# Attachment C

# SNP Memo #2023-2024-59

# March 7, 2024

## Reporting April 1 Data for Participating CEP Schools, Schools Not Eligible, and Others

### **Reporting ISP Data for Currently Participating CEP Schools, Schools Not Eligible and Schools with Changing Attendance Boundaries**

SFAs must report data for all schools in the SFA, including those already participating in CEP and those not eligible for CEP. SFAs with one or more **schools operating under CEP must report the current April 1 number of identified students and membership for each school**, regardless of validated base year data. The April 1 supporting documentation must be maintained on file in the SFA for every school, regardless of whether they are eligible, and whether or not a CEP application is submitted.

If the reported ISP for a participating CEP school, group, or SFA has increased since the base year, the SFA will be required to submit a new CEP application for SY 2024–2025 and begin a new cycle. If the reported ISP for a CEP participating school, group, or SFA has decreased, the previously validated ISP and cycle will continue to be in effect in SY 2024–2025 unless the four-year cycle is set to expire at the end of SY 2023–2024.

If a currently participating CEP school, or a school applying to participate for SY 2024–2025, will have a change in attendance boundaries that will reconfigure its student population in the new year, contact the VDOE School Nutrition Programs (SNP) regional specialist assigned to the SFA for guidance.

**Currently Participating CEP Schools with Expiring CEP Cycles**

The required notification of **LEAs currently participating in CEP with four-year cycles that will expire on June 30, 2024, is provided as Note 3 in Attachment B**. All currently participating LEAs should review the list and prepare to submit a new application to continue CEP participation in SY 2024–2025 for eligible schools with an expiring cycle (Cycle Year 2020–2021 in the SNPWeb CEP Schedule).