksheet will automatically populate all school sites approved on the Schedule A. The latest identified student and enrollment data submitted by the SFA to the state agency (data reflective of April 1, 2014 by school site) will appear for all sites participating in CEP in SY 14-15. All sites that did not participate in CEP in SY 14-15 will have a value of '0'.

Sites that are currently participating in CEP and have any data changes to CEP-participating sites will be forced to start a new four-year CEP cycle starting in SY 15-16.

Please note, before you can save and submit your data, you must check the box certifying the information entered in the worksheet is correct. Additionally, please also note that while completion and submission of the CEP Participation Worksheet is required annually for most SFAs, regardless of CEP intent, it is not required for residential child care institutions (RCCIs) that do not have 'day students'.

*As a reminder, when updating site data within the spreadsheet, please be aware that the terms enrollment and identified students are defined as follows:*

**Enrollment:**

This reflects the number of students enrolled at each school site with 'access to' the School Breakfast Program (SBP) and the National School Lunch Program (NSLP) as of April 1, 2015. This is not the same as the number of students who 'participate in' the SBP and NSLP.

**Identified students:**

Those students presently enrolled at a school site who are free by means other than a F/R Meal Application. This includes any student who, at any time between the start of the 2014-15 SY and April 1, 2015, was deemed: a directly certified (DC) student; a sibling of a DC student; homeless, migrant or runaway by the appropriate school system liaison; enrolled in a Head/Even Start Program; or foster as proved by official

documentation submitted to the school or central office. Please note that if a current-year foster child application is the only documentation you have on file of “foster” status, the student cannot be deemed as an “identified student”.

School districts will have five DC runs to utilize in the 2014-15 SY for locating identified students. These reports will have effective dates as follows: June 30, 2014, September 30, 2014, October 31, 2014, January 31, 2015, and March 31, 2015.

There are a variety of scenarios that will impact whether an SFA will need to edit the identified student, enrollment, and site-level CEP intent already contained in the spreadsheet prior to submitting the worksheet to the state agency.

**Listed below are the scenarios that LDOE anticipates encountering:**

(Scenarios 1-6 pertain to systems currently participating in CEP)

**Scenario 1**

(System-wide participant, 100% free):

This will apply in the case where an SFA participated in CEP 'system-wide' in SY 2014-15 with a 100% claiming percentage established that wishes to make no changes (i.e. implementation will remain district-wide with no sites dropping out).

Since this SFA already participates in CEP at all sites with a 100% claiming percentage established, data need not be changed. The SFA will keep data as reported (reflective of April 1, 2014) and submit the worksheet to the state agency on or before April 15th.

**Scenario 2**

(Partial participant, 100% free):

This will apply in the case where an SFA participated in CEP 'partially' in SY 2014-15 with a 100% claiming percentage established for that CEP cluster that wishes to make no changes (i.e. implementation will remain at the same sites, with no site additions/deletions to the existing cluster).

Since this SFA already participates in CEP and has a cluster that will remain unchanged with a 100% claiming percentage established, data need not be changed for sites within the CEP cluster. However, for the remaining non-CEP sites, data will need to be entered to reflect both identified students and enrollment at each site outside of the cluster as of April 1, 2015. For these sites that will not participate, please be sure that a '0' (opting out) is indicated in the column where 'Participation in CEP' is recorded. The sites that will remain in their existing cluster, will each have a '1' indicated in the participation in CEP column.

### **Scenario 3:**

(System-wide participant with free and paid claiming percentages):

This will apply in the case where an SFA participated in CEP 'system-wide' in SY 2014-15 with a free AND paid claiming percentage established (not 100% free). The SFA plans to continue offering CEP system-wide in their district in the upcoming SY.

The SFA has two options: 1) to keep the data reported by site 'as is' (continuing to reflect April 1, 2014), and enter year 2 of the CEP cycle with the same free and paid claiming percentages, as systems participating district-wide are not required to increase their claiming percentages, or 2) enter new identified student and enrollment data by site that is reflective as of April 1, 2015. If this new data will yield a higher free claiming percentage for the district (with the goal being to establish a 100% free claiming percentage), then the SFA can go forward with this new data, locking it in by defaulting to a new year '1' of the cycle. Once data is changed for sites currently participating in CEP, a new 4-year CEP cycle will start in SY 15-16.

### **Scenario 4**

(Partial participant with free and paid claiming percentages):

This will apply in the case where an SFA participated in CEP 'partially' in SY 2014-15 with a free AND paid claiming percentage established (not 100% free) for the participating cluster. The SFA plans to continue offering CEP at the same identical sites in their district in the upcoming SY.

Similar to scenario 3, for the CEP-participating sites, the SFA may 1) utilize the data that pre-populated into the form (reflective of April 1, 2014) and utilize the same free and paid claiming percentages in year 2 of the cycle for the participating sites that are not making any changes to data or 2) update the site-level data, reflecting data as of April 1, 2015 by site (rather than April 1, 2014). If this yields a higher free claiming percentage for the cluster, the system may implement a new year 1 which allows the district to lock the new claiming percentage in for 4 years if they so choose.

The non-CEP sites must be updated to reflect data as of April 1, 2015 on the worksheet with a '0' indicated by each (opting out) under the Participation in CEP tab.

### **Scenario 5**

(Partial participant, wishing to change existing CEP cluster for SY 2015-16):

This will apply in the case where an SFA that participated in CEP 'partially' in SY 2014-15 wishes to add sites or delete sites from the existing cluster (for the upcoming SY). In this scenario, all sites displayed in the worksheet must receive updates. The resulting identified student and enrollment data will be reflective as of April 1, 2015, and sites that will not participate in CEP in SY 2015-16 will each contain a '0' in the column 'Participation in CEP'. Sites that will participate in CEP will have a number assigned in the 'Participation in CEP' column that reflects the cluster number to which it will belong.

For instance, if the sites participating in CEP will all belong to a single cluster, each will have a '1' designation. However, if some will belong to one participating cluster and others will belong to another cluster, numbers '1' and '2' would be utilized.

In this scenario, a new year one would be established (in SY 2015-16) as a change to the existing CEP cluster will occur.

### **Scenario 6**

(Partial participant, wishing to establish an additional cluster. Existing cluster to remain unchanged):

In this scenario, the SFA currently participates in CEP 'partially' but wishes to add additional sites in a completely separate CEP cluster.

If cluster 1 is to remain 'unchanged' in the upcoming SY (2015-16), the SFA may keep the same data that was utilized in year 1 for that cluster (as of April 1, 2014) or may apply new data as of April 1, 2015 for the unchanged cluster.

For all remaining sites (those in the second cluster and those not participating), updated data must be entered that is reflective, by site, of identified students and enrollment as of April 1, 2015. The SFA may then assign the number '0' for sites not participating and the number '2' for the newly added CEP sites that will exist in CEP cluster 2.

### **Scenario 7**

(Non-CEP participant, wishing to participate in SY 2015-16):

In this scenario the SFA does NOT currently participate in CEP at any site but wishes to participate in the 2015-16 SY.

The SFA will input identified student and enrollment data that is effective as of April 1, 2015 for each site.

If there are sites that the SFA does not wish to apply CEP district-wide, a '0' will be reported in the 'Participation in CEP' column. For all other sites, The SFA will report the number representing the cluster in which each site will fall. (i.e. a '1' for cluster 1, a '2' for cluster 2, etc.). If an SFA wishes to implement CEP district-wide, a '1' will be indicated in the 'Participation in CEP' column for all sites within the district.

### **Scenario 8**

(Non-CEP participant does not wish to participate in SY 2015-16):

In this scenario the SFA does NOT currently participate in CEP at any site and does NOT intend to participate in the upcoming 2015-16 SY.

In this case, the SFA will report identified student and enrollment data, as of April 1, 2015, at each site contained in the worksheet. A '0' will be reported for each site in the

'Participation in CEP' column indicating that all sites are opting out of the CEP option. The SFA will save and submit the data to the LDOE.

---

**Although all SFAs (with the exception of RCCIs without day students) must report this initial data to LDOE on or before April 15th each SY, the final decision as to whether an SFA will participate in CEP in the upcoming SY is not required until the federal deadline to apply for the upcoming SY. For SY 2015-16, USDA has extended the usual June 30th deadline to August 31, 2015. Therefore, SFAs may, between April 15th and August 31st, revise their CEP Participation Worksheet to update site elections (opting in/out of CEP) and/or update the identified student data (if further review of documentation available from the start of the 2014-15 SY through April 1st yields more identified students).**

Please call the state agency if you have any CEP-related questions.