# Attachment A, Supt. Memo No. 057-18

# March 23, 2018

## **SNPWeb Community Eligibility Provision (CEP) Site Eligibility Report Instructions for Identified Students and Enrollment Reporting 2017-2018**

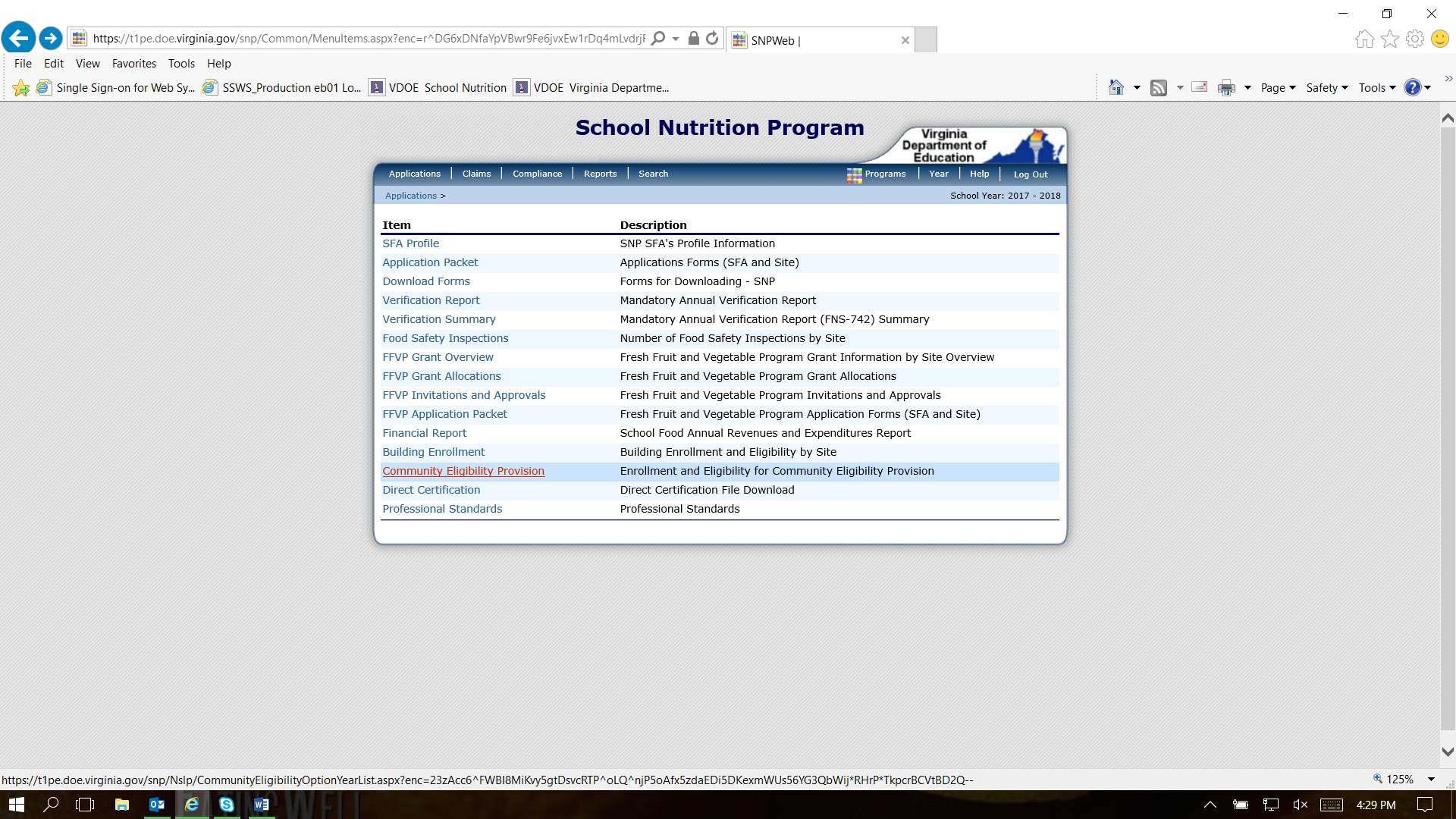
* The report for all schools/sites in the SFA is due in SNPWeb by **April 16, 2018, at 5 p.m**.
* Information needed to complete the report:

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

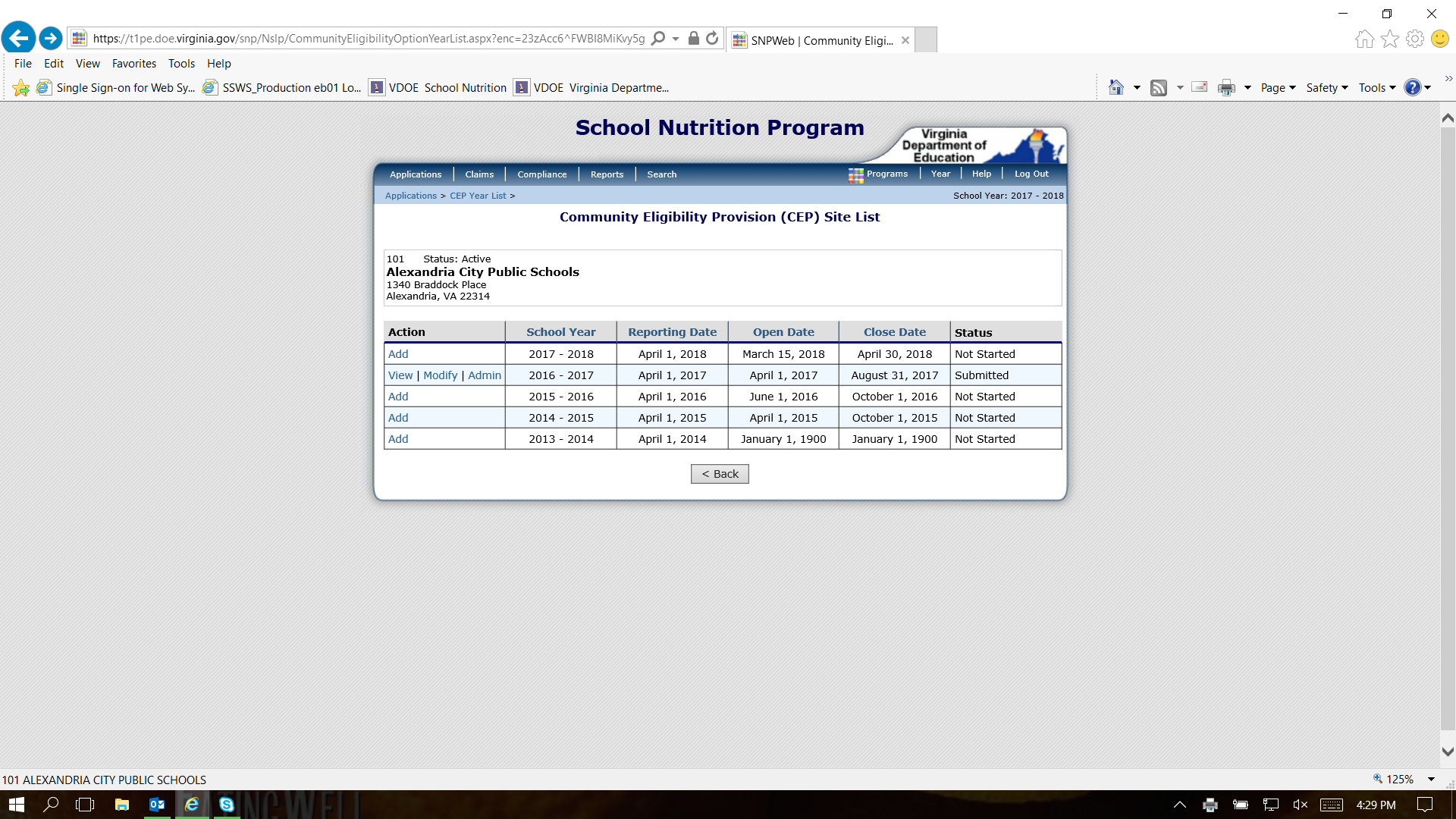
* + Report of the number of eligible students by category and type as of March 30, 2018, from your local Free and Reduced eligibility software (or the manual eligibility report).
    - From this local eligibility report, you will need the number of students directly certified for free meals (Free DC SNAP; Free DC TANF; Free DC homeless, migrant, runaway, foster child, Head Start, and Free DC Medicaid) for each school as of March 30, 2018. (Students determined Free eligible by application and students determined Reduced Price eligible by application or by DC Medicaid are not included in the number of identified students.)

For the school enrollment for school nutrition programs:

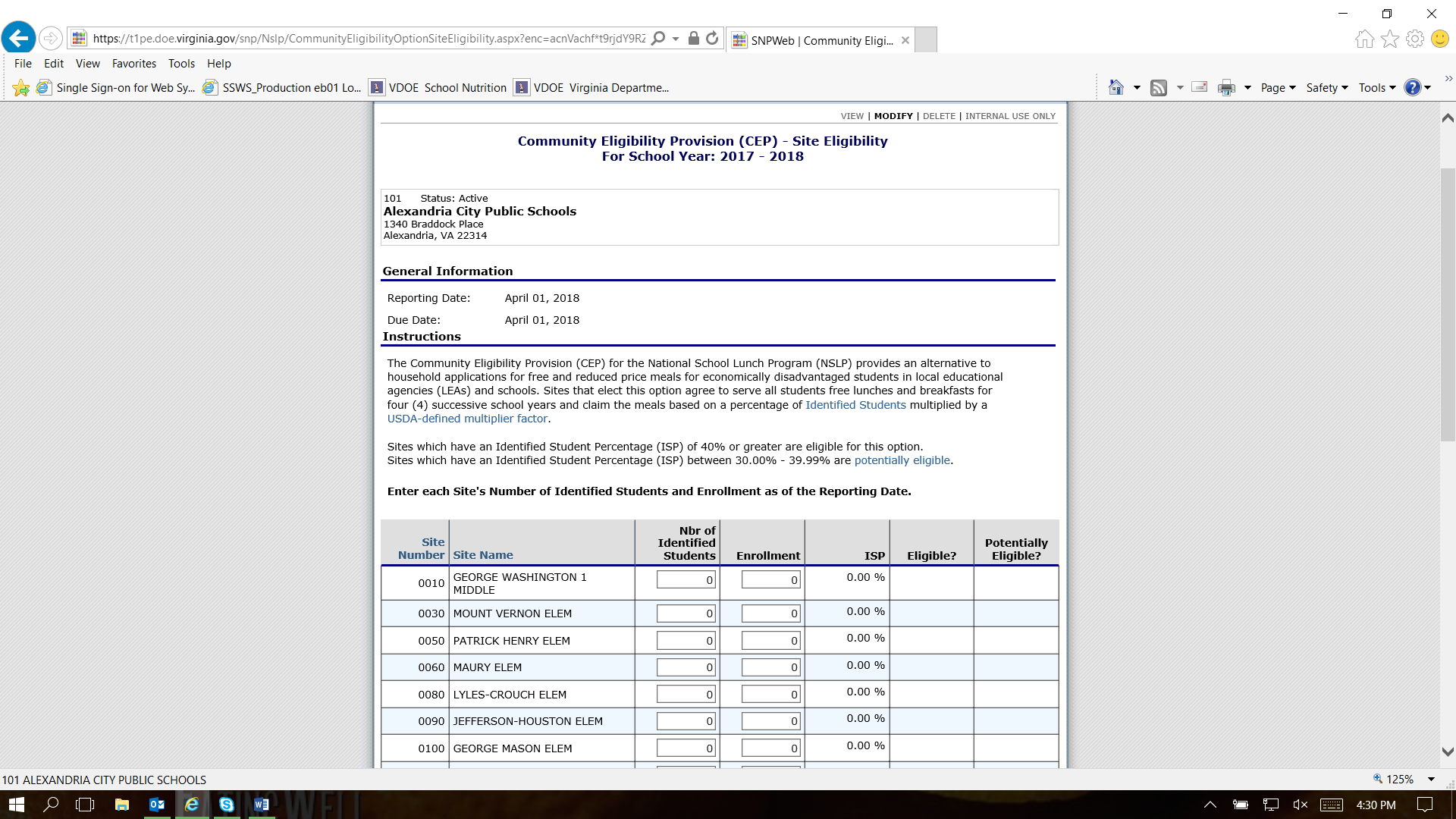
* + School Site Principal’s Monthly Report of enrollment by school as of March 30, 2018.
  + Any additional enrollment by school for programs not reported in the Principal’s Monthly Report, such as Head Start, pre-school, and alternative programs, if applicable.
* Determine the number of directly certified Free students and the total enrollment for each school.
* Log into SSWS and the SNPWeb software.
* From the main screen, select the “Applications” tab. Scroll down the Item list to “Community Eligibility Provision” and select it.



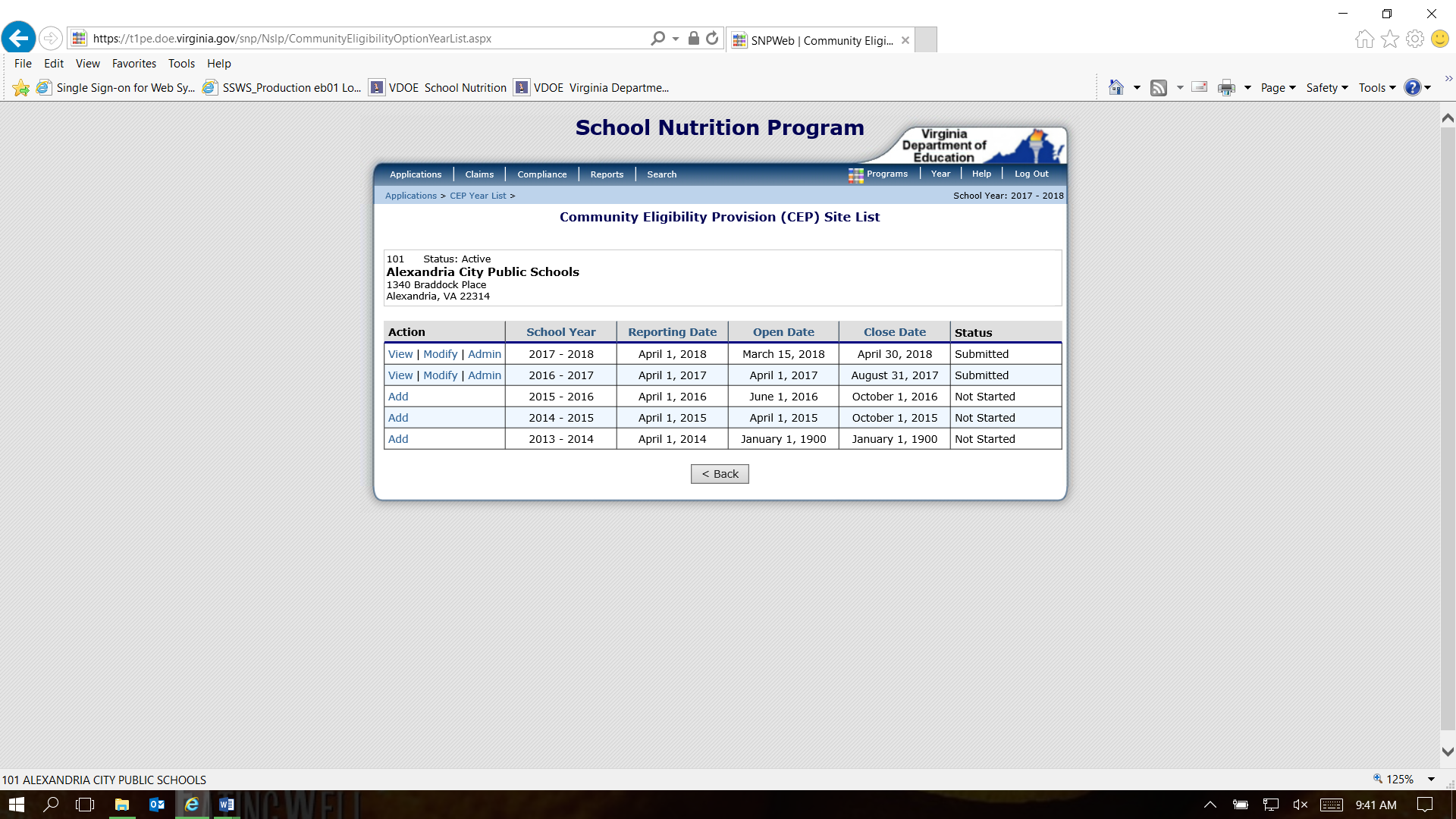
* View the CEP Site List screen. Under “Action,” select “Add” for the 2017-2018 school year.



* 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 only from explanation above) and 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.



* 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.

