

To: School Food Authorities (excluding Residential Child Care Institutions)
Subject: SFS-17-52 Population Data Report and CEP Worksheet for 2017 now available

This memo will provide guidance to SFAs on the completion of the CEP Participation Worksheet **due on or before April 17**. This worksheet is available for completion and submission through the CNP website now.

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.

All SFAs (even those not applying for CEP), with the exception of traditional RCCIs, must submit identified student numbers, enrollment data, and the initial CEP election decision by site through the CNP website by **April 17, 2017**.

Completing the Forms:

Once logged in to the CNP website, under the green School Food Service tab, click CEP Participation and then click Worksheet!

The submission of **TWO forms** will now be required by **Monday, April 17, 2017**.

1. Population Data Form
2. CEP Worksheet

Step 1: Submit Population Data Form – *All identified student numbers and total enrolled students by site must be reflective of April 3, 2017.*

- Identified Students will be reported as:
 1. DC students and their siblings
 2. Students identified as homeless, runaway, migrant
 3. Head Start or Pre-K Even Start students
 4. Foster students

Step 2: Submit CEP Worksheet – *All data entered into the Population Data Form will populate to the CEP Worksheet and CEP elections will be made in this Worksheet.*

Step 3: Between June 1 and June 30, 2017, the SFA MUST confirm and submit the CEP elections for SY 17-18. An additional memo describing this process will be forthcoming. If this step is not completed, the SFA will NOT be able to elect or re-establish CEP for SY 17-18.

Step 1: Population Data Form

The SFA must complete ALL fields and data must be as of April 3, 2017.

Population Data **CEP Worksheet** **Calculator**

** It is recommended to use the online Calculator Tool to help decide CEP Clusters **

Site Name	Identified Students*			
	Directly Certified Students	Homeless, Migrant, Runaway Students	Head Start/Even Start Students	Foster Status Students*
Site A	0 ✓	0 ✓	0 ✓	0 ✓
Site B	0 ✓	0 ✓	0 ✓	0 ✓
Site C	0 ✓	0 ✓	0 ✓	0 ✓
Site D	0 ✓	0 ✓	0 ✓	0 ✓

Site Totals		
Total Identified Students	Total Enrolled Students	Individual ISP
0 ✓	0 ✓	0.00%
0 ✓	0 ✓	0.00%
0 ✓	0 ✓	0.00%
0 ✓	0 ✓	0.00%

All Site information required before submitting

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

Submit

All fields will be "0" since the data is from SY 16-17.
THE DATA WILL NOT POPULATE FROM PRIOR YEAR SUBMISSION.

Site Name	Identified Students*			
	Directly Certified Students	Homeless, Migrant, Runaway Students	Head Start/Even Start Students	Foster Status Students*
Site A	50 ✓	1 ✓	0 ✓	1 ✓
Site B	135 ✓	2 ✓	0 ✓	0 ✓
Site C	246 ✓	5 ✓	0 ✓	2 ✓
Site D	127 ✓	0 ✓	0 ✓	0 ✓

Site Totals		
Total Identified Students	Total Enrolled Students	Individual ISP
52 ✓	136 ✓	38.24%
137 ✓	223 ✓	61.43%
253 ✓	301 ✓	84.05%
127 ✓	145 ✓	87.59%

All Site information required before submitting

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

Submit

1. Once all data is entered for each site, you MUST certify the information is correct by checking the box next to the certification statement.

2. After checking the certification box, you can select SUBMIT.

Step 2: CEP Worksheet

Once the Population Data Form is correct and submitted, you are ready to submit the CEP Worksheet!

- All data entered into the Population Data Form will populate to the CEP Worksheet. See comments below screenshot.

Population Data **CEP Worksheet** **Calculator**

* It is recommended to use the online Calculator Tool to help decide CEP Clusters *

P. I

Site Name	2017 Site Totals			2018 Site Totals			<input type="checkbox"/> District-wide?
	BaseYear	Site ISP	Current Participation	BaseYear	Site ISP	Participation	
Site A	2015	(620 / 6532) 9.49%	Not Participating	2018	(51 / 137) 37.23%	Not Participating	▼
Site B	2014	(58 / 65) 89.23%	Cluster 1	2018	(137 / 223) 61.43%	Not Participating	▼
Site C	2014	(6 / 7) 85.71%	Cluster 1	2018	(253 / 301) 84.05%	Not Participating	▼
Site D	2015	(300 / 545) 55.05%	Cluster 2	2018	(128 / 145) 88.28%	Not Participating	▼
District Wide Totals	4	(984 / 7149) 13.76%	22.02%	4	(569 / 806) 70.60%	100.00%	

The base year is the FIRST year of the 4 year CEP cycle. If the SFA re-established, the base year will be the date of re-establishment.

The 2017 Table contains the current CEP participation in SY 16-17.

The 2018 Table contains data pre-populated from Population Data Form.

Population Data **CEP Worksheet** **Calculator**

* It is recommended to use the online Calculator Tool to help decide CEP Clusters *

P. I

Site Name	2017 Site Totals			2018 Site Totals			<input type="checkbox"/> District-wide?
	BaseYear	Site ISP	Current Participation	BaseYear	Site ISP	Participation	
	2017	(177 / 739) 23.95%	Cluster 1	2018	(166 / 400) 41.50%	Cluster 1	▼
	2017	(57 / 220) 25.91%	Cluster 2	2018	(157 / 220) 71.36%	Cluster 2	▼
	2017	(4 / 98) 4.08%	Cluster 2	2018	(41 / 98) 41.84%	Cluster 2	▼
	2017	(74 / 290) 25.52%	Cluster 1	2018	(175 / 290) 60.34%	Cluster 1	▼
District Wide Totals	4	(312 / 1347) 23.16%	37.06%	4	(539 / 1008) 53.47%	85.55%	

If you select the same CEP cluster as prior year, you will have the option to continue with original numbers (Continue Current Base Year) or re-establish using 2017 numbers (Renew Base Year)

P. II

Base Year for Cluster(s) 1 has exceeded its Limit, these Cluster(s) are being forced to renew

Totals						
Participation	Base Year	Total # of Sites	Total ISP	Calculated ISP (1.6 modifier)	Identified Students	Enrolled Students
School Cluster 1 Total	2018	2	49.42%	79.07%	341	690
School Cluster 2 Total	2017	2	19.18%	30.69%	61	318

Continue Current BaseYear	Renew Current BaseYear
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

* It is recommended to use the online Calculator Tool to help decide CEP Clusters *

P. I

Site Name	2017 Site Totals			2018 Site Totals			<input type="checkbox"/> District-wide?
	BaseYear	Site ISP	Current Participation	BaseYear	Site ISP	Participation	
	2017	(177 / 739) 23.95%	Cluster 1	2018	(166 / 400) 41.50%	Cluster 1	▼
	2017	(57 / 220) 25.91%	Cluster 2	2018	(157 / 220) 71.36%	Cluster 1	▼
	2017	(4 / 98) 4.08%	Cluster 2	2018	(41 / 98) 41.84%	Cluster 1	▼
	2017	(74 / 290) 25.52%	Cluster 1	2018	(175 / 290) 60.34%	Cluster 2	▼
2017 District Wide Totals			2018				
Total # of Sites	Total ISP	Calculated ISP	Total # of Sites	Total ISP	Calculated ISP		
4	(312 / 1347) 23.16%	37.06%	4	(539 / 1008) 53.47%	85.55%		

If you select a different CEP cluster than prior year, you will only have the option to re-establish using 2017 numbers (Renew Base Year)

P. II

Base Year for Cluster(s) 1 has exceeded its Limit, these Cluster(s) are being forced to renew

Totals								
Participation	Base Year	Total # of Sites	Total ISP	Calculated ISP (1.6 modifier)	Identified Students	Enrolled Students	Continue Current BaseYear	Renew Current BaseYear
School Cluster 1 Total	2018	3	50.70%	81.12%	364	718	<input type="checkbox"/>	<input checked="" type="checkbox"/>
School Cluster 2 Total	2017	1	25.52%	40.83%	74	290	<input type="checkbox"/>	<input checked="" type="checkbox"/>

* It is recommended to use the online Calculator Tool to help decide CEP Clusters *

P. I

Site Name	2017 Site Totals			2018 Site Totals			<input checked="" type="checkbox"/> District-wide?
	BaseYear	Site ISP	Current Participation	BaseYear	Site ISP	Participation	
	2017	(177 / 739) 23.95%	Cluster 1	2018	(166 / 400) 41.50%	Cluster 1	▼
	2017	(57 / 220) 25.91%	Cluster 2	2018	(157 / 220) 71.36%	Cluster 1	▼
	2017	(4 / 98) 4.08%	Cluster 2	2018	(41 / 98) 41.84%	Cluster 1	▼
	2017	(74 / 290) 25.52%	Cluster 1	2018	(175 / 290) 60.34%	Cluster 1	▼
2017 District Wide Totals			2018				
Total # of Sites	Total ISP	Calculated ISP	Total # of Sites	Total ISP	Calculated ISP		
4	(312 / 1347) 23.16%	37.06%	4	(539 / 1008) 53.47%	85.55%		

NEW!!!

District-wide Button!!
If you are electing CEP district-wide, you can check the district-wide button and all sites will be clustered together!

P. II

Base Year for Cluster(s) 1 has exceeded its Limit, these Cluster(s) are being forced to renew

Totals								
Participation	Base Year	Total # of Sites	Total ISP	Calculated ISP (1.6 modifier)	Identified Students	Enrolled Students	Continue Current BaseYear	Renew Current BaseYear
School Cluster 1 Total	2018	4	53.47%	85.55%	539	1008	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Once the population data is correct AND the CEP Worksheet has been completed, you can review and submit the CEP worksheet.

P. III

All Site information required before submitting

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

Submit

* The Population Data Form (Step 1) and initial CEP Worksheet (Step 2) are due April 17.
After submitting this data, the SFA will have the opportunity to rework Direct Certification data
until June 30 as long as the information reflects data from April 3, 2017.

**If changes are made to the Population Data Form (Step 1),
the SFA MUST re-submit the CEP Worksheet (Step 2).**

**The final review and submission MUST be done between June 1 and June 30,
2017. This is the FINAL opportunity to confirm the CEP election is correct (Step 3)!**
More information on this will be coming at a later date.

New Calculator Feature

Population Data
CEP Worksheet
Calculator

* It is recommended to use the online Calculator Tool to help decide CEP Clusters *

Participation					
CEP Eligibility	Site Name	ISP	Identified Students	Enrolled Students	CEP Participation <input type="checkbox"/> District-wide?
Not Eligible	Site A	0.00%	0 ✓	0 ✓	Not Participating ▾
Not Eligible	Site B	0.00%	0 ✓	0 ✓	Not Participating ▾
Not Eligible	Site C	0.00%	0 ✓	0 ✓	Not Participating ▾
Not Eligible	Site D	0.00%	0 ✓	0 ✓	Not Participating ▾
Totals					
		Total # of Sites	Total ISP	Calculated ISP (1.6 modifier)	Identified Students Enrolled Students
System-Wide Totals		4	0.00 %	0.00 %	0 0

The Calculator feature allows the SFA to try different CEP scenarios without affecting the CEP Worksheet.

Participation					
CEP Eligibility	Site Name	ISP	Identified Students	Enrolled Students	CEP Participation <input type="checkbox"/> District-wide?
Eligible	Site A	68.40%	342 ✓	500 ✓	Cluster 1 ▾
Not Eligible	Site B	23.00%	23 ✓	100 ✓	Cluster 1 ▾
Nearly Eligible	Site C	34.00%	153 ✓	450 ✓	Cluster 1 ▾
Eligible	Site D	73.17%	600 ✓	820 ✓	Cluster 2 ▾
Totals					
		Total # of Sites	Total ISP	Calculated ISP (1.6 modifier)	Identified Students Enrolled Students
System-Wide Totals		4	59.79 %	95.66 %	1118 1870
School Cluster 1 Total		3	49.33%	78.93%	518 1050
School Cluster 2 Total		1	73.17%	100%	600 820

The data entered into the Calculator DOES NOT populate to the CEP Worksheet.

The Calculator is simply a tool to be used at the SFA to determine the best CEP scenario for your district.