

**Posted: 5/29/2019**

To: School Food Authorities (excluding Residential Child Care Institutions)  
Subject: SFS-19-x116 Final Confirmation Needed for CEP Election in SY 19-20

Final confirmation of CEP elections for SY 2019-2020 is due by **June 28, 2019**.  
This memo will provide guidance to SFAs on the completion of STEP 3 for CEP data reporting and election. **This is available for completion through the CNP website now.**

**By June 28, 2019, the SFA MUST confirm CEP elections for SY 19-20. If this step is not completed, the SFA will NOT be able to elect or re-establish CEP for SY 19-20.**

**CEP Data Reporting Summary:**

**STEP 1:** Submit Population Data (closed)

**STEP 2:** Submit CEP Worksheet

**STEP 3:** Confirm CEP Elections

**Completing Step 3:**

- Log into the CNP website (<http://cnp.doe.louisiana.gov>)
- Click on the School Food Service tab, then, in the left-side bar, select CEP Participation
- Click on the gray CEP Elections (2020) tab
- Review the data on the Review form

**The final CEP elections will be made on the Review form.  
All forms must be correct before submission!**

The screenshot shows the 'CEP Elections (2020)' review form. At the top, there are tabs for 'Home', 'CEP Elections (2020)', and 'CEP Calculator'. Below the tabs, there are fields for 'Sponsor:', 'Program Year: 2020', and 'Submitted Date: N/A'. A yellow starburst annotation points to the 'CEP Elections (2020)' tab. A red box with a callout points to the 'Base Year' column, stating: 'Base year will indicate if you re-established for SY 19-20 (2020) OR if you are choosing prior year CEP elections.' Another red box with a callout points to the 'Participation in CEP' column, asking: 'Are your planned CEP clusters correct?'. The main table has the following columns: 'School/Site Name', 'Identified Student Percentage', 'Calculated Identified Student Percentage', 'Base Year', 'Total IDed', 'Total Enrolled', and 'Participation in CEP'. The table contains 10 rows of data, all with 'No' in the 'Participation in CEP' column. A red box with a callout points to the 'Total IDed' and 'Total Enrolled' columns, stating: 'If the Total Identified and Total Enrolled are not correct, the data was entered incorrectly on the Population Data form. You must call the State Agency for guidance.'

School/Site Name	Identified Student Percentage	Calculated Identified Student Percentage	Base Year	Total IDed	Total Enrolled	Participation in CEP
[Redacted]	81.21%	100.00%	2020	268	330	No
[Redacted]	59.03%	94.448%	2020	327	554	No
[Redacted]	77.46%	100.00%	2020	323	417	No
[Redacted]	53.01%	84.816%	2020	388	732	No
[Redacted]	80.82%	100.00%	2020	455	563	No
[Redacted]	61.35%	98.160%	2020	408	665	No
[Redacted]	62.15%	99.440%	2020	381	613	No
[Redacted]	61.85%	98.960%	2020	368	595	No
[Redacted]	78.15%	100.00%	2020	236	302	No
[Redacted]	33.74%	53.984%	2020	2	2	No

**If the Total Identified and Total Enrolled are not correct, the data was entered incorrectly on the Population Data form.  
You must call the State Agency for guidance.**

- If all data and participation elections on the form are correct, certify the information and submit

P. II

This form reflects the Sponsor's intentions to participate in Eligibility for Community Eligibility Provision Program(CEP) for the corresponding program year noted above and also 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 .

*\*Submission of this form will not be available until June 1st\**

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

Submit

1. **IF** all data and participation elections selected on the Review form are correct, you **MUST** certify the information by checking the box next to the certification statement.

2. After checking the certification box, you must then select SUBMIT

If participation elections are NOT correct on the Review form, do NOT certify the information is correct. Please return to the CEP Worksheet (Step 2) and make any necessary changes before submitting the final confirmation.

Since Step 1 has been completed, you will not be able to edit the data on the Population Data form. If the population data is incorrect, please call the LDOE Division of Nutrition Support for guidance: 225-342-3700.

You will be able to access the CEP Worksheet (Step 2) through June 28, 2019. Once you have confirmed CEP elections (Step 3), you will NOT be allowed to re-access the Review form. Please be sure this submission is correct.

***The final review and submission MUST be done by June 28, 2019.***  
***This is the FINAL opportunity to confirm the CEP election for SY 19-20 is correct!***

**\*\*\* Direct Match data is cumulative. The final direct certification data to be used for CEP purposes was submitted in Step 1: Population Data (data as of April 1). Subsequent matches in eScholar are NOT to be used for CEP establishment. \*\*\***