# Attachment A

# Superintendent’s Memo # 156-20

# June 26, 2020

## Virginia Department of Education Office of School Nutrition Programs

## Community Eligibility Provision Application Process 2020-2021

### To submit a Community Eligibility Provision (CEP) application for 2020-2021, the following steps must be completed and submitted, as described:

1. Complete and submit the CEP Schedule in the SNPWeb Application Packet for school year 2020-2021. Detailed instructions on how to create and submit the CEP Schedule in SNPWeb are in Attachment B to this memo.
2. Download the CEP Addendum from Attachment B to this memo and complete the required fields. Print the completed form and obtain the signatures of the school nutrition programs (SNP) director and the local educational agency (LEA) superintendent. Scan and save the form to your computer. Follow the instructions in Attachment C to submit the form to the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) by uploading it to SNPWeb as an attachment in the 2020-2021 Application Packet.
3. Complete and submit the CEP Reimbursement Estimator. The Excel Estimator Tool must be downloaded from SNPWeb by accessing Applications>Download Forms>CEP. Complete the Estimator (in Excel format), save, and submit by attaching the completed Excel spreadsheet to an email and sending it to the regional SNP specialist assigned to your division.
4. Submit, via the Single Sign-on for Web Systems (SSWS) Dropbox, the required supporting documents to include:

* the confidential list of directly certified students to document the June 1 number of identified students in the CEP Schedule for each school, group of schools, or division applying to participate in CEP, and
* the June 1 number of students enrolled.
  + This documentation requires the detailed list of names and eligibility status for each student reported as an identified student, as well as the number of students enrolled in the school using the LEA Enrollment Report, to support the data reported in the SNPWeb CEP Site Eligibility Report for June 1, 2020.
  + This detailed documentation must be submitted for each school applying to participate in CEP. Refer to [SNP Memo 2019-2020-47](http://www.doe.virginia.gov/support/nutrition/regulations/dir_memos.shtml) for specific information on the supporting documentation that must be maintained by the LEA for the June 1, 2020, CEP Site Eligibility Report data.

**Please Note:** The direct certification supporting documentation is confidential. To secure the data and protect its confidentiality, it must be uploaded to the secure **SSWS Dropbox** and sent to the regional SNP specialist assigned to your division. This confidential documentation **must not** be sent by email or any other method, as the confidentiality and security of the information could be breached. Instructions for how to upload the confidential file to the Dropbox are in Attachment D to this memo.