# SNP Memo #2019-2020-38

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 1, 2020

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: ISP and CEP Revised 2020 Deadlines

This memo provides additional information about the revised reporting and application deadlines for the Identified Student Percentage (ISP) and Community Eligibility Provision (CEP) as outlined in Superintendent’s Memo #081-20 published Friday, March 27, 2020.

### Identified Student Percentage Data and Report

The deadline to determine the direct certification (DC) and enrollment data for the ISP Report moved from April 1, 2020, to June 1, 2020. The deadline to submit the ISP Report in SNPWeb moved from April 15, 2020, to June 15, 2020.

* Look for updated Department of Social Services (DSS) source files for DC in the SNPWeb module around the 16th of each month.
* Complete DC matching with the April 2020 and May 2020 source files before June 1, 2020 to include additional identified students in the ISP Report.
* Use the Principal’s Monthly Report for June 1, 2020 for individual school enrollment in the ISP Report.
  + If the school year calendar for your SFA will end prior to June 1, 2020 and the enrollment report for June 1 will not reflect the actual student enrollment for the 2019-2020 school year, use the enrollment report and the DC documentation for the last student day on the 2019-2020 school calendar.
* To help you maximize identified students, prepare the data, and keep good documentation, VDOE-SNP created an e-learning video for the ISP Report. The video is available on the [VDOE-SNP webpage](http://www.doe.virginia.gov/support/nutrition/index.shtml).

### Community Eligibility Provision 2020-2021 Application Deadline

The deadline to submit an application to participate in CEP for the 2020-2021 school year moved from June 30, 2020 to July 31, 2020.

* A Superintendent’s Memo will provide CEP application details on June 12, 2020.
* Consider submitting a new CEP application for 2020-2021 for currently participating CEP schools.
  + A new application will establish a higher ISP using the new DC data for most schools or groups and may allow CEP expansion to divisionwide.
* All SFAs should evaluate school-level and division-level CEP data and consider applying for any schools that qualify in the 2020-2021 school year.
  + See Attachment A for divisionwide ISP estimates using data submitted to VDOE prior to January 2020 and from the new DC module after January 2020 to preview potential divisionwide CEP eligibility.
* Go to SNPWeb>Applications>Download Forms for tools to help you calculate the financial impact of implementing CEP.
  + An updated CEP Reimbursement Estimator is available in CEP.
  + ICN’s Essential KPIs worksheet is available in Financial Management.
* The [USDA CEP Resource Center](https://www.fns.usda.gov/nslp/community-eligibility-provision-resource-center) has additional resources.
* VDOE-SNP staff will conduct CEP outreach when the ISP Data Report is final.
* Technical assistance is also available.

If you have questions, please contact your assigned SNP Regional Specialist or Lynne Fellin, SNP Technical Assistance Specialist, at [lynne.fellin@doe.virginia.gov](mailto:lynne.fellin@doe.virginia.gov).

SCC/LAF/cc

### Attachment

1. LEA Divisionwide ISP Calculations October 2019 vs. January 2020