# Attachment A

# SNP Memo #2022-2023-70

# May 18, 2023

## 2023–2024 Community Eligibility Provision Application Process

**Local education agencies (LEAs) applying for the Community Eligibility Provision (CEP), for a new, non-participating eligible school(s)** with an identified student percentage (ISP) of 40 percent or higher in the April 1, 2023, CEP Site Eligibility Report (ISP Report),**must submit a complete School Year (SY) 2023–2024 CEP application packet** with all four components detailed below.

**LEAs with currently approved CEP school(s) and/or group(s)** must roll over the new year application and check the CEP Schedule in the SNPWeb SY 2023–2024 Application Packet to determine if the approved CEP school or group had a **higher ISP in the April 1, 2023, ISP Report**. **A new CEP application is required for the school or group to use the higher ISP if the schedule displays the *Data Year* 2022–2023 and the *Cycle Year* 2023–2024.** These schools will begin a new four-year CEP cycle by submitting all required items in the CEP application packet, except the federal reimbursement calculator, which is optional for renewing schools.

**LEAs with new schools or groups of schools** **added to a previously approved group** must submit all items required for a **complete new SY 2023–2024 CEP application** **for all schools in the group** to reconfigure the group and begin a new four-year CEP cycle.

**LEAs with currently approved CEP school(s) or group(s)** **that do not have a new higher ISP** (the SNPWeb CEP Schedule for SY 2023–2024 displays the *Data Year* 2021–2022 or earlier and *Cycle Year* 2022–2023 or earlier), **should not submit a new CEP application**. The current four-year CEP cycle will continue in year two, three, or four. The existing CEP addendum and CEP documentation, previously validated, remains in effect for the ongoing four-year cycle.

**All four steps outlined below must be included if a new CEP application is required for SY 2023–2024, unless otherwise noted above. The CEP Schedule and CEP Addendum must be complete and submitted in SNPWeb. The CEP ISP supporting documentation and federal reimbursement calculator must be complete and submitted via the SSWS dropbox to** the Virginia Department of Education, Office of School Nutrition Programs(VDOE-SNP) assigned regional specialist. **All documentation must be received no later than Friday, June 30, 2023,** for the SY 2023–2024 CEP application to be complete. The VDOE-SNP cannot accept incomplete applications. VDOE-SNP staff will review the CEP application and validate supporting documentation prior to final approval.

1. **Complete and submit the CEP Schedule in the SNPWeb Application Packet for SY 2023–2024.** **Existing CEP** SFAs will click *Add* for the CEP Schedule in the SY 2023–2024 application packet. **New CEP** SFAs and CEP SFAs expanding to divisionwide CEP, must modify the SFA application and site applications for the CEP schedule to appear. **Detailed instructions on how to create and submit the CEP Schedule in SNPWeb are in Attachment B to this memo.**
2. **Download and complete the CEP Addendum** from *SNPWeb>Applications>Download Forms>Addendums to Agreements>CEP Addendum 2023-2024.* Complete the required fields and obtain the electronic or print signatures of the SNP director and the LEA superintendent or chief officer of a private school. Save the electronic form or scan the signed printed form and follow the instructions to **upload the form to SNPWeb as an attachment to the SY 2023–2024 SNP Application Packet.**
3. **Submit to the assigned SNP regional specialist, via the SSWS Dropbox**, the following **documentation that supports the number of identified students** reported for each school as of April 1, 2023, and the membership reported for each school as of April 1, 2023, in the SNPWeb ISP Report:
* **Supporting documentation** for the April 1, 2023, ISP Report for each individual school applying to participate in CEP for SY 2023–2024 **must follow the required format detailed in** [SNP Memo #2022-2023-58, Attachment A](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.virginia.gov%2Fhome%2Fshowpublisheddocument%2F43525%2F638155190824430000&wdOrigin=BROWSELINK).
* LEAs were required to **create back-up documentation in April for the identified student** data and the membership that was reported in the April 1, 2023, ISP Report. LEAs must use that April 1, 2023, backup documentation to submit with the CEP application for SY 2023–2024.
* LEAs that submit a **CEP application for SY 2023–2024 must submit the required identified student percentage documentation.** Prior to submitting, review the back-up documentation to ensure the number of identified students in the documented is the same as the number of identified students reported in the April 1, 2023, report and the membership in the Principal’s Report is the same as membership reported for each school in the April 1, 2023, report.
	+ **Identified Students:** **A sortable Excel report of the detailed information for the identified students is required.** Identified students are directly certified free students and categorically eligible free students without an application (such as homeless, migrant, runaway, certain Head Start students, and students placed in foster care documented through the LEA liaison) as of April 1, 2023. This identified student back-up documentation detail must be the same as the number of identified students the LEA reported in the April 1, 2023, ISP Report for each school that is applying for CEP in SY 2023–2024.
		- Each school’s report of identified student data must include the **following details for each student**:
			* first and last name,
			* LEA student ID number,
			* school name,
			* eligibility type (DC by SN, TO, MF, FC or categorical eligibility by homeless, migrant, runaway, foster care placement or certain Head start),
			* eligibility date, and
			* status as of April 1.
		- The report must be in an electronic, sortable format such as Excel.
			* Identified student documentation that does not meet the sortable, electronic format requirement, such as PDF, Word, or other formats, **will be rejected and cannot be used for validation of the application**.
	+ **Membership:** The school/site report of the number of students in membership as of April 1, 2023, must be supported by the following documentation for each school applying for CEP in SY 2023–2024.
		- The Principal’s Monthly Report is the accepted back-up documentation of school/site membership for the April 1, ISP data.
		- Include, if applicable, additional supporting documentation for changes to the report.
			* Reasons for additional documentation may include, adding students who have access to the National School Lunch Program (NSLP) but are not reported in enrollment (certain Head Start, pre-K, or alternative programs) or removing enrolled students who do not have access to the NSLP (homeschooled students or students placed in an educational program outside of the LEA).

**Note: The *identified student* supporting documentation is confidential.** To secure the data and protect its confidentiality, the only acceptable method for submission is via the secure **SSWS Dropbox to the assigned SNP specialist.** Upload the identified student and membership documentation to the regional SNP specialist assigned to your LEA; do not email this confidential information.

1. Complete and submit the **CEP Federal Reimbursement Calculator for new CEP schools only.** The calculator is **required for new CEP schools or groups and optional for previously approved CEP schools and groups** that are re-applying without changing any schools. The Excel tool can be downloaded from *SNPWeb>Applications>Download Forms>CEP>Reimbursement Calculator*. Complete the calculator in Excel, using the NSLP and School Breakfast Program meals claimed in October 2022 as the traditional claiming meal counts for one month, along with the 2022–2023 paid meal prices. Use at least the minimum average Virginia meal participation increases after CEP from the instructions for each meal type in Rows 3 and 4 of the calculator. Save the completed calculator and submit by emailing the Excel spreadsheet to your assigned SNP regional specialist.