# Attachment B

# Superintendent’s Memo #156-20

# June 26, 2020

## Virginia Department of Education Office of School Nutrition Programs

## **Instructions for the CEP Schedule in SNPWeb 2020-2021**

### SNPWeb Community Eligibility Provision Schedule

A school food authority (SFA) interested in participating in the Community Eligibility Provision (CEP) must complete the CEP Schedule in the annual Application Packet.

The CEP Schedule is automatically added to the Application Packet screen when the SFA answers *Yes* to Question 25 in the Eligibility Information section of the SFA Application, *Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?*

If the division will participate in CEP divisionwide, *Yes* must be selected in the second part of Question 25.

#### Figure 1: SFA Application Question 25

Figure 1: SFA Application Question 25
Screenshot of Question 25 in the SFA Application in SNPWeb.

**Please Note:** The CEP Schedule will **only** display sites that have *Non-Pricing-CEP* selected as the response to Question 3, *Pricing Information* in the Site Application of the SNPWeb Application Packet.

#### Figure 2: Site Application Question 3

Figure 2: Site Application Question 3
Screenshot of Question 3 in the Site Application in SNPWeb.

### Access the Community Eligibility Provision Schedule in the Application Packet

1. On the blue toolbar, select ***Applications*** to access the menu screen.
2. Select ***Application Packet***. The *Application Packet*screen will display.
3. Select ***Add*** next to the *CEP Schedule*. The *CEP Schedule*screen displays. Figure 3: Application Packet Screen – Add CEP Schedule

### Figure 3: Application Packet Screen - Add CEP Schedule Screenshot of Application Packet Menu in SNPWeb.

#### Figure 4: CEP Schedule Screen

Figure 4: CEP Schedule Screen
Screenshot of the CEP Schedule screen from SNPWeb.

### Define a CEP Schedule

1. On the blue toolbar, select ***Applications*** to access the menu screen.
2. On the menu, select ***Application Packet***. The *Application Packet*screen displays.
3. Select ***Add*** to begin or ***Modify*** (if the schedule was previously accessed)next to *CEP Schedule*. The *CEP Schedule*screen displays.

**Please Note:** The CEP Schedule will **only**display sites that have *Non-Pricing-CEP* selected as the response to Question 3, *Pricing Information* in the Site Application of the SNPWeb Application Packet.

Next to each Site ID under the ***Grouping*** heading, the Number of Identified Students, Enrollment, and ISP data is retrieved from the CEP Site Eligibility Report data for April 1 of the year prior to first year (YPFY) as submitted by the SFA (i.e., the June 1, 2020, data reported by the SFA will display in the CEP Schedule as the Data Year 2019-2020 for the CEP Cycle Year 2020-2021).

Cycle Year 2020-2021: The student data displayed is the ISP for the site/group from the prior year (data year 2019-2020) June 1, 2020 CEP Site Eligibility Report.

1. For each site, under the *Group*column, select whether the site will participate based on its own site data by selecting ***Individual*** or if the site will participate by being grouped with other sites by selecting the group number. If the SFA is participating as divisionwide, all sites must be assigned to ***Group 1***.
2. Once all sites have been either identified as *Individual* or assigned to a group, select ***Save***.

### Adding a Site to an Existing Community Eligibility Provision Schedule

1. On the blue toolbar, select ***Applications*** to display the menu screen.
2. On the menu, select ***Application Packet***. The *Application Packet*screen displays.
3. Select ***Modify*** next to *CEP Schedule*. The *CEP Schedule*screen displays.
4. The new site will be identified as ***Unassigned*** under the *Group*column. Select the **group** to which the site should be associated or select ***Individual*** if the site qualifies based on its own student data.
5. Select ***Save*** to receive a confirmation. Select ***Edit*** to return to the *CEP Schedule*screen or select ***Finish*** to return to the *Application Packet* screen.