

Posted: 03/30/2016

To: School Food Authorities (excluding Residential Child Care Institutions)
Subject: SFS 16-76 Updated CEP Data Report for 2016

This memo will provide guidance to SFAs on the completion of the CEP Participation Worksheet **due on or before April 15, 2016**. This worksheet will be available for completion and submission through the CNP website beginning April 1, 2016. Completion and submission of the CEP Participation Worksheet is **required annually for all SFAs** (except RCCIs), regardless of CEP participation intent.

Once logged on to the CNP website (<http://cnp.doe.louisiana.gov>), click on the School Food Service tab, then, in the left-side bar, select CEP Participation, followed by Worksheet. The worksheet will automatically populate all school sites approved on the Schedule A.

----- **NEW FOR 2016** -----

Identified students will be represented in two columns:

- 1) Students directly certified through SNAP (including DC extension)
- 2) Students directly certified through other programs-by OTHER means than a meal application (TANF, FDPIR, homeless, migrant, runaway, foster, Head Start, Even Start)

Although SFAs must report and submit this preliminary data to LDOE on or before April 15th each school year, the final decision to elect participation in CEP for the upcoming school year is not required until the deadline provided by USDA.

For SY 2016-17, USDA has extended the deadline to August 31, 2016.

SFAs may revise their CEP Participation Worksheet to update site elections for CEP participation and/or the identified student data until August 31, 2016. (The data **MUST** be reflective of April 1, 2016 or before for SY 15-16 if electing CEP for School Year 16-17.)

*****Back-up documentation used to develop the Identified Student Percentage MUST be maintain by the SFA for the entire period they are operating CEP AND for three years after submission of the final claim for reimbursement for the last fiscal year of the CEP period.*****

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Information Populated from Prior Year CEP election:

CEP Participation							
Sponsor:		City of Bogalusa School District					
Program Year:		2016-17					
Submitted:		N/A					
*Identified students includes directly certified (DC) students, siblings of DC students (extended eligibility), students appearing on FITAP of FDRIR (applicable), students identified as homeless/migrant/runaway by the appropriate official, students with foster status (by means other than submission application) or students in a Head/Even Start Program.							
Sites that are currently participating in CEP and have any data changes will be forced to start a new four-year CEP cycle							
Eligible to Participate	Nearly Eligible to Participate	Site Name	ISP	Identified Students*			Enrolled Students
				Directly Certified	Fostered, Homeless, Migrant, Runaways	Total	
✓		Bogalusa High School	✓ 62.30%	590	0	590	947
✓		Central Elementary School	✓ 69.23%	405	0	405	585
✓		Byrd Avenue Primary School	✓ 75.09%	202	0	202	269
✓		Denhamtown Pre-K Center	✓ 72.89%	121	0	121	166
All Site information required before submitting							
<input type="checkbox"/> I certify the information entered in this worksheet is correct and if participating will be used as CEP data if applicable.							
Save Submit							
The completion of this worksheet serves as notification of SFAs and school sites eligible (ISP of at least 40%) or near eligible to participate (ISP greater than or equal to 30% but less than 40%) for participation in the Community Eligibility Provision (CEP) as explained in USDA memo SP 24-2015 .							

Identified student data should be updated to reflect the back-up documentation within the SFA regarding CEP election.

Identified students should be reported as directly certified through 1. SNAP and 2. Other programs

The latest total identified student and enrollment data submitted to the state agency (reflective of April 1 of year 1 of CEP election) will populate for all school sites participating in CEP. All Identified Students will appear in the directly certified column.

School sites participating in CEP in school year 15-16 will need to update the identified student numbers to reflect the two direct certification types:

- 1) Students directly certified through SNAP (including DC extension)
- 2) Students directly certified through other programs-by OTHER means than a meal application (TANF, FDPIR, homeless, migrant, runaway, foster, Head Start, Even Start)

If school sites DID NOT participate in CEP in school year 15-16, a "0" will populate for all required fields. All data MUST be updated even if the SFA does not plan to participate in CEP for School Year 16-17.

*Once the data has been updated, check the box to certify the information entered in the worksheet is correct AND click Submit.

All Site information required before submitting	
<input checked="" type="checkbox"/> I certify the information entered in this worksheet is correct and if participating will be used as CEP data if applicable.	
Save Submit	
The completion of this worksheet serves as notification of SFAs and school sites eligible (ISP of at least 40%) or near eligible to participate (ISP greater than or equal to 30% but less than 40%) for participation in the Community Eligibility Provision (CEP) as explained in USDA memo SP 24-2015 .	

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UPDATED Information WITHOUT reestablishing a base year:

Data should remain UNCHANGED for Total identified students and enrolled students if SFA plans to continue with prior year CEP elections.

If sites participating in CEP make changes to the total identified students and enrolled students, a new four-year cycle will begin for SY 16-17.

CEP Participation									
Sponsor:		City of Bogalusa School District							
Program Year:		2016-17							
Submitted:		N/A							
*Identified students includes directly certified (DC) students, siblings of DC students (extended eligibility), students appearing on FITAP or FDRIR lists (if applicable), students identified as homeless/migrant/runaway by the appropriate official, students with foster status (by means other than submission of an application) or students in a Head/Even Start Program.									
Sites that are currently participating in CEP and have any data changes will be forced to start a new four-year CEP cycle									
Eligible to Participate	Nearly Eligible to Participate	Site Name	ISP	Identified Students*			Enrolled Students	Cluster	
				Directly Certified	Fostered, Homeless, Migrant, Runaways	Total			
✓		Bogalusa High School	✓ 62.30%	580	10	590	947	Clu	
✓		Central Elementary School	✓ 69.23%	400	5	405	585	Clu	
✓		Byrd Avenue Primary School	✓ 75.09%	200	2	202	269	Clu	
✓		Denhamtown Pre-K Center	✓ 72.89%	120	1	121	166	Clu	

All Site information required before submitting

I certify the information entered in this worksheet is correct and if participating will be used as CEP data if applicable.

Save Submit

The completion of this worksheet serves as notification of SFAs and school sites eligible (ISP of at least 40%) or near eligible to participate (ISP greater than or equal to 30% but less than 40%) for participation in the Community Eligibility Provision (CEP) as explained in USDA memo [SP 24-2015](#).

As long as the TOTAL identified students and the enrollment remain UNCHANGED, the four-year cycle will continue. Even though the TOTAL may remain UNCHANGED, you MUST specify identified students by type:

- 1) Students directly certified through SNAP (including DC extension)
- 2) Students directly certified through other programs-by OTHER means than a meal application (TANF, FDIPIR, homeless, migrant, runaway, foster, Head Start, Even Start)

*Once the data has been updated, check the box to certify the information entered in the worksheet is correct AND click Submit.

All Site information required before submitting

I certify the information entered in this worksheet is correct and if participating will be used as CEP data if applicable.

Save Submit

The completion of this worksheet serves as notification of SFAs and school sites eligible (ISP of at least 40%) or near eligible to participate (ISP greater than or equal to 30% but less than 40%) for participation in the Community Eligibility Provision (CEP) as explained in USDA memo [SP 24-2015](#).

Sites currently participating in CEP and have ANY change to the TOTAL identified students and enrollment for CEP-participating sites (or cluster of sites) will begin a new four-year CEP cycle starting in SY 16-17.