# Attachment B

# SNP Memo #2022-2023-70

# May 18, 2023

## Instructions for the 2023–2024 Community Eligibility Provision Schedule in SNPWeb

### SNPWeb Community Eligibility Provision Schedule

A school food authority (SFA) applying to participate in the Community Eligibility Provision (CEP) must complete the CEP Schedule in the Application Packet for the corresponding school year.

#### Step 1: Create the CEP Schedule

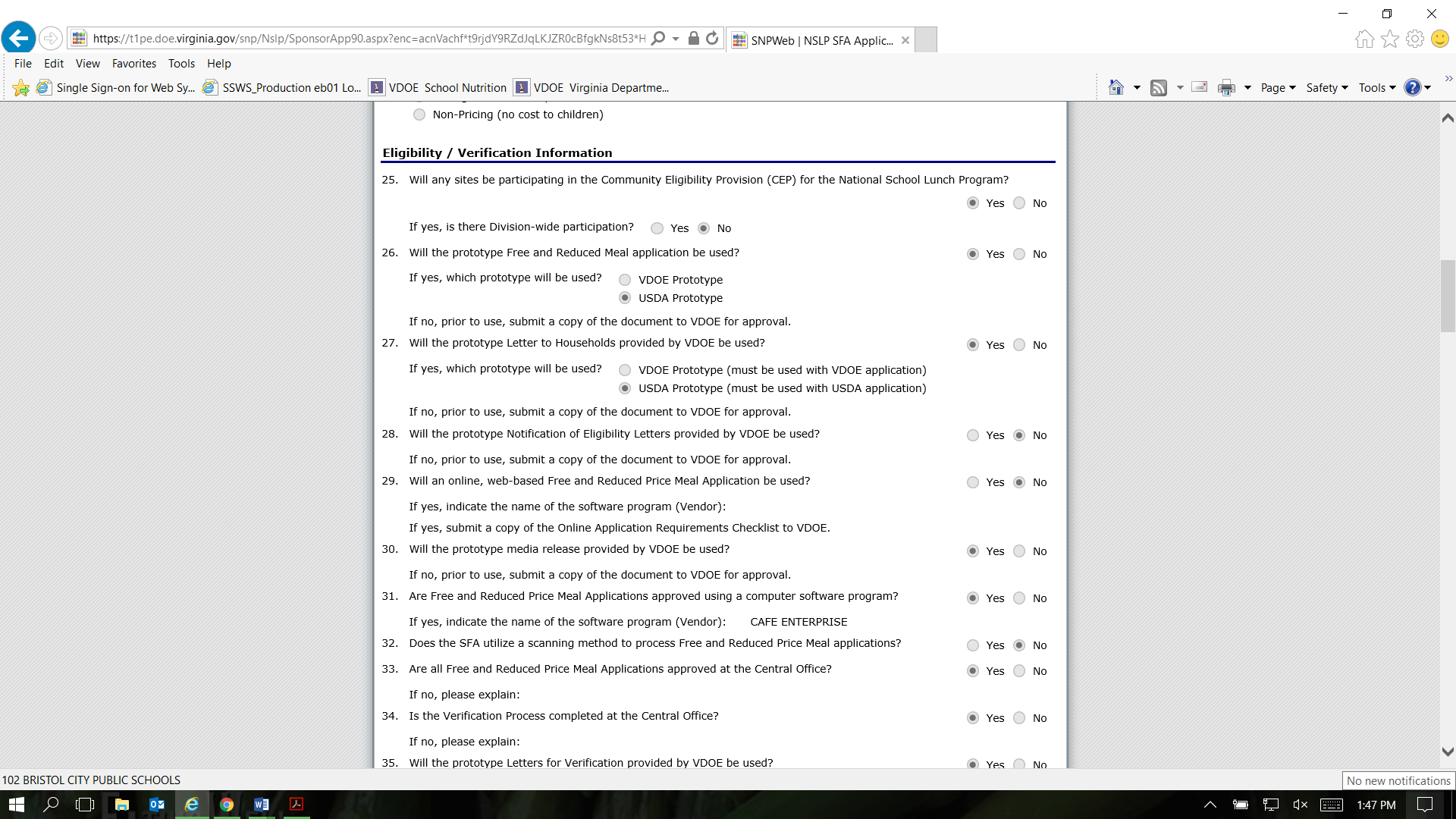
To create a CEP Schedule in the Application Packet, select the new school year (e.g. 2023–2024). Select *Applications>Application Packet* and select *Modify* next to the SFA Application.

Scroll to Question 25 in the Eligibility Information section of the SFA Application, *Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program*? Select *Yes*.

If the division will participate in CEP for all schools, divisionwide, *Yes* must also be selected in the second part of Question 25.

*Save* the SFA Application to complete this step.

#### Figure 1: SFA Application Question 25



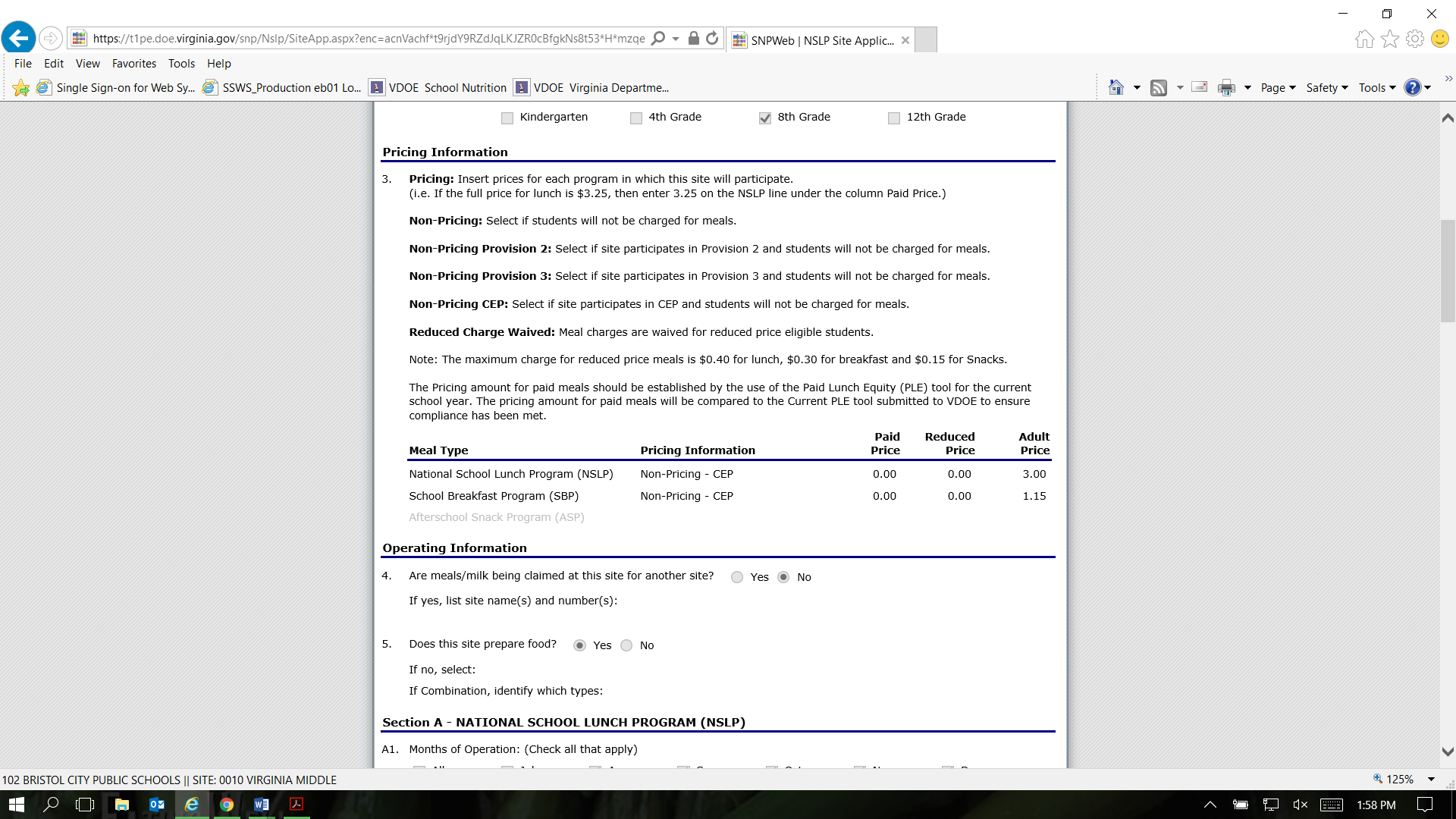
#### Step 2: Add Schools to the CEP Schedule

To add participating CEP schools to the CEP schedule, Select *Applications>Application Packet* and scroll down to *Site Applications>School Nutrition Program.* Select *School Nutrition Program* to see a list of schools that participate in the National School Lunch Program (NSLP).

For each school that will apply to participate in CEP, select *Modify.* Scroll to Question 3, *Pricing Information.* In the dropdown box next to *NSLP,* select ***Non-Pricing CEP****.* In the dropdown box next to *School Breakfast Program (SBP)*, select ***Non-Pricing CEP****.*

*Save* the site application to complete this step. Repeat for all schools that will be included in the CEP application.

#### Figure 2: Site Application Question 3



#### Note:

**The CEP Schedule will only display sites that have *Non-Pricing-CEP* selected as the response to Question 3, *Pricing Information,* in the Site Application for both NSLP and SBP. If any CEP schools are missing from the CEP Schedule, repeat Step 2 above.**

### Adding the CEP Schedule to the Application Packet

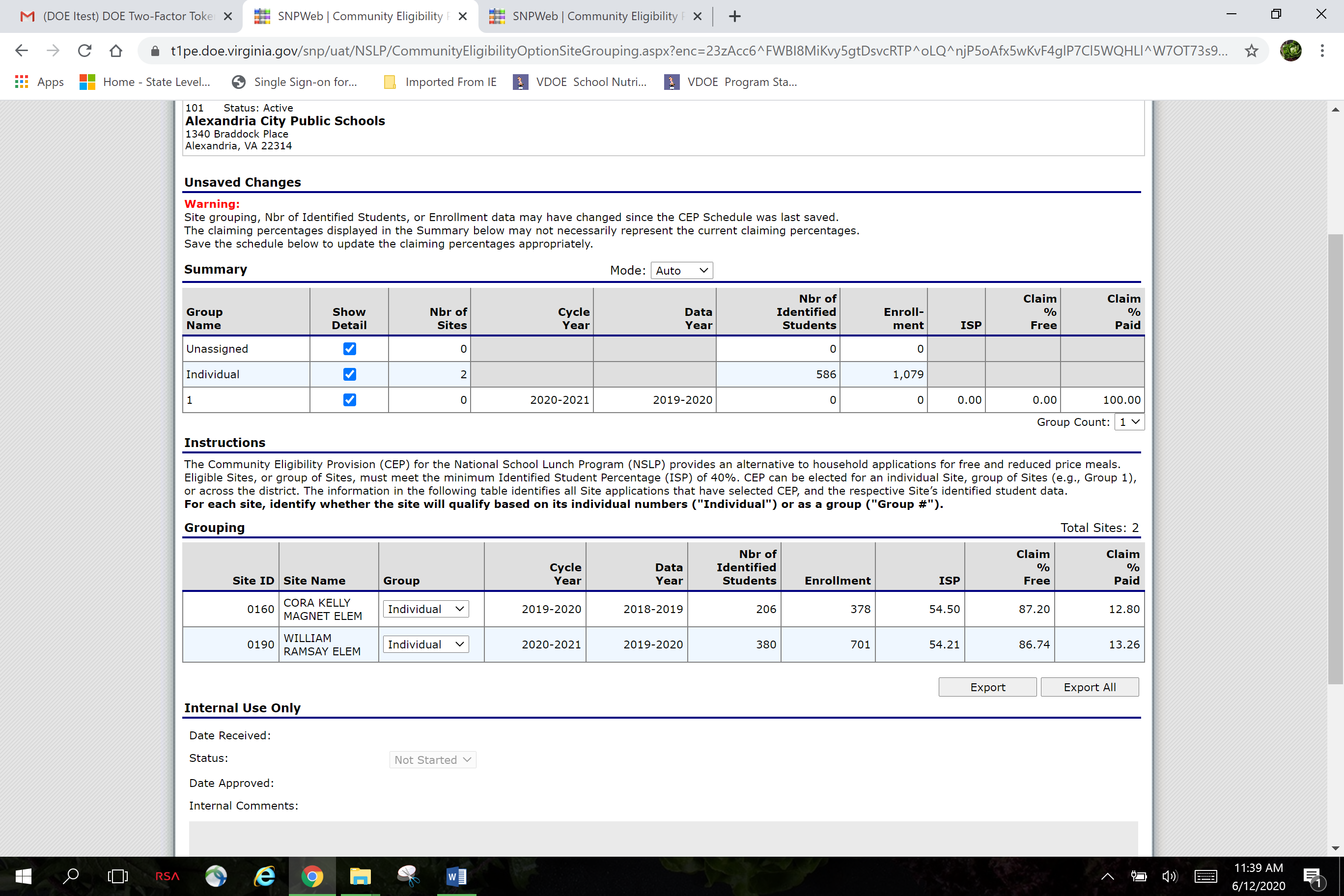
1. On the blue toolbar, select ***Applications*** to access the menu screen.
2. Select ***Application Packet***. The *Application Packet*screen will display.
3. Select ***Add*** next to the *CEP Schedule*.

#### Figure 3: Application Packet Screen – Add CEP Schedule

### Screenshot of Application Packet Menu in SNPWeb.

1. The *CEP Schedule*screen will display.

#### Figure 4: CEP Schedule Screen



### Defining the CEP Schedule

1. On the blue toolbar, select ***Applications*** to access the menu screen.
2. On the menu, select ***Application Packet***. The *Application Packet*screen displays.
3. Select ***Add*** to begin or ***Modify*** (if the CEP schedule was previously added)next to *CEP Schedule*. The *CEP Schedule*screen will display.

**Note: The CEP Schedule will only display sites that have *Non-Pricing CEP* selected as the response to Question 3, *Pricing Information*, in the Site Application for both NSLP and SBP. If any CEP schools are missing from the CEP Schedule, repeat Step 2 on page 2, above.**

1. Scroll down to the ***Grouping***chart. Next to each Site ID under the ***Grouping*** heading, the Number of Identified Students, Enrollment, and ISP data is retrieved from the *CEP Site Eligibility Report* data for April 1, of the year prior to first year (YPFY) as submitted by the LEA. For example, the April 1, 2023, data reported by the LEA will display in the *CEP Schedule* as *Data Year* 2022–2023 and *Cycle Year* 2023–2024 for new CEP schools/sites.
2. For each school/site, under the ***Group*** column, select whether the school/site will participate based on its own data by selecting ***Individual*** or, if the site will participate by being grouped with other sites, by selecting the group number. If the SFA is participating as divisionwide, all sites must be assigned to ***Group 1***. If there are multiple CEP groups in the LEA, each group of schools must have a separate group number.
3. All sites must be identified as ***Individual*** or assigned to a group to complete the CEP Schedule.

**Note:** The *Cycle Year*, *Data Year*, and *ISP* for each defined ***group*** of CEP schools will display in the ***Summary*** chart at the top of the page along with the group’s *free* and *paid* claiming percentages. The *Cycle Year*, *Data Year* and *ISP* for ***individual*** CEP schools, along with the school’s *free* and *paid* claiming percentages, will display in the ***Grouping*** chart.

1. Select ***Save*** to complete this step.

### Adding a Site to an Existing CEP Schedule

1. On the blue toolbar, select ***Applications*** to display the menu screen.
2. On the menu, select ***Application Packet***. The *Application Packet*screen displays.
3. Select ***Modify*** next to *CEP Schedule*. The *CEP Schedule*screen displays.
4. The new site will be identified as ***Unassigned*** under the *Group*column. Select the **group** to which the site should be associated or select ***Individual*** if the site qualifies based on its own student data.
5. Select ***Save*** to receive a confirmation. Select ***Edit*** to return to the *CEP Schedule*screen or select ***Finish*** to return to the *Application Packet* screen.