# Attachment A, SNP Memo 2019-2020-47

# May 22, 2020

## SNPWeb Community Eligibility Provision (CEP) Site Eligibility Report Checklist 2020

The report for all schools in the SFA is due in SNPWeb no later than **Monday, June 15, 2020, at 5:00 p.m**.

An e-learning module for the April 1 ISP Report is available in SNPWeb>Applications>Download Forms>CEP, and on the [SNP webpage](http://www.doe.virginia.gov/support/nutrition/index.shtml), to provide guidance and technical assistance for the report.

Information needed to complete the report:

**IMPORTANT:** If the last official planned school day for students (closing date) on the local education agency [(LEA) division calendar](http://www.doe.virginia.gov/directories/sch_division_locales_schedules/2019-2020-division-calendars.pdf) was prior to June 1, use information for that earlier date, rather than June 1, 2020. Replace every reference to June 1, 2020, in these instructions with your official LEA school closing date.

For the number of identified students (free only by direct certification (DC) and categorical eligibility):

* + Run an eligibility report of the names of students who are free eligible by category and type as of **June 1, 2020**, from your local eligibility software (or the manual eligibility report).
  + From this local eligibility report, for each school as of June 1, 2020, you will need:
    - The number of students approved **free** by DC: Free DC SNAP, Free DC TANF, Free DC Medicaid, and
    - The number of students approved **free** by categorical eligibility (not on a meal application): homeless, migrant, runaway, foster care, and Head Start.
      * Students determined free eligible by an application, with income or case number, and students determined reduced-price eligible by any means, including Medicaid DC reduced-price, must not be included in the number of identified students.
  + **Important: School Food Authorities (SFAs) are required** to maintain documentation to support the number of identified students reported as of June 1, 2020, 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 with the current June 1 data in the LEA.

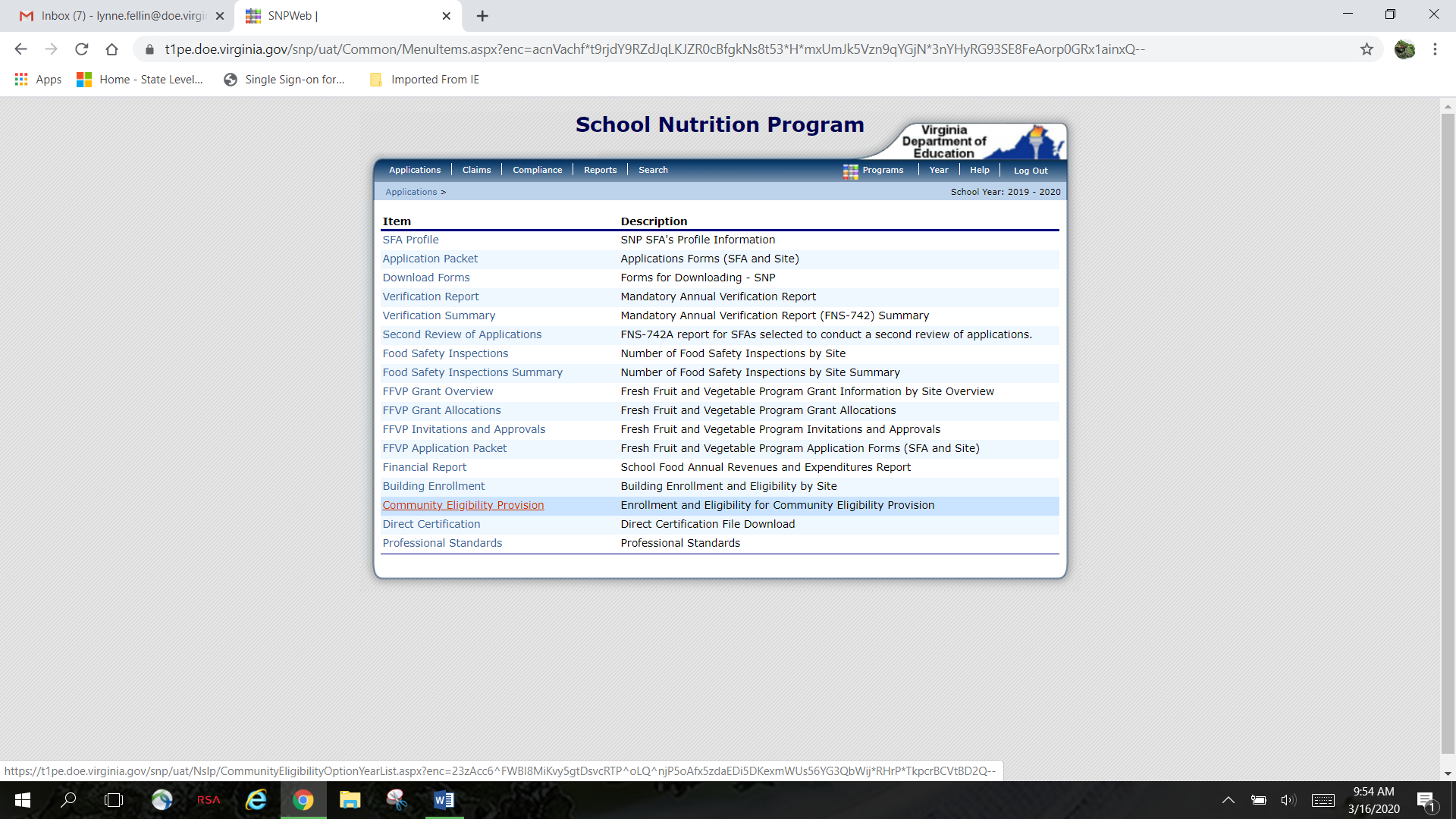
For the school enrollment for school nutrition programs:

* + Use the school/site Principal’s Monthly Report for the enrollment by school as of **June 1, 2020**.
  + Additionally, use enrollment reports by school/site for programs not reported in the Principal’s Monthly Report, such as Head Start, preschool, and alternative programs, if applicable.
  + Maintain these reports on file in the LEA as documentation of the enrollment reported.

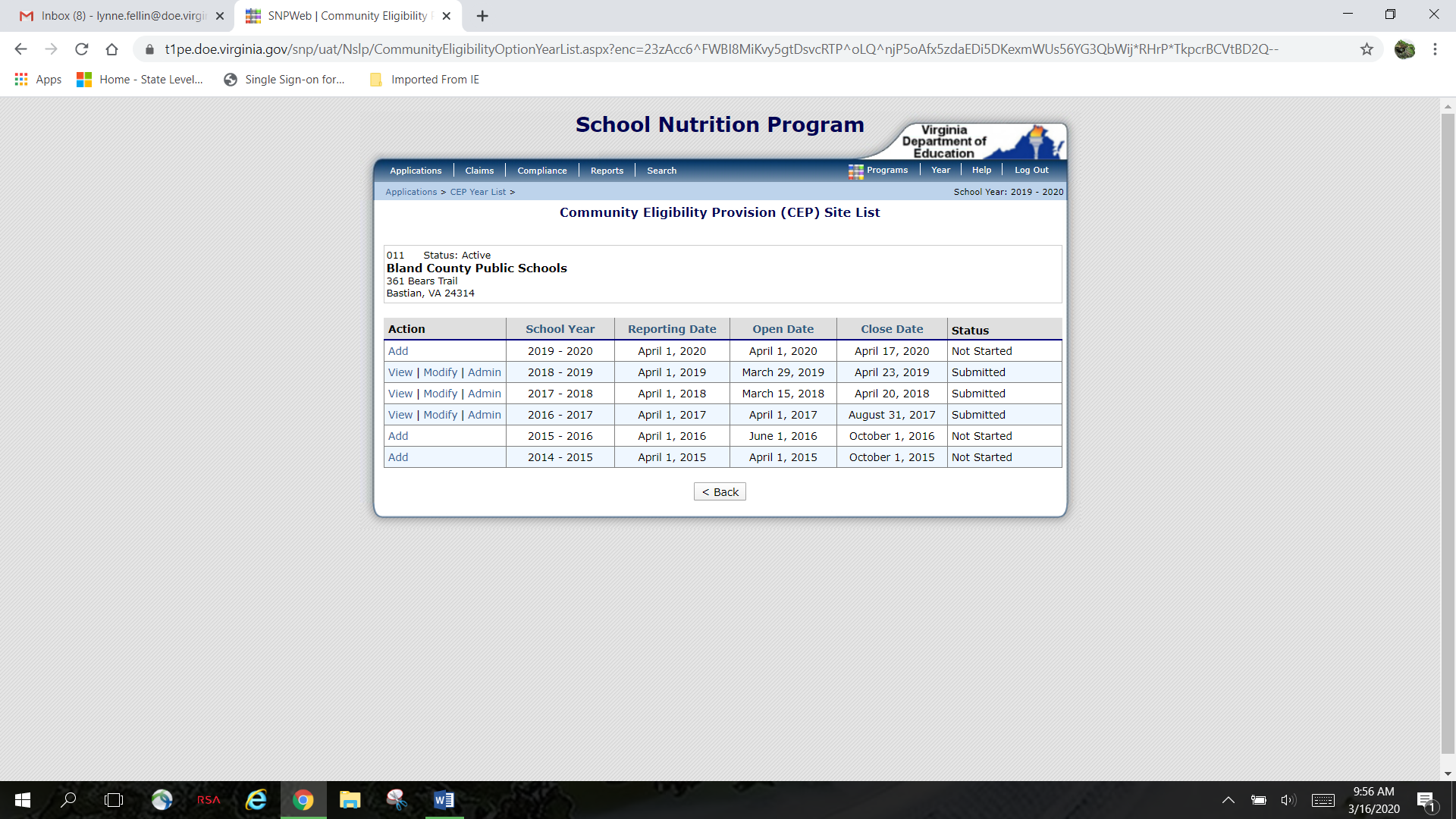
Determine for each school/site the number of identified students, including DC free and all students categorically eligible free without a meal application, and the total enrollment.

Log into SSWS and the SNPWeb software.

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 2019-2020 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.

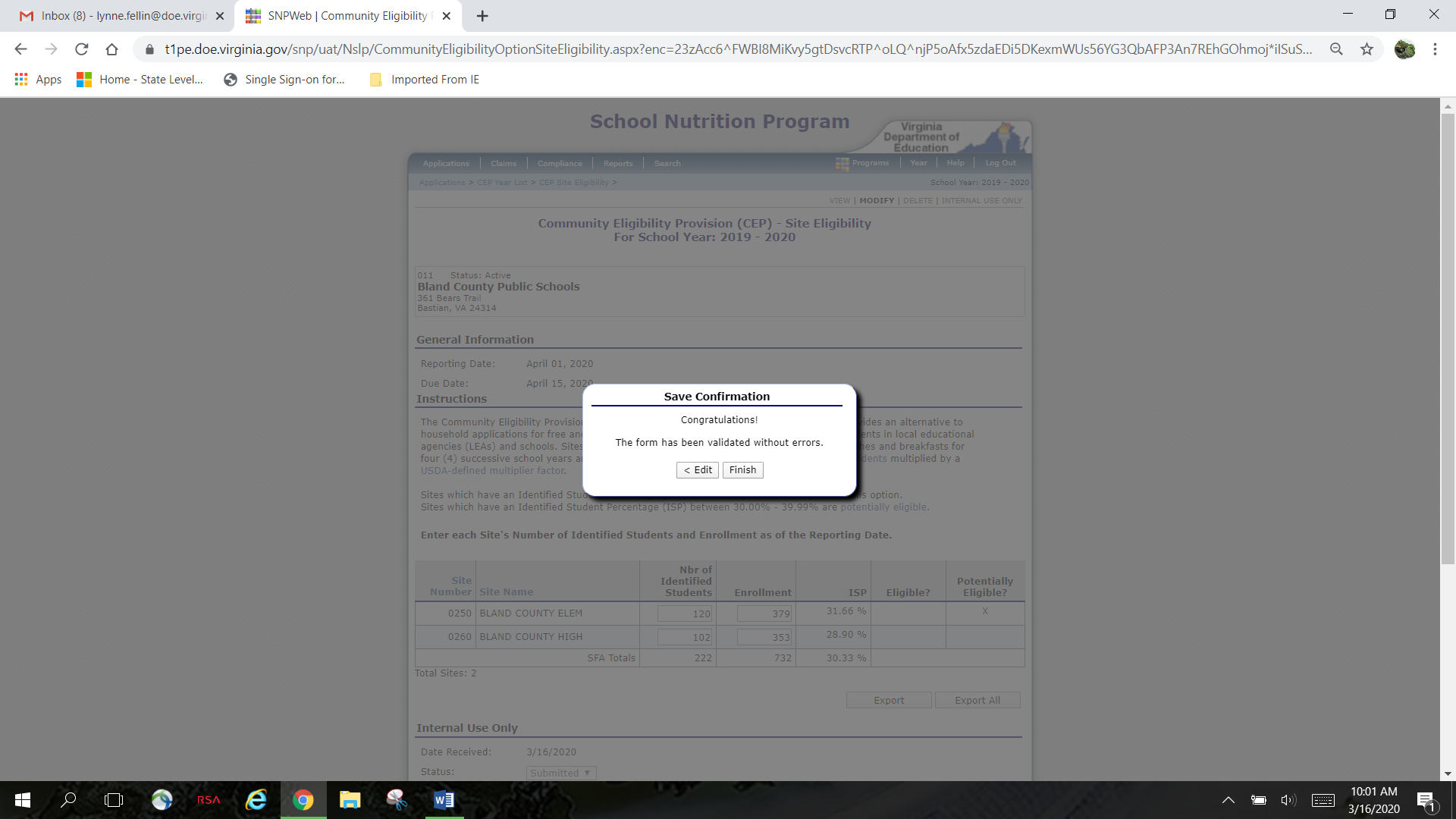
There are two fields open for data entry: *Number of Identified Students* and *Enrollment*. Enter the number of identified students (free by DC or categorically eligible free from explanation above) and the total SNP enrollment for each school/site. SNPWeb will calculate the ISP and Eligible/Potentially Eligible columns.



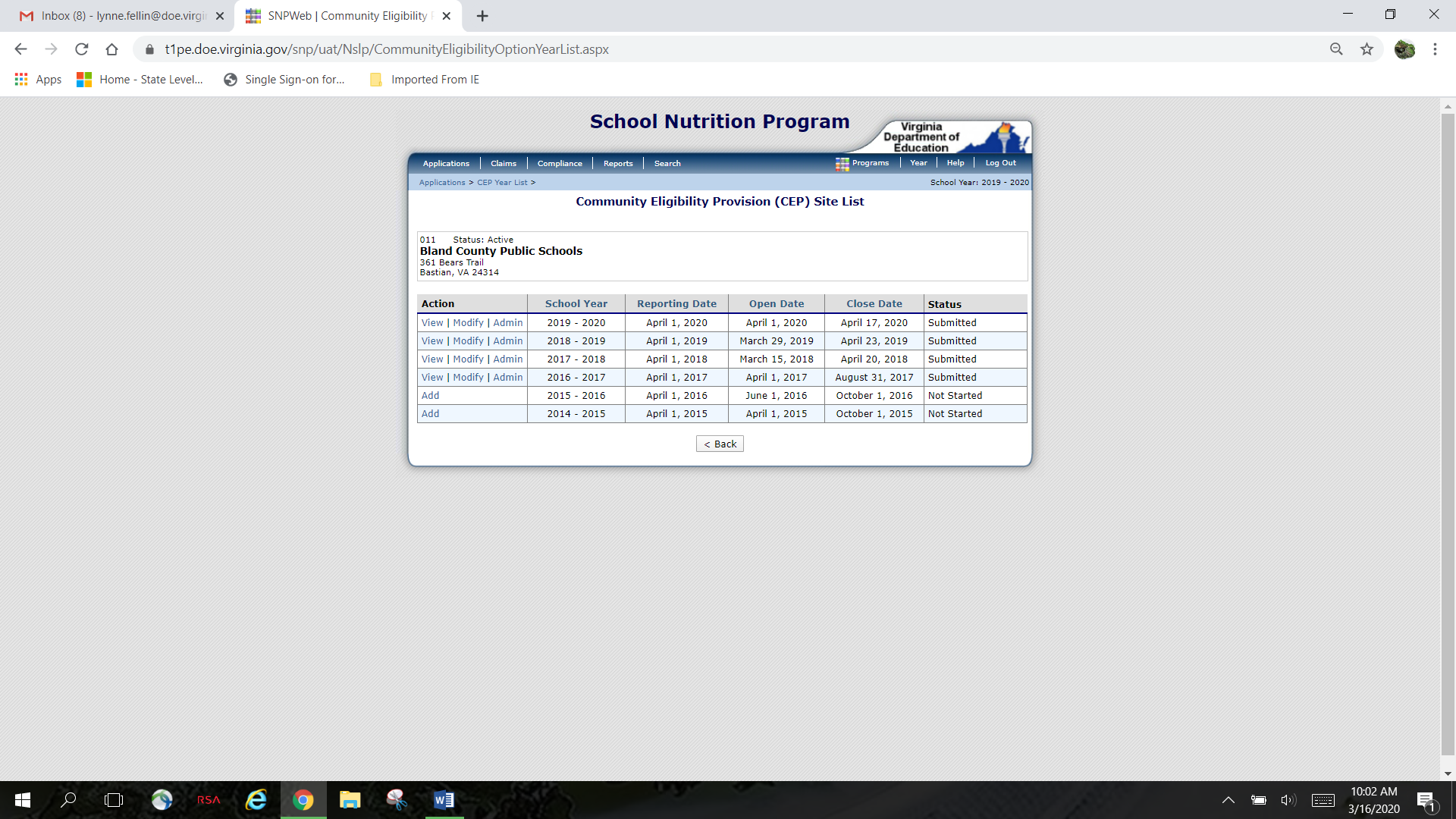
Review the data. Click the red *Save* button at the bottom to trigger the SNPWeb edits.

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. 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*.