# Attachment A, Memo No. 070-19

# March 29, 2019

## SNPWeb Community Eligibility Provision (CEP) Site Eligibility Report Checklist 2019

* The report for all schools/sites in the SFA is due in SNPWeb by **Monday,** **April 15, 2019, at 5 p.m**.
* Information needed to complete the report:

For the number of Identified Students-Free by direct certification (DC) and categorical eligibility only:

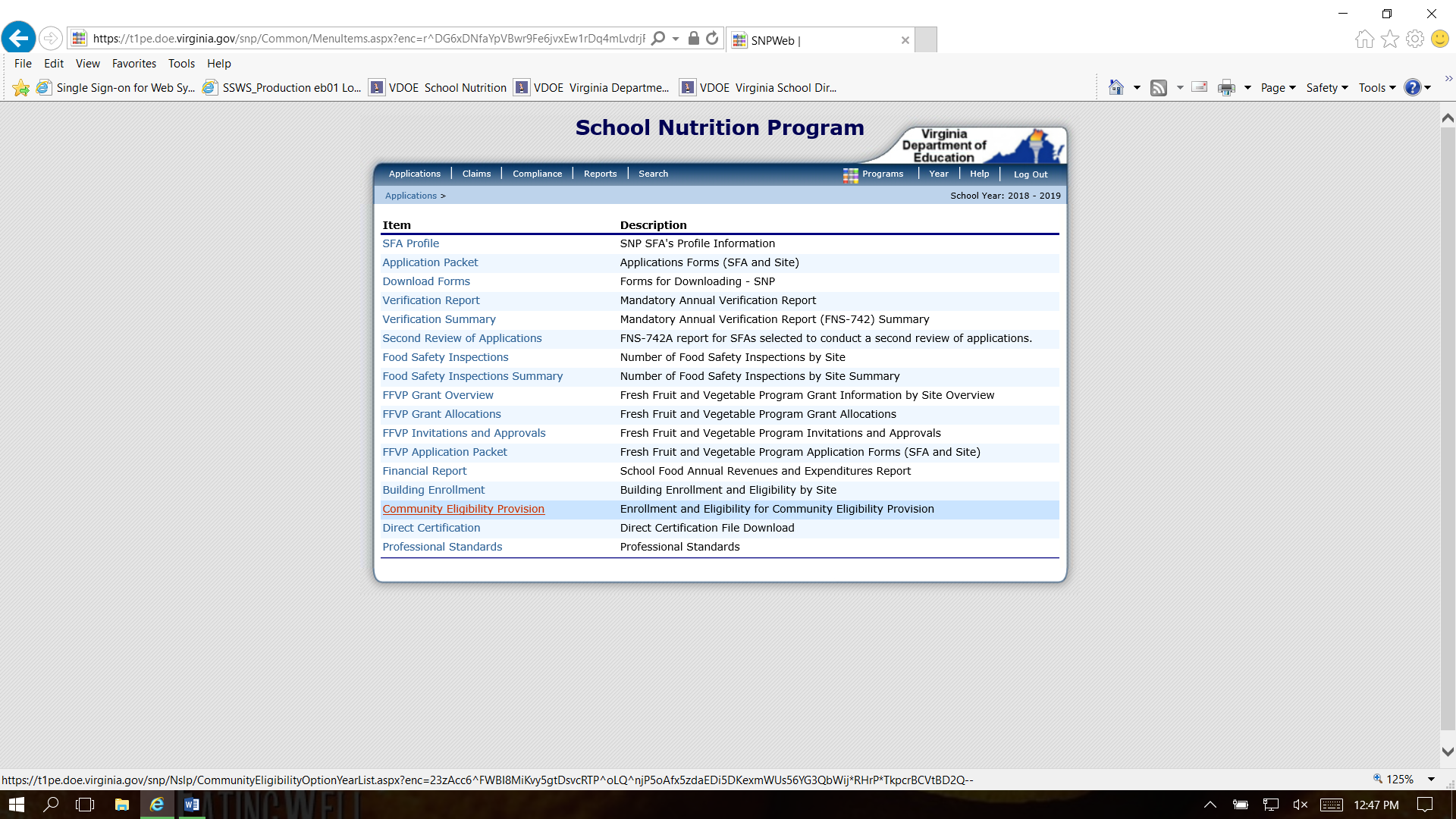
* + Report of the number of eligible students by category and type as of **April 1, 2019**, from your local eligibility software (or the manual eligibility report).
  + From this local eligibility report, you will need the number of students directly certified **free** (Free DC SNAP; Free DC TANF; Free DC Medicaid) and approved **free** by categorical eligibility (not on a meal application) homeless, migrant, runaway, foster child, and Head Start for each school as of April 1, 2019. (Students determined as Free eligible by income or case number application and students determined Reduced Price eligible by any means, including Reduced Price eligible DC Medicaid, must not be included in the number of identified students.)
  + **Important: SFAs are required** to maintain documentation to support the number of Identified Students reported as of April 1, 2019, in this report. Required documentation includes a complete listing of all DC/categorically eligible **free** students (including name, status, and date) that supports the number reported in SNPWeb. It is not adequate to maintain only the number of DC/categorically eligible **free** students as documentation. Run a complete benefit issuance list of **free** DC/categorically eligible students and maintain the April 1 data in the LEA.

For the school enrollment for school nutrition programs:

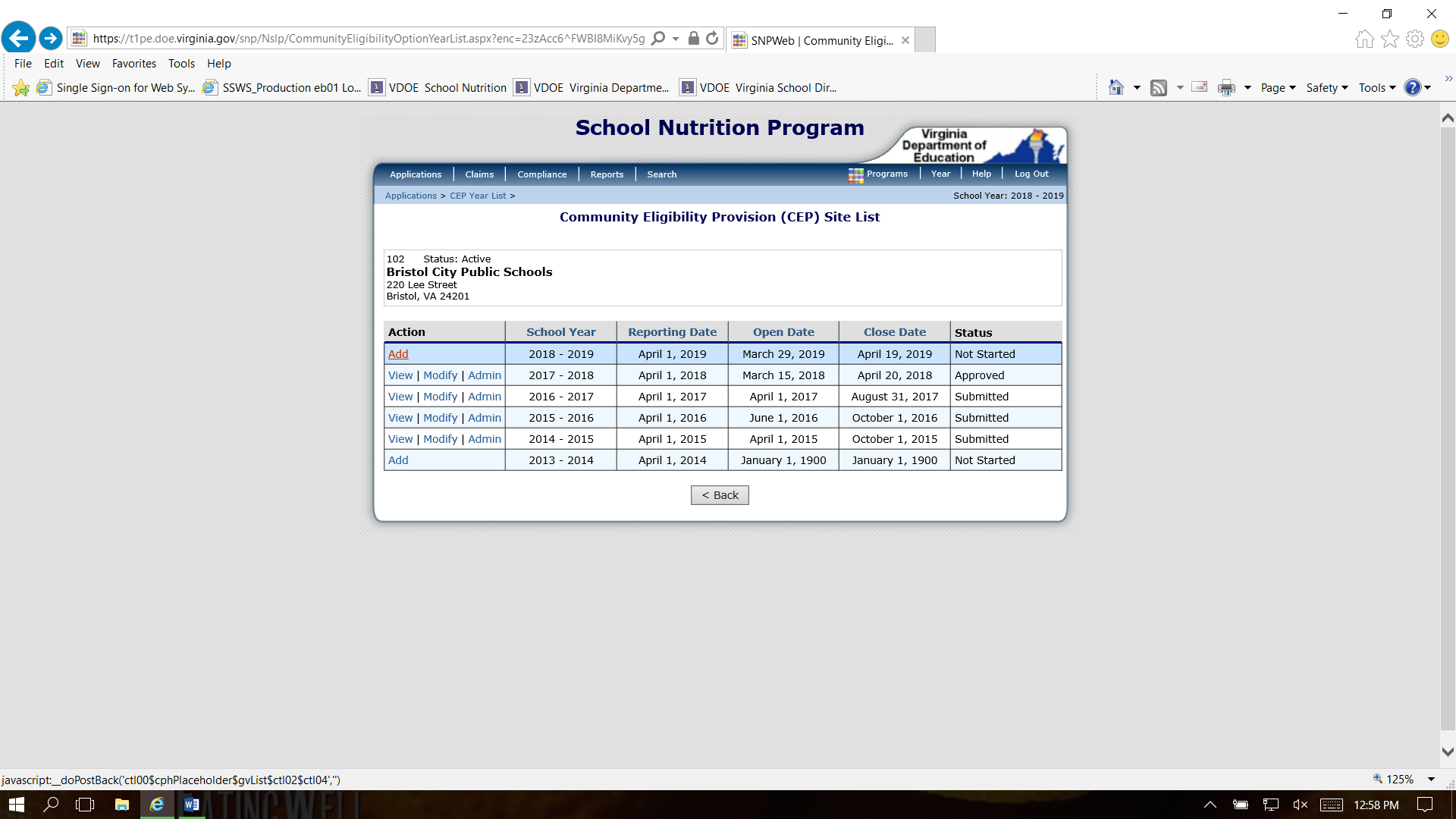
* + School Site Principal’s Monthly Report of enrollment by school as of **April 1, 2019**.
  + Any additional enrollment reports by school for programs not reported in the Principal’s Monthly Report, such as Head Start, pre-school, and alternative programs, if applicable.
  + Maintain these reports on file in the LEA as documentation of the enrollment reported.
* Determine for each school/site the number of Identified Students, including DC free and all students categorically eligible free without a meal application, and the total enrollment.
* Log into SSWS and the SNPWeb software.

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* From the main screen, select the “Applications” tab. Scroll down the Item list to “Community Eligibility Provision” and select it.

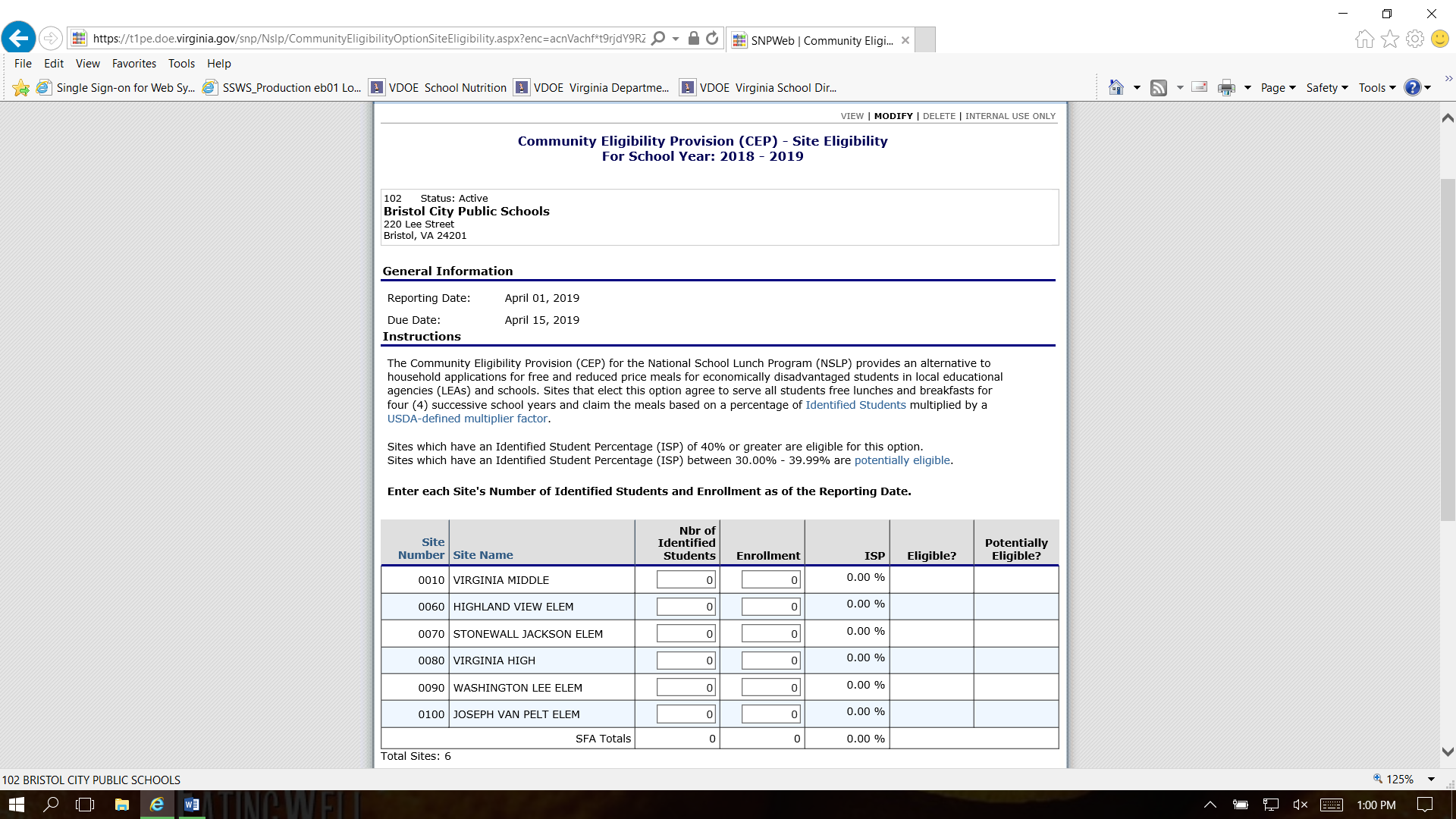


* View the CEP Site List screen. Under “Action,” select “Add” for the 2018-2019 school year.



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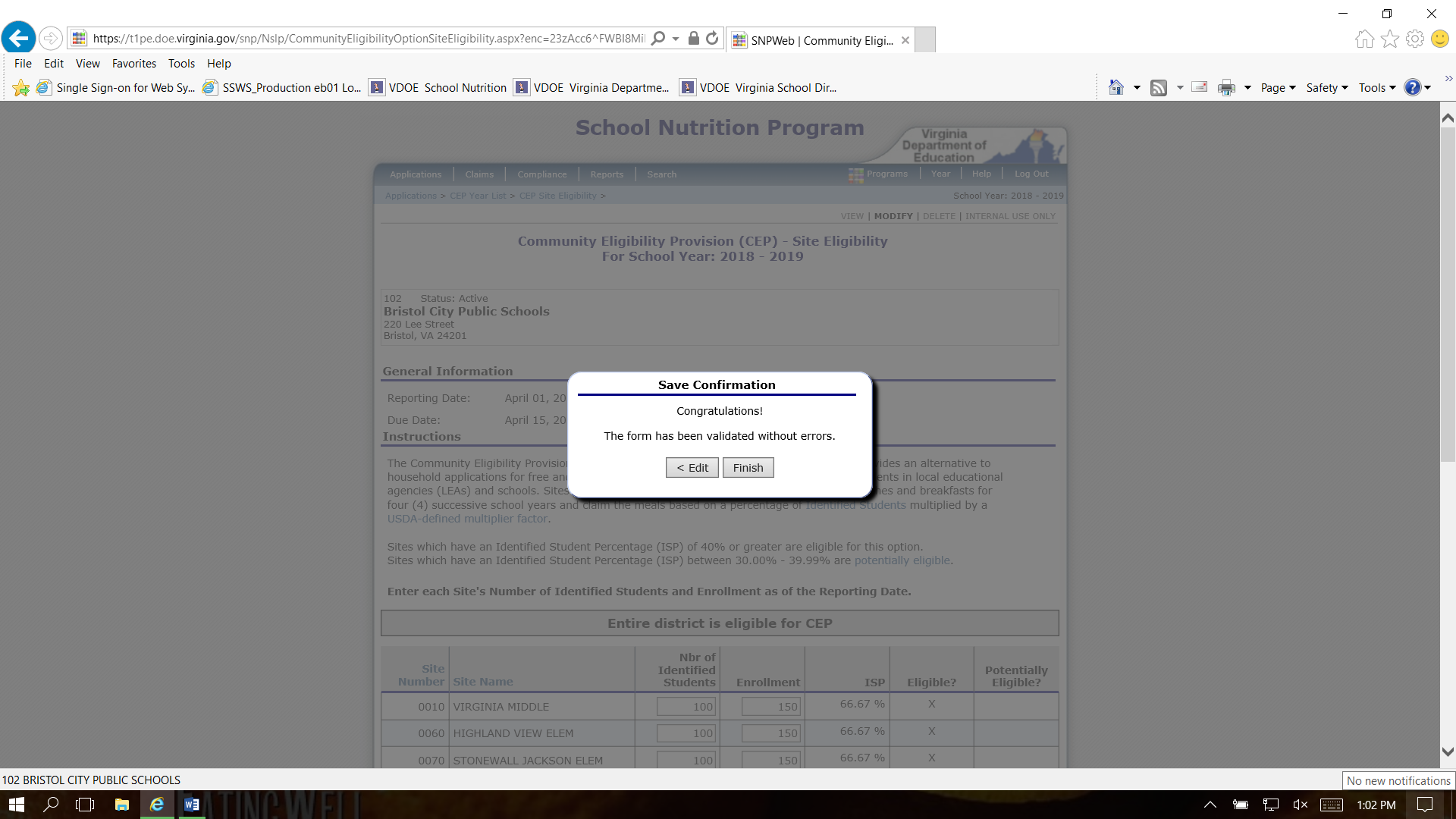
* View the complete list of schools/sites for the SFA. Schools/sites are in Site Number order using the official name from the VDOE database.
* There are two fields open for data entry – “Number of Identified Students” and “Enrollment.” Enter the Identified Students (Free by DC or categorically eligible free from explanation above) and total SNP enrollment for each school/site. SNPWeb will calculate the ISP and Eligible/Potentially Eligible columns.



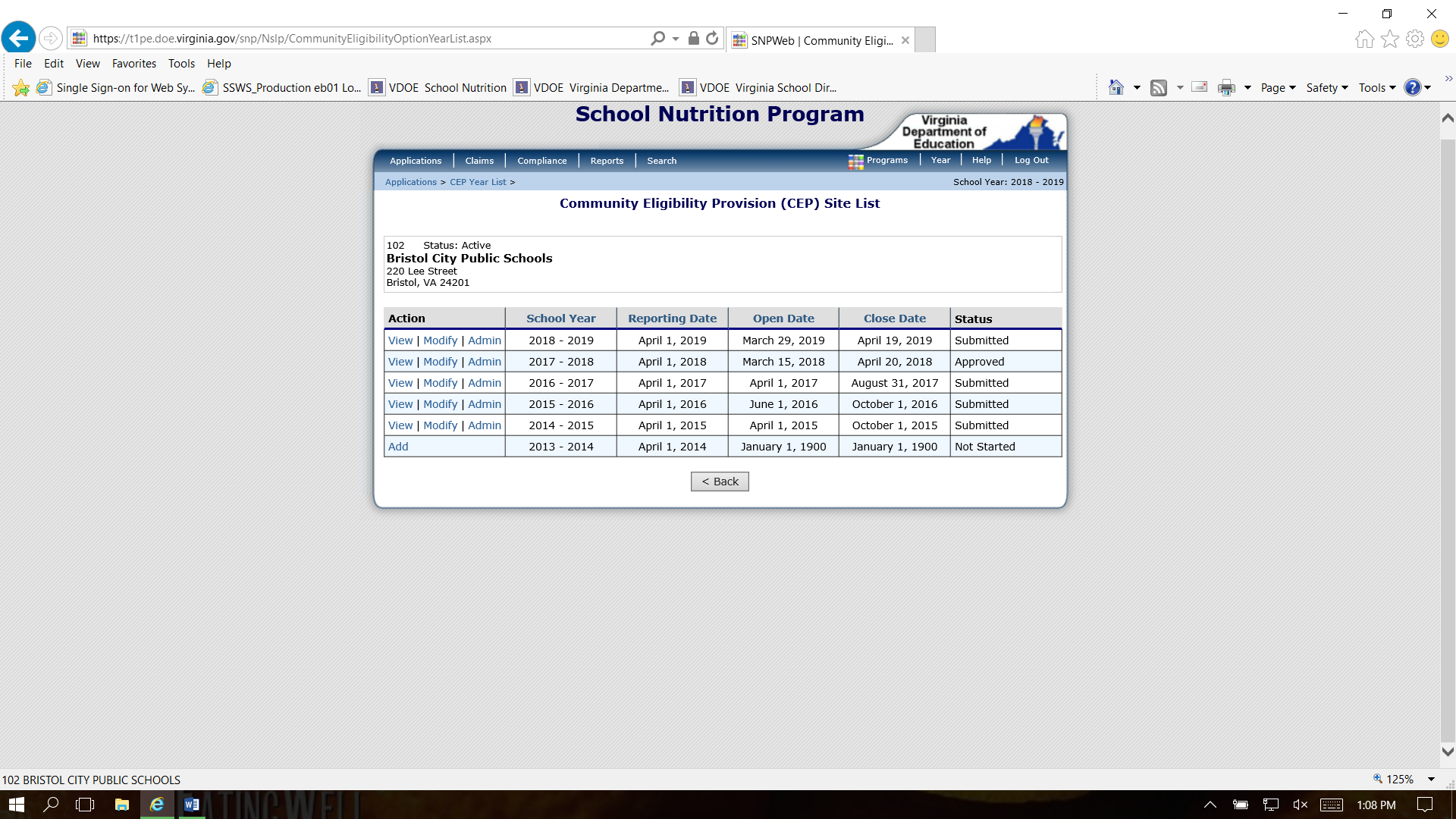
* Review the data. Click the red “Save” button at the bottom to trigger the SNPWeb edits.
* If error messages appear at the top of the screen, review and edit data. Select “Save” when finished.
* To return to the report after saving, select “Modify” from the CEP Site List Screen.

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* When data is complete, with no error messages, select “Save” to submit. If there are no errors, the “Save Confirmation” screen will appear. Select “Finish” to confirm and submit the report.



* The report is complete and submitted when the status to the right displays “Submitted.”



* VDOE staff will review the report and contact the LEA if edits are needed. When VDOE has approved the report, the status to the right will be updated to “Approved.”