# Attachment C

# SCNP Memo #2023-2024-80

# May 23, 2024

## Evaluating Current CEP, Expiring CEP Cycles, and Termination

### Evaluating Current Community Eligibility Provision (CEP) Schools for SY 2024-2025 Applications

LEAs must **evaluate the CEP Schedule in the SY 2024-2025 SNPWeb SFA Application** for all currently approved CEP schools and groups, as soon as possible, to determine if the school or group ISP reported for April 1, 2024, increased, requiring a new CEP application.

* Approved CEP schools and groups with a new Data Year of 2023–2024 must submit a new CEP application by June 30, 2024.
* Approved CEP schools and groups with a Data Year of 2022–2023 or earlier did not have a higher ISP on April 1, 2024, and will continue in year two, three, or four of the current cycle.
* Approved CEP schools and groups that make changes to add or remove schools from CEP must submit a new CEP application.

### Expiring CEP Cycles

Approved CEP schools or groups **with a four-year CEP cycle that expires at the end of SY 2023–2024** must submit a new CEP application by June 30, 2024.

* Refer to [SNP Memo #2023-2024-59, Attachment B](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/regulations-memos/director-s-memos-on-nutrition), for a list of LEAs with expiring CEP cycles.

### Termination of CEP Participation

LEAs that **elect to terminate school(s) or group(s) participation in CEP** prior to the end of the approved four-year cycle must notify the VDOE-SCNP by June 30 of the year prior.

* June 30, 2024, is the notification deadline to terminate CEP participation in SY 2024–2025.
* Reasons for termination of CEP, including analysis of the financial impact, must be included in the notification.
* LEAs must submit the required VDOE form, found in SNPWeb, *SFA Notification to VDOE Termination of School Participation in CEP*, to the Director of the VDOE-SCNP, Dr. Sandy Curwood, RDN, by email at Sandra.Curwood@doe.virginia.gov.