

For audio:

Dial-in: 303-248-0285

Access Code: 7205000

Community Eligibility Provision: Notification and Publication Requirements

February 3, 2016

Today's Presenters from USDA Food & Nutrition Service:

- Heather Hopwood, *School Programs Policy*
- Eyang Garrison, *Program Monitoring & Operational Support*

This webinar is being recorded. A recording will be available on USDA's CEP Resource Center at:

<http://www.fns.usda.gov/school-meals/community-eligibility-provision-resource-center> in approximately 2 weeks.

Goals for Today's Webinar

- Review purpose of publication and notification requirement.
- Outline State and local education agency (LEA) roles.
- Introduce the ***NEW*** FNS data collection template.
- Answer your questions!



Purpose of the Requirement

- “Spread the Word” about CEP.
- Improve outreach to highly-eligible schools and districts.
- Assist with CEP implementation.
- Measure the impact of CEP on communities nationwide.
- Learn from our successes!



States Are Using Data To:

- Determine “CEP Gaps.”
- Target outreach to highly-eligible schools.
- Pair an eligible school with a participating school in a “CEP Mentorship.”
- Find schools to host promotional CEP events.
- Recognize areas of the State (e.g., cities, counties) with the highest CEP take-up rates.

Notification & Publication Timeline

- **By April 15th:**
 - States notify LEAs of their district-wide eligibility.
 - LEAs provide school-level eligibility information to States.
- **By May 1st:**
 - States publish LEA lists on their website, and provide the link to FNS via:
cenotification@fns.usda.gov



Notification: State Agency Role

- District-wide notification must include:
 - Eligible Districts (ISP \geq 40 percent)
 - Near-Eligible Districts (40 percent \geq ISP \geq 30 percent)
 - Districts Eligible for a “Grace Year” (40 percent \geq ISP \geq 30 percent in the fourth year of the CEP cycle)
 - Currently Participating Districts

States must also provide guidance for eligible districts considering CEP, and for districts already electing.

Notification: LEA Role

- School-level eligibility notification must include:
 - Eligible Schools (ISP \geq 40 percent)
 - Near-Eligible Schools (40 percent \geq ISP \geq 30 percent)
 - Schools Eligible for a “Grace Year” (40 percent \geq ISP \geq 30 percent in the fourth year of the CEP cycle)
 - Currently Participating Schools
- States with access to school-level data may exempt LEAs from this requirement.

Notification Requirements

- Two levels of notification data are required:
 - LEA District-Wide Data; and
 - School-Level Data.
- All data must reflect current school year.



Both lists must be published on State agency websites. FNS will link to the State websites to fulfill the public notification requirement.

FNS-742 Data = Proxy ISP

- FNS-742 data may be used for proxy ISP:
 - The sum of **Section 3** is the identified student number.
 - The enrollment data is captured in **Section 1**.



$$\text{Sum of Section 3} \div \text{Enrollment Data in Section 1} \times 100 = \text{District-Wide ISP}$$

FNS-742 Section 1: Enrollment Information

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools (<i>Do not include RCCIs</i>):			
		1-2: Total RCCIs (<i>Do not include schools counted in 1-1</i>):			
		1-2a: RCCIs with day students (<i>Report ONLY day students in 1-2aB</i>):			
		1-2b: RCCIs with NO day students:			

$$\text{Sum of Section 3} \div \text{Enrollment Data in Section 1} \times 100 = \text{District-Wide ISP}$$

FNS-742 Section 3: Identified Students



Section 3	Students approved as FREE eligible NOT subject to verification	**ALL SFAs must report Section 3 or check box 3-1 if applicable**	B. Number of FREE Students
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE year Provision 2/3 for all schools</i>)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): <i>Do not include students certified with SNAP through the letter method.</i>	
		3-3: Students directly certified through other programs: <i>Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</i>	SUM
		3-4: Students certified categorically FREE eligible through SNAP letter method: <i>Include students certified for free meals through the family providing a letter from the SNAP agency.</i>	



$$\text{Sum of Section 3} \div \text{Enrollment Data in Section 1} \times 100 = \text{District-Wide ISP}$$

FNS-834, Data Element #3: Identified Students in CEP and Provision Schools

NSLP State agency completes this section

(non-base year)

Data Element # 3 – The number of SNAP Children in Special Provision Schools Operating in a Non-Base Year.

Please enter, in the box provided below, the number of children from households receiving SNAP benefits that attend schools operating under the provisions of 7 CFR 245.9, if such schools were reporting in a year other than the base year. See reverse side for specific instructions.

Data Element #3



Sum of
Section 3



Enrollment Data
in Section 1

X 100 = District-Wide ISP

Proxy Data ≠ Eligibility

- Proxy data can be used for outreach and to see which LEAs/schools might be eligible.
- LEAs must provide full ISP data reflective of April 1st to participate.
- If data does not reflect April 1st, include the following notation: *“Notification data is for informational purposes and does not confer eligibility.”*

School-Level Proxy Data

- The “proxy percentage” is the potential school-level eligibility and/or near eligibility.
- When using proxy data, include the following notation: *“Proxy data is not fully reflective of the number of identified students.”*
- Proxy data may only be used for notification purposes; LEAs must provide full school-level data as of April 1st to participate in CEP.

$$\text{SNAP Direct Certifications} \div \text{Enrolled Students} = \text{Proxy ISP}$$

Data Template Overview

- FNS strongly encourages States to use the FNS template to publish the notification lists.
- Data in the recommended format should be published on State agency websites.
- Template is an Excel file with two tabs:
 - LEA districtwide eligibility data.
 - School-level eligibility data.

Data Template: What's New?

- **LEA-Wide Notification Report Tab:**
 - Complete for all LEAs with at least one eligible school.
 - Total number of schools and total enrollment in participating, eligible, and near-eligible LEAs.
 - Total number of CEP schools and total enrollment in CEP schools.
 - Space for Comments.
- **Conditional Formatting:**
 - When the ISP entered for an LEA is at least 30% or above, the LEA is automatically marked as eligible or near-eligible.
 - LEAs are automatically marked as participating in CEP district-wide or partially (one or some schools).
 - Yellow cells indicate missing data.
 - Incorrect entries will appear red until corrected.

Data Template: What's New?

- **School Notification Report Tab:**
 - Include all schools in the LEAs listed in the LEA tab.
 - School ID.
 - Participating in CEP as an individual site, group of schools, or as part of an entire district.
 - Total enrollment in near-eligible, eligible, and participating CEP schools.
 - Space for Comments.
- **Conditional Formatting:**
 - When the ISP entered for a school is at least 30% or above, the school is automatically marked as eligible or near-eligible.
 - Yellow cells indicate missing data.
 - Incorrect entries will appear red until corrected.

Data Template: LEA-Level

			COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)	
1	2	3	4	5
LEA ID	LEA name	Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate
<p>Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP.</p> <p>Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the district-wide ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%.</p> <p>If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS-742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools or non-base-year Special Provision schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data submitted for inclusion in Data Element #3 of the State-level FNS-834 (The # of SNAP children in CEP schools and non-base-year Special Provision schools).</p> <p>DO NOT INCLUDE THE 1.6 MULTIPLIER</p> <p>An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will clear once data is entered.</p>	<p>An "X" will appear in this column if the LEA in column 2 is eligible to participate in CEP. (ISP in column 3 is >=40%).</p>	<p>An "X" will appear in this column if the LEA in column 2 is nearly eligible to participate in CEP. (ISP in column 3 is >=30% and <40%).</p>
1001	East School District			
1002	South School District			
1002	West School District			

Data Template: LEA-Level

			COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)				INFORMATION FOR ENTIRE LEA ONLY	
1	2	3	4	5	6	7	8	9
LEA ID	LEA name	Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating in CEP	Participating and Eligible for a Grace Year	Total Number of Schools in Participating, Eligible, and Near-Eligible LEAs	Total Student Enrollment in Participating, Eligible, and Near-Eligible LEAs
<p>Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP.</p> <p>Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the district-wide ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%</p> <p>If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS-742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools or non-base-year Special Provision schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data submitted for inclusion in Data Element #3 of the State-level FNS-834 (The # of SNAP children in CEP schools and non-base-year Special Provision schools).</p> <p>DO NOT INCLUDE THE 1.6 MULTIPLIER</p> <p>An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will clear once data is entered.</p>	<p>An "X" will appear in this column if the LEA in column 2 is eligible to participate in CEP. (ISP in column 3 is >=40%).</p>	<p>An "X" will appear in this column if the LEA in column 2 is nearly eligible to participate in CEP. (ISP in column 3 is >=30% and <40%).</p>	<p>Place an "X" in this column if the LEA in column 2 is currently participating in CEP in at least one school.</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>Place an "X" in this column if the LEA in column 2 is currently in its 4th year of CEP participation and is eligible for a Grace Year. (ISP >=30% and <40%).</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6) enter the total # of schools in the LEA.</p> <p>A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6), enter the total # of students enrolled at the LEA (denominator of ISP).</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.</p>
1001	East School District	62.50%	X					
1002	South School District	35.00%		X				
1003	West School District	29.00%						

Data Template: LEA-Level

			COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)				INFORMATION FOR ENTIRE LEA ONLY	
1	2	3	4	5	6	7	8	9
LEA ID	LEA name	Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating in CEP	Participating and Eligible for a Grace Year	Total Number of Schools in Participating, Eligible, and Near-Eligible LEAs	Total Student Enrollment in Participating, Eligible, and Near-Eligible LEAs
<p>Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP.</p> <p>Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the district-wide ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%</p> <p>If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS-742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools or non-base-year Special Provision schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data submitted for inclusion in Data Element #3 of the State-level FNS-834 (The # of SNAP children in CEP schools and non-base-year Special Provision schools).</p> <p>DO NOT INCLUDE THE 1.6 MULTIPLIER</p> <p>An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will clear once data is entered.</p>	<p>An "X" will appear in this column if the LEA in column 2 is eligible to participate in CEP. (ISP in column 3 is >=40%).</p>	<p>An "X" will appear in this column if the LEA in column 2 is nearly eligible to participate in CEP. (ISP in column 3 is >=30% and <40%).</p>	<p>Place an "X" in this column if the LEA in column 2 is currently participating in CEP in at least one school.</p> <p>Note: The "X" is <u>not</u> case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>Place an "X" in this column if the LEA in column 2 is currently in its 4th year of CEP participation and is eligible for a Grace Year. (ISP >=30% and <40%)</p> <p>Note: The "X" is <u>not</u> case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6) enter the total # of schools in the LEA.</p> <p>A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6), enter the total # of students enrolled at the LEA (denominator of ISP).</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.</p>
1001	East School District	62.50%	X					
1002	South School District	35.00%		X				
1003	West School District	29.00%						
1004	North School District	102.00%						

Data Template: LEA-Level

			COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)				INFORMATION FOR ENTIRE LEA ONLY		INFORMATION FOR PARTICIPATING CEP SCHOOLS ONLY	
1	2	3	4	5	6	7	8	9	10	11
LEA ID	LEA name	Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating in CEP	Participating and Eligible for a Grace Year	Total Number of Schools in Participating, Eligible, and Near-Eligible LEAs	Total Student Enrollment in Participating, Eligible, and Near-Eligible LEAs	Total Number of CEP Schools in the LEA	Total Student Enrollment at CEP Schools
<p>Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP.</p> <p>Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the district-wide ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%.</p> <p>If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS-742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools or non-base-year Special Provision schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data submitted for inclusion in Data Element #3 of the State-level FNS-834 (The # of SNAP children in CEP schools and non-base-year Special Provision schools).</p> <p>DO NOT INCLUDE THE 1.6 MULTIPLIER</p> <p>An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will clear once data is entered.</p>	<p>An "X" will appear in this column if the LEA in column 2 is eligible to participate in CEP. (ISP in column 3 is >=40%).</p>	<p>An "X" will appear in this column if the LEA in column 2 is nearly eligible to participate CEP. (ISP in column 3 is >=30% and <40%).</p>	<p>Place an "X" in this column if the LEA in column 2 is currently participating in CEP in at least one school.</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>Place an "X" in this column if the LEA in column 2 is currently in its 4th year of CEP participation and is eligible for a Grace Year. (ISP >=30% and <40%).</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6) enter the total # of schools in the LEA.</p> <p>A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6), enter the total # of students enrolled at the LEA (denominator of ISP).</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP (there is an "X" in column 6), enter the total # of CEP schools. For any participating LEA, if the # of CEP schools entered in this column is greater than the total # of schools entered in column 8, this will result in an error in columns 12 and 13 until corrected.</p> <p>A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP (there is an "X" in column 6), enter the # of students enrolled at all CEP schools. This is the sum of the total # of students enrolled in all CEP schools entered in column 10.</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # enrollment in all CEP schools to clear the cell color.</p>
1001	East School District	62.50%	X		X					
1002	South School District	35.00%		X	X					
1003	West School District	29.00%								
1004	North School District	63.75%	X		X					

Data Template: LEA-Level

			COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)				INFORMATION FOR ENTIRE LEA ONLY		INFORMATION FOR PARTICIPATING CEP SCHOOLS ONLY		FOR LEAS PARTICIPATING IN CEP IN AT LEAST ONE SCHOOL (Columns 12 & 13 Automatically Populate - Only One Column Should Be Marked per LEA)	
1	2	3	4	5	6	7	8	9	10	11	12	13
LEA ID	LEA name	Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating in CEP	Participating and Eligible for a Grace Year	Total Number of Schools in Participating, Eligible, and Near-Eligible LEAs	Total Student Enrollment in Participating, Eligible, and Near-Eligible LEAs	Total Number of CEP Schools in the LEA	Total Student Enrollment at CEP Schools	Currently Participating in CEP District-wide	Currently Participating in CEP in One or Some Schools (Not District-wide)
<p>Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP.</p> <p>Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the district-wide ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%.</p> <p>If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS-742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools or non-base-year Special Provision schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data submitted for inclusion in Data Element #3 of the State-level FNS-834 (The # of SNAP children in CEP schools and non-base-year Special Provision schools).</p> <p>DO NOT INCLUDE THE 1.6 MULTIPLIER</p> <p>An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will clear once data is entered.</p>	<p>An "X" will appear in this column if the LEA in column 2 is eligible to participate in CEP. (ISP in column 3 is >=40%).</p>	<p>An "X" will appear in this column if the LEA in column 2 is nearly eligible to participate in CEP. (ISP in column 3 is >=30% and <40%).</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>Place an "X" in this column if the LEA in column 2 is currently participating in CEP in at least one school.</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>Place an "X" in this column if the LEA in column 2 is currently in its 4th year of CEP participation and is eligible for a Grace Year. (ISP >=30% and <40%).</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6) enter the total # of schools in the LEA.</p> <p>A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6), enter the total # of students enrolled at the LEA (denominator of ISP).</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP (there is an "X" in column 8), enter the total # of CEP schools. For any participating LEA, if the # of CEP schools entered in this column is greater than the total # of schools entered in column 8, this will result in an error in columns 12 and 13 until corrected.</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP (there is an "X" in column 8), enter the # of students enrolled at all CEP schools. This is the sum of the total # of students enrolled in all CEP schools entered in column 10.</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # enrollment in all CEP schools to clear the cell color.</p>	<p>An "A" will appear in this column if ALL schools in the LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in CEP district-wide, then the # of schools entered in column 8 should match the # of CEP schools entered in column 10.</p>	<p>An "S" will appear in this column if ONE or SOME, but not all, schools in the LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in CEP in one or some schools, then the # of schools entered in column 8 should be more than the # of CEP schools entered in column 10.</p>
1001	East School District	62.50%	X		X		10	7,000	10	7,000	A	
1002	South School District	35.00%		X	X		56	30,000	26	15,000		S
1003	West School District	23.00%										
1004	North School District	63.75%	X		X		5	3,000	5	3,000	A	

Data Template: LEA-Level

			COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)				INFORMATION FOR ENTIRE LEA ONLY		INFORMATION FOR PARTICIPATING CEP SCHOOLS ONLY		FOR LEAS PARTICIPATING IN CEP IN AT LEAST ONE SCHOOL (Columns 12 & 13 Automatically Populate - Only One Column Should Be Marked per LEA)	
1	2	3	4	5	6	7	8	9	10	11	12	13
LEA ID	LEA name	Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating in CEP	Participating and Eligible for a Grace Year	Total Number of Schools in Participating, Eligible, and Near-Eligible LEAs	Total Student Enrollment in Participating, Eligible, and Near-Eligible LEAs	Total Number of CEP Schools in the LEA	Total Student Enrollment at CEP Schools	Currently Participating in CEP District-wide	Currently Participating in CEP in One or Some Schools (Not District-wide)
<p>Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP.</p> <p>Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school.</p> <p>Yellow cells will clear once data is entered.</p>	<p>Enter the district-wide ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%.</p> <p>If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS-742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools or non-base-year Special Provision schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data submitted for inclusion in Data Element #3 of the State-level FNS-634 (The # of SNAP children in CEP schools and non-base-year Special Provision schools).</p> <p>DO NOT INCLUDE THE 1.6 MULTIPLIER</p> <p>An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will clear once data is entered.</p>	<p>An "X" will appear in this column if the LEA in column 2 is eligible to participate in CEP. (ISP in column 3 is >=40%).</p>	<p>An "X" will appear in this column if the LEA in column 2 is nearly eligible to participate in CEP. (ISP in column 3 is >=30% and <40%).</p>	<p>Place an "X" in this column if the LEA in column 2 is currently participating in CEP in at least one school.</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>Place an "X" in this column if the LEA in column 2 is currently participating in CEP in its 4th year of CEP participation and is eligible for a Grace Year. (ISP >=30% and <40%).</p> <p>Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6) enter the total # of schools in the LEA.</p> <p>A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP, eligible or near-eligible to participate (there is an "X" in column 4, 5 or 6), enter the total # of students enrolled at the LEA (denominator of ISP).</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP (there is an "X" in column 6), enter the total # of CEP schools. For any participating LEA, if the # of CEP schools entered in this column is greater than the total # of schools entered in column 6, this will result in an error in columns 12 and 13 until corrected.</p> <p>A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.</p>	<p>If the LEA in column 2 is currently participating in CEP (there is an "X" in column 6), enter the # of students enrolled at all CEP schools. This is the sum of the total # of students enrolled in all CEP schools entered in column 10.</p> <p>A yellow cell in this column indicates missing enrollment data. Enter the total # enrollment in all CEP schools to clear the cell color.</p>	<p>An "A" will appear in this column if ALL schools in the LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in CEP district-wide, then the # of schools entered in column 8 should match the # of CEP schools entered in column 10.</p>	<p>An "S" will appear in this column if ONE or SOME, but not all, schools in the the LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in CEP in one or some schools, then the # of schools entered in column 8 should be more than the # of CEP schools entered in column 10.</p>
1001	East School District	62.50%	X		X		10	7,000	10	8,000	A	
1002	South School District	35.00%		X	X		56	30,000	28	15,000		S
1003	West School District	29.00%										
1004	North School District	63.75%	X		X		5	3,000	5	3,000	A	

Data Template: School-Level

State Agency Template
Community Eligibility Provision (CEP) Annual Notification of Schools

State agency:

Instructions:

- In **columns 1-6**, enter the LEA ID, LEA name, school ID, school name, and the identified student percentage (ISP) or proxy ISP.
- An "X" will appear in the appropriate column between **columns 7-8**. These should only be one "X" in columns 7-8.
- Place an "X" in **column 9** if the school in column 4 is currently participating in CEP.
- Place an "I" in **column 10** if the school in column 4 is participating in CEP as an individual site.
- Place a "G" in **column 11** if the school in column 4 is participating in CEP as part of a CEP grouping of schools.
- Place a "D" in **column 12** if the school in column 4 is participating in CEP as part of a district-wide adoption of CEP.
- Place an "X" in **column 13** if the school in column 4 is eligible for a Grace Year.
- Complete **column 14** for all near-eligible, eligible, and participating CEP schools.
- Provide additional comments or clarifications in **column 15**.
- Submit completed template to cepnotification@ms.usda.gov by **DATE** to publish the list of school receiving CEP eligibility notices on your website. This information will be linked to FNS' CEP web site.

FOR THE ISP, ONLY USE COLUMN 5 OR 6															COLUMNS 7 & 8 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per School)		FOR PARTICIPATING CEP SCHOOLS ONLY (Only Mark One)			FOR NEAR-ELIGIBLE, ELIGIBLE, AND PARTICIPATING CEP SCHOOLS ONLY	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15							
LEA ID	LEA Name	School ID	School Name	Identified Student Percentage (ISP)	Proxy Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating	Participating as an Individual Site	Participating as part of a Group of Schools	Participating as Part of an Entire District	Participating in Year 4 and Eligible for a Grace Year	Student Enrollment in Near-Eligible, Eligible, and Participating CEP Schools	Comments							
LEA ID, as reported on the FNS-742, for the LEA entered in column 2. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the LEA name, as reported on the FNS-742, for the school in column 4. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the school ID for the school in column 4.	Enter the school name for all schools in all LEAs with at least one CEP-eligible school. All schools in the LEAs provided in the "LEA wide Notification Report" tab should be listed.	Enter the school-level ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%. DO NOT INCLUDE THE 1.6 MULTIPLIER An ISP greater than 100.00% will result in an error and the cells will be highlighted red until corrected.	If the actual ISP is unavailable, enter the proxy ISP, as of April 1, 2016. Proxy ISP = # of directly certified students with SNAP divided by total enrollment. Refer to column 5 for additional instructions. If using column 5 for the ISP, leave this column blank. Entering the ISP in both columns 5 and 6 will result in an error response.	An "X" will appear in this column if the school in column 4 is eligible to participate in CEP. (ISP in column 5 or 6 is >=40%)	An "X" will appear in this column if the school in column 4 is near-eligible to participate in CEP. (ISP in column 5 or 6 is >=30% and <40%)	Place an "X" in this column if the school in column 4 is currently participating in CEP. Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place an "I" in this column if the school in column 4 is currently participating in CEP as an individual site. Note: The "I" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place a "G" in this column if the school in column 4 is currently participating in CEP as part of a group of schools. Mark this column using G1, G2, G3, etc. to distinguish between CEP groupings, if applicable. Note: The "G" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place a "D" in this column if the school in column 4 is currently participating in CEP as part of a district-wide adoption of CEP. Use column 11 for any school in an LEA that is participating in CEP in all schools but are participating as part of a group of schools. Note: The "D" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place an "X" in this column if the school in column 4 is currently in the 4th year of the participation and is eligible for a Grace Year. (ISP >=30% and <40%). Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	If the school in column 4 is currently participating in CEP, eligible to participate or near-eligible to participate (there is an "X" in column 7, 8 or 9), enter the total # of students enrolled at the school (denominator of ISP). A yellow cell in this column indicates missing enrollment data. Enter the school-level total enrollment to clear the cell color.								

Data Template: School-Level

				FOR THE ISP, ONLY USE COLUMN 5 OR 6	
1	2	3	4	5	6
LEA ID	LEA Name	School ID	School Name	Identified Student Percentage (ISP)	Proxy Identified Student Percentage (ISP)
LEA ID, as reported on the FNS-742, for the LEA entered in column 2. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the LEA name, as reported on the FNS-742, for the school in column 4. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the school ID for the school in column 4.	Enter the school name for all schools in all LEAs with at least one CEP-eligible school. All schools in the LEAs provided in the 'LEA wide Notification Report' tab should be listed.	Enter the school-level ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50% DO NOT INCLUDE THE 1.6 MULTIPLIER An ISP greater than 100.00% will result in an error and the cells will be highlighted red until corrected.	If the actual ISP is unavailable, enter the proxy ISP, as of April 1, 2016. Proxy ISP = # of directly certified students with SNAP divided by total enrollment. Refer to column 5 for additional instructions. If using column 5 for the ISP, leave this column blank. Entering the ISP in both columns 5 and 6 will result in an error response.
1002	South School District	10122	South Elementary School		
1002	South School District	10123	South Middle School		
1002	South School District	10124	South High School		
1002	South School District	10125	South College Prep		

Data Template: School-Level

1	2	3	4	FOR THE ISP, ONLY USE COLUMN 5 DB 6		COLUMNS 7 & 8 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per School)		9	FOR PARTICIPATING CEP SCHOOLS ONLY (Only Mark One)			13	FOR NEAR-ELIGIBLE, ELIGIBLE, AND PARTICIPATING CEP SCHOOLS ONLY
				5	6	7	8		10	11	12		14
LEA ID	LEA Name	School ID	School Name	Identified Student Percentage (ISP)	Proxy Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating	Participating as an Individual Site	Participating as part of a Group of Schools	Participating as Part of an Entire District	Participating in Year 4 and Eligible for a Grace Year	Student Enrollment in Near-Eligible, Eligible, and Participating CEP Schools
LEA ID, as reported on the FNS-742, for the LEA entered in column 2. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the LEA name, as reported on the FNS-742, for the school in column 4. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the school ID for the school in column 4.	Enter the school name for all schools in all LEAs with at least one CEP-eligible school. All schools in the LEAs provided in the "LEA wide Notification Report" tab should be listed.	Enter the school-level ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50% DO NOT INCLUDE THE 1.6 MULTIPLIER An ISP greater than 100.00% will result in an error and the cells will be highlighted red until corrected.	If the actual ISP is unavailable, enter the proxy ISP, as of April 1, 2016. Proxy ISP = # of directly certified students with SNAP divided by total enrollment. Refer to column 5 for additional instructions. If using column 5 for the ISP, leave this column blank. Entering the ISP in both columns 5 and 6 will result in an error response.	An "X" will appear in this column if the school in column 4 is eligible to participate in CEP. (ISP in column 5 or 6 is >=40%)	An "X" will appear in this column if the school in column 4 is nearly eligible to participate in CEP. (ISP in column 5 or 6 is >=30% and <40%)	Place an "X" in this column if the school in column 4 is currently participating in CEP. Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place an "I" in this column if the school in column 4 is currently participating in CEP as an individual site. Note: The "I" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place a "G" in this column if the school in column 4 is currently participating in CEP as part of a group of schools. Mark this column using G1, G2, G3, etc. to distinguish between CEP groupings, if applicable. Note: The "G" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place a "D" in this column if the school in column 4 is currently participating in CEP as part of a district-wide adoption of CEP. Use column 11 for any school in an LEA that is participating in CEP in all schools but are participating as part of a group of schools. Note: The "D" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place an "X" in this column if the school in column 4 is currently in the 4th year of the participation and is eligible for a Grace Year. (ISP=30% and <40%) Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	If the school in column 4 is currently participating in CEP, eligible to participate (there is an "X" in column 7, 8 or 9), enter the total # of students enrolled at the school (denominator of ISP). A yellow cell in this column indicates missing enrollment data. Enter the school-level total enrollment to clear the cell color.
1002	South School District	10122	South Elementary School	54.00%		X							
1002	South School District	10123	South Middle School	45.00%		X							
1002	South School District	10124	South High School	15.00%									
1002	South School District	10125	South College Prep		32.00%		X						

State Agency Role

- Publish LEA and school-level eligibility lists on the State agency website.
- Submit link to eligibility lists via email to FNS via:
cepnotification@fns.usda.gov.



Resources

- **FNS CEP Website**
<http://www.fns.usda.gov/school-meals/community-eligibility-provision>
- **CEP Status of School Districts and Schools by State**
<http://www.fns.usda.gov/school-meals/community-eligibility-provision-status-school-districts-and-schools-state>
- **Center on Budget and Policy Priorities Searchable CEP Take-Up Database**
<http://www.cbpp.org/cms/index.cfm?fa=view&id=4187>
- **Community Eligibility Provision: Annual Notification and Publication Requirements**
<http://www.fns.usda.gov/sites/default/files/cn/SP24-2015os.pdf>



Questions?

**Please Save the Dates for Our
Upcoming CEP Webinars:
(All 1:00-2:15 PM ET)**

February 10 – CEP Messaging and Outreach in Your Community

February 24 – Making “Cents” of CEP at 40-50% ISP

March 9 – CEP and Alternative Breakfast

March 23 – CEP Best Practices and Lessons Learned

April 6 – CEP Final Rule (tentative)

April 20 – Open CEP Q&A Session for State Agencies

May 11 – Open CEP Q&A Session for LEAs

June 15 – CEP Policy Update