# [[1]](#footnote-1)Attachment A

# SNP Memo #2022-2023-58

# March 27, 2023

## SNPWeb Community Eligibility Provision Site Eligibility Report Checklist 2023

The report for all schools/sites in the school food authority (SFA) is due in SNPWeb by **Monday, April 17, 2023, at 5:00 p.m**.

Listen to the e-learning module for the April 1 Identified Student Percentage (ISP) report on the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) [Rise.com e-learning portal](https://vdoe-school-nutrition.rise.com/learn).

Information needed to complete the report:

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

* + Work with your software vendor to **create an Excel spreadsheet** of the free DC and categorically eligible ***identified students*** as of **April 1, 2023**, from your local eligibility software.
    - The report of ***identified students*** by school must be in sortable Excel format and include:
      * students’ names;
      * students’ free eligibility without application type (DC SNAP, DC TANF, DC Medicaid Free, homeless, foster care, etc.);
      * students’ eligibility date; and
      * the school name or number of the school the student attended on April 1.
    - 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 identified students report.
  + **Important: SFAs are required** to maintain documentation to support the number of identified students reported as of April 1, 2023.
    - Required documentation includes a complete electronic sortable file (such as an Excel spreadsheet) listing of all DC/categorically eligible **free** students (including name, status, date, and school) **that supports the number reported in the SNPWeb** ***CEP Site Eligibility Report***.
      * Acceptable documentation does not include a paper or PDF report, or a report with only the **number** of DC/categorically eligible free students as of April 1.

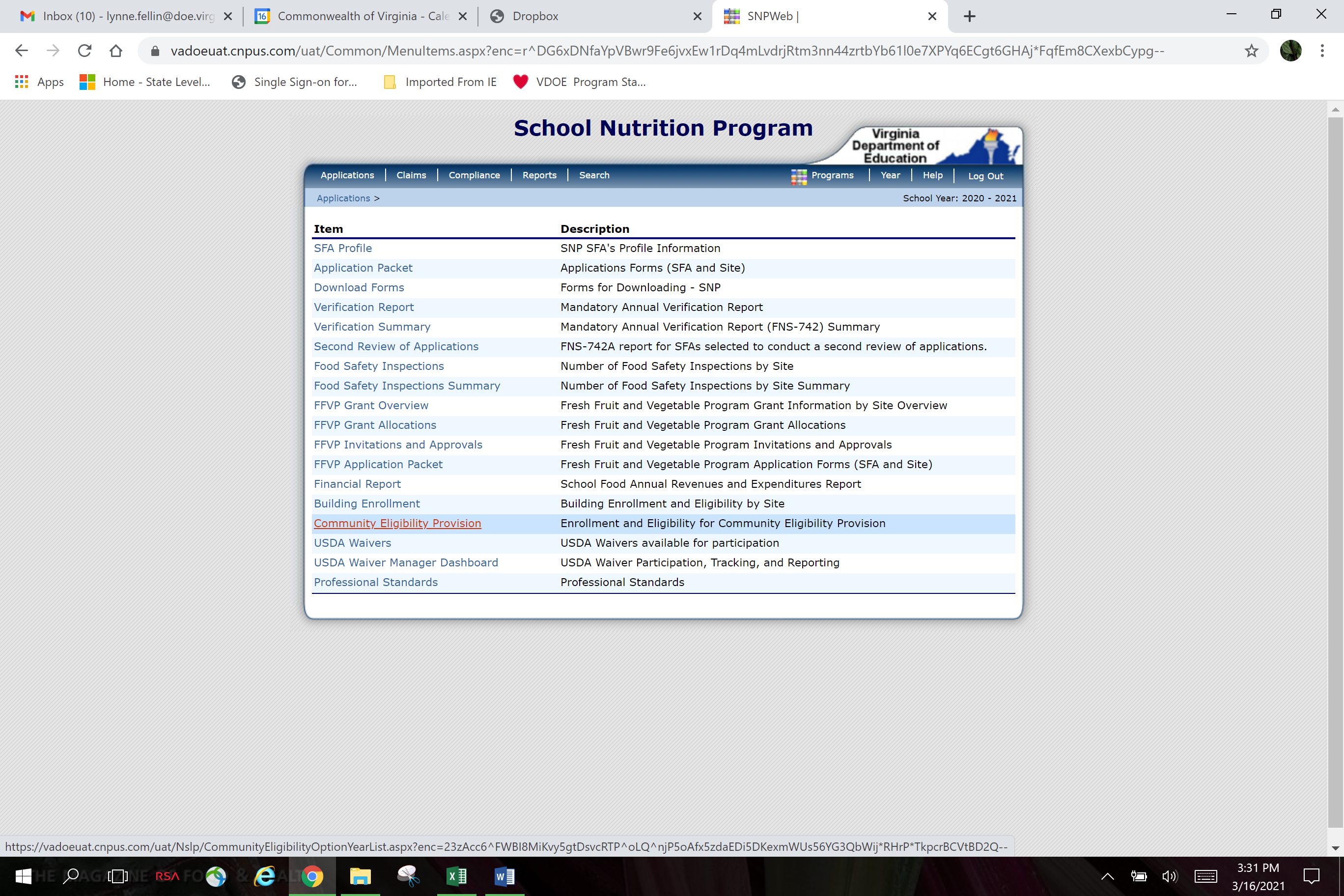
For the school membership (enrollment) for school nutrition programs:

* + Use the school/site Principal’s Monthly Report by school as of **April 1, 2023**, to determine the school membership (enrollment).
    - The terms *membership* and *enrollment* are used interchangeably by the USDA. For this report, include only students who would have access to at least one meal at the school, which is typically reported in Virginia records as membership.
    - The Principal’s Monthly Report **membership number is usually the number that reflects currently active students.** The smaller of enrollment vs. membership usually reflects the students with access to meals at school.
  + **Include membership data by school for students not reported in the Principal’s Monthly Report,** such as certain Head Start students, Virginia Pre-school Initiative (VPI), and alternative education students if students in these programs are physically attending an SFA schools and are eligible to participate in the National School Lunch Program.
  + Maintain reports on file in the SFA as documentation of the enrollment reported.

Determine the total number of ***identified students*** and the total ***enrollment/membership.***

Log into SSWS and the SNPWeb software.

From the main screen, select the *Applications* tab. Scroll down the item list to *Community Eligibility Provision* (CEP) and select it.



View the CEP Site List screen. Under *Action*, select *Add* for the 2022–2023 school year.

CEP Site List 

CEP Site List screenshot illustrating how to add the site list. 

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.

CEP Site Eligibility Report

Screenshot of the CEP Site Eligibility report.

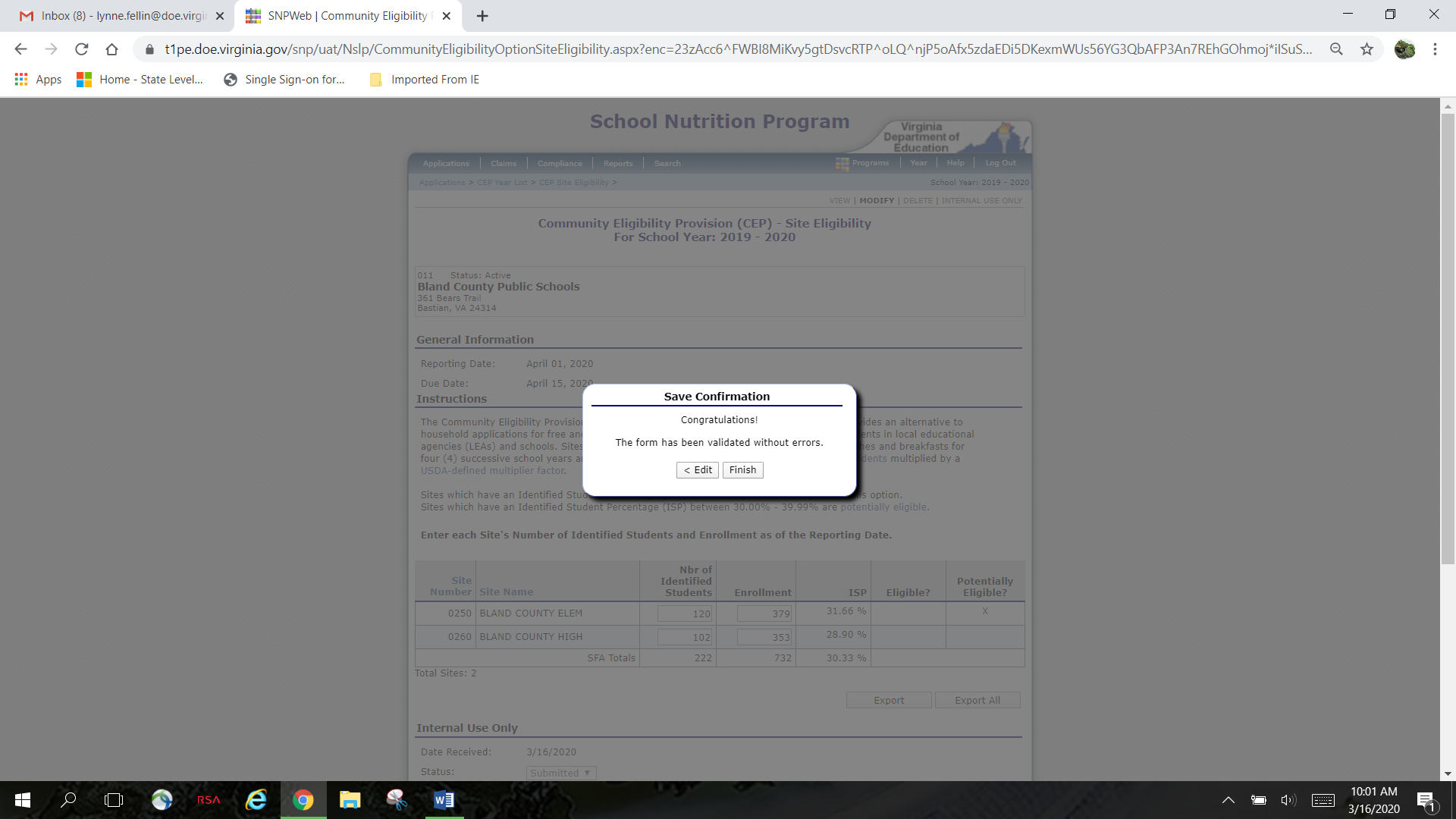
There are two fields open for data entry: *Number of Identified Students* and *Enrollment*. Enter the number of identified students (Free by DC or categorically eligible free from explanation above) and the total SNP enrollment for each school/site. SNPWeb will calculate the ISP and Eligible/Potentially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

CEP Site List Submitted

Screenshot of the CEP Site List illustrating the submitted status for the report.

VDOE-SNP staff will review the report and contact the SFA if edits are needed. When the report has been approved, the status to the right will be updated to *Approved*.

1. [↑](#footnote-ref-1)