



COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

DATE: February 10, 2023

TO: Division Superintendents

FROM: Jillian Balow, Superintendent of Public Instruction

SUBJECT: **Identifying Individual Students as Economically Disadvantaged**

Since the publication of [Superintendent's Memorandum #118-22](#), which provided guidance to Local Education Agencies (LEAs) on the Community Eligibility Provision (CEP) for school year 2022-2023, the Virginia Department of Education (VDOE) has received numerous inquiries regarding the identification of individual students as economically disadvantaged.

1. **For all schools regardless of CEP participation**, enrolled students with a match in the monthly direct certification process are economically disadvantaged and should be identified as such on all VDOE data collections.
2. **Schools not participating in CEP** are required to continue to use traditional methods for the identification of students as economically disadvantaged, including free and reduced-priced meal applications, in addition to the monthly direct certification matching process.

[Federal regulations prohibit schools approved for CEP from distributing and collecting free and reduced-price meal applications](#). To provide accurate economically disadvantaged status data for individual students, CEP participating LEAs must continue to conduct monthly direct certification for all enrolled eligible students, including those attending CEP schools. Only students with a match during the direct certification process should be identified as Economically Disadvantaged on VDOE data collections for CEP schools.

Questions about the identification of the economically disadvantaged student group in participating CEP schools should be directed to the Office of Data Services at ResultsHelp@doe.virginia.gov.

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