

To: School Food Authorities (excluding Residential Child Care Institutions)
Subject: SFS 19-64 Population Data Report and CEP Worksheet for 2019

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 15, 2019**.

This memo will provide guidance to SFAs on the completion of the CEP Participation Worksheet **due on or before April 15, 2019**. This worksheet will be available for completion and submission through the CNP website from April 1- April 15, 2019.

Completing the Forms:

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

The submission of **TWO forms** will now be required by **Monday, April 15, 2019**.

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 1, 2019.*

- 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

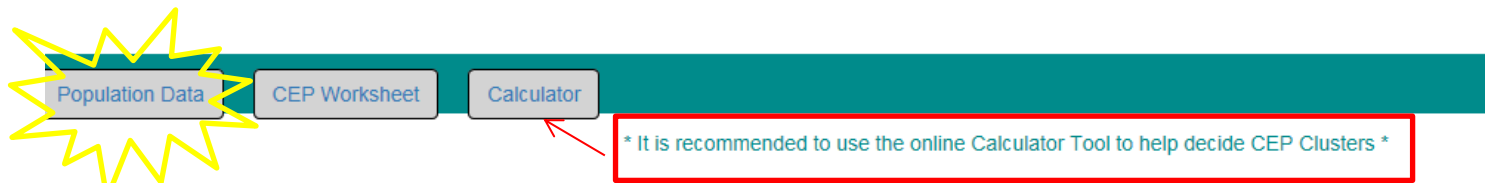
Step 2: Submit CEP Worksheet – *All data entered into the Population Data Form will populate to the CEP Worksheet and CEP elections will be made in this Worksheet.*

Step 3: Between June 1 and June 28, 2019, the SFA MUST confirm and submit the CEP elections for SY 19-20. 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 19-20.

PLEASE NOTE: Per Program regulations, an LEA that intends to elect CEP for the following school year must notify the State agency by June 30. However, because June 30, 2019 falls on a Sunday, the election deadline for SY 2019-20 is the preceding business day: **Friday, June 28, 2019**. (see Memo SFS-19-54)

Step 1: Population Data Form

The SFA must complete ALL fields and data must be as of April 1, 2019.



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

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

Submit

Upon opening the form, all fields will be "0" since you are entering new data of April 1, 2019.
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
50 ✓	136 ✓	36.24%
137 ✓	223 ✓	61.43%
253 ✓	301 ✓	84.05%
127 ✓	145 ✓	87.50%

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

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.

*Reminder: Even SFAs with no intention of electing CEP must complete 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 *

Sponsor: Some Sponsor
Program Year: 2020

The 2019 Table contains data from the previous CEP election.

The 2020 Table contains data pre-populated from Population Data Form.

Site Name	2019			2020		
	BaseYear	Site ISP	Current Participation	BaseYear	Site ISP	Participation
Some Site 1 (017007)	N/A	(0/0) 0.00%	Not Eligible	2020	(14/35) 40.00%	Not Participating Cluster 1
Site #2 (017017)	N/A	(0/0) 0.00%	Not Eligible	2020	(56/56) 100.00%	Not Participating
Site #2 (017106)	N/A	(0/0) 0.00%	Not Eligible	2020	(44/70) 62.86%	Not Participating
District Wide Totals		Total # of Sites	Total ISP	Calculated ISP	Total # of Sites	Total ISP
		3	(0/0) 0.00%	0.00%	3	(114/170) 67.06%

Totals						
Participation	Base Year	Total # of Sites	Total ISP	Calculated ISP (% modifier)	Identified Students	Enrolled Students

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

Submit

Continue Current BaseYear Renew Current BaseYear

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.

For example, a base year of 2020 means the first year of the 4-year cycle is SY 2019-2020 (data as of April 1, 2019).

Sponsor: Some Sponsor
Program Year: 2020

Site Name	2019 Site Totals			2020 Site Totals			District-wide?
	Base Year	Site ISP	Current Participation	Base Year	Site ISP	Participation	
Some Site 1 (017007)	N/A	(0 / 0) 0.00%	Not Eligible	2020	(14 / 35) 40.00%	Cluster 1	▼
Site #3 (017017)	N/A	(0 / 0) 0.00%	Not Eligible	2020	(60 / 65) 96.15%	Cluster 1	
Site #2 (017109)	N/A	(0 / 0) 0.00%	Not Eligible	2020	(83 / 85) 96.47%	Cluster 1	
District Wide Totals		3	(0 / 0) 0.00%	3	(154 / 175) 87.96%	100.00%	

Totals						Continue Current Base Year	Renew Current Base Year
Participation	Base Year	Total # of Sites	Total ISP	Calculated ISP (1.5 modifier)	Identified Students	Enrolled Students	
School Cluster 1 Total	2020	3	67.00%	100.00%	114	170	

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

Submit

District-wide Button:

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

****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 April 2019 numbers (Renew Base Year)****

Please pay close attention to the “continue current base year” and “renew current” base year selections.

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

Submit

1. Once CEP determinations are made 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 SUBMIT

The Population Data Form (Step 1) and initial CEP Worksheet (Step 2) are due April 15, 2019.

After submitting this data, the SFA will have the opportunity to rework Direct Certification data until June 28, 2019 as long as the information reflects data from April 1, 2019.

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 28, 2019. 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.

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.