# Attachment A

# Superintendent’s Memo #076-22

# April 8, 2022

## SNPWeb Community Eligibility Provision Site Eligibility Report Checklist 2022

The report for all schools/sites in the school food authority (SFA) is due in SNPWeb by **Friday, April 15, 2022, 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, 2022**, from your local eligibility software.
    - The report of ***identified students*** by school must include:
      * students’ names;
      * students’ free eligibility without application type (DC SNAP, DC TANF, DC Medicaid Free, homeless, foster care, etc.);
      * eligibility date; and
      * the school name or number.
    - 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, 2022.
    - Required documentation includes a complete electronic sortable file (such as an Excel spreadsheet) listing of all DC/categorically eligible **free** students (including name, status, and date) 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.

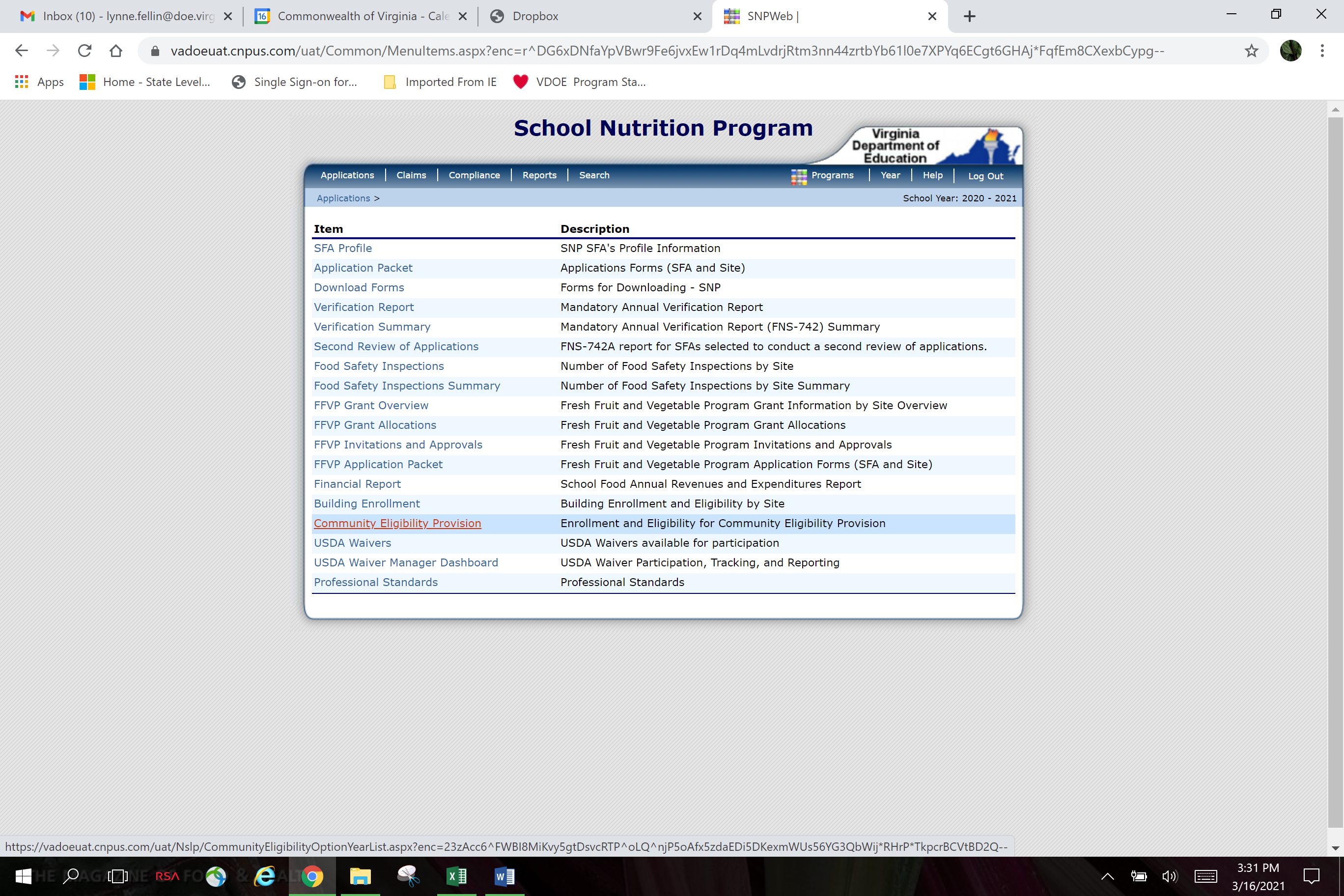
For the school enrollment (membership) for school nutrition programs:

* + Use the school/site Principal’s Monthly Report by school as of **April 1, 2022**, to determine the school enrollment (membership).
    - 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.
    - The Principal’s Monthly Report membership number is usually the number that reflects currently active students.
  + Include enrollment/membership data by school for programs not reported in the Principal’s Monthly Report, such as Head Start, Virginia Pre-school Initiative (VPI), and alternative education programs, if applicable, and if students in these programs are eligible to participate in the National School Lunch Program.
  + Maintain reports on file in the LEA as documentation of the enrollment reported.

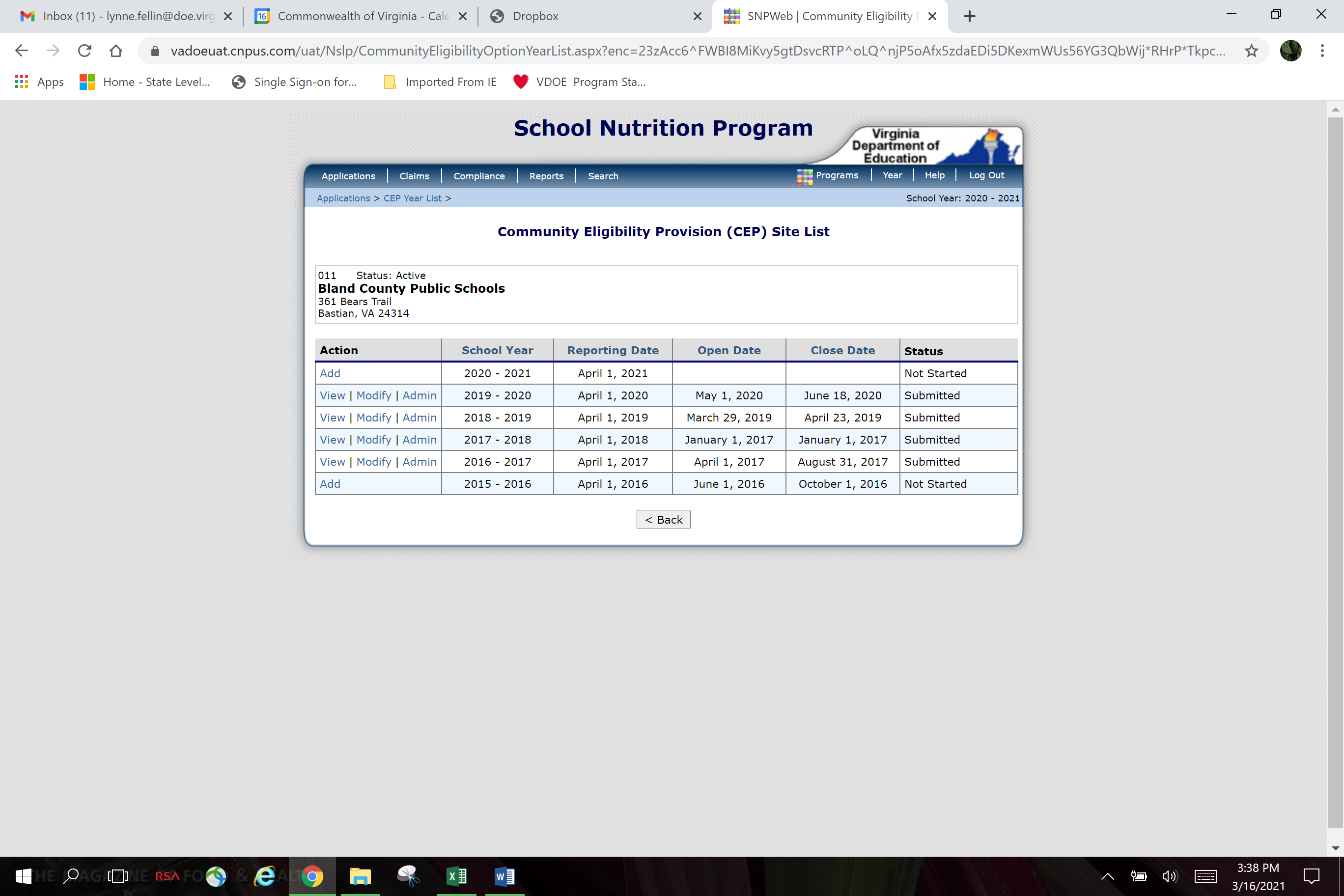
Determine the total number of ***identified students*** and the total ***enrollment/membership.***

Log into SSWS and the SNPWeb software.

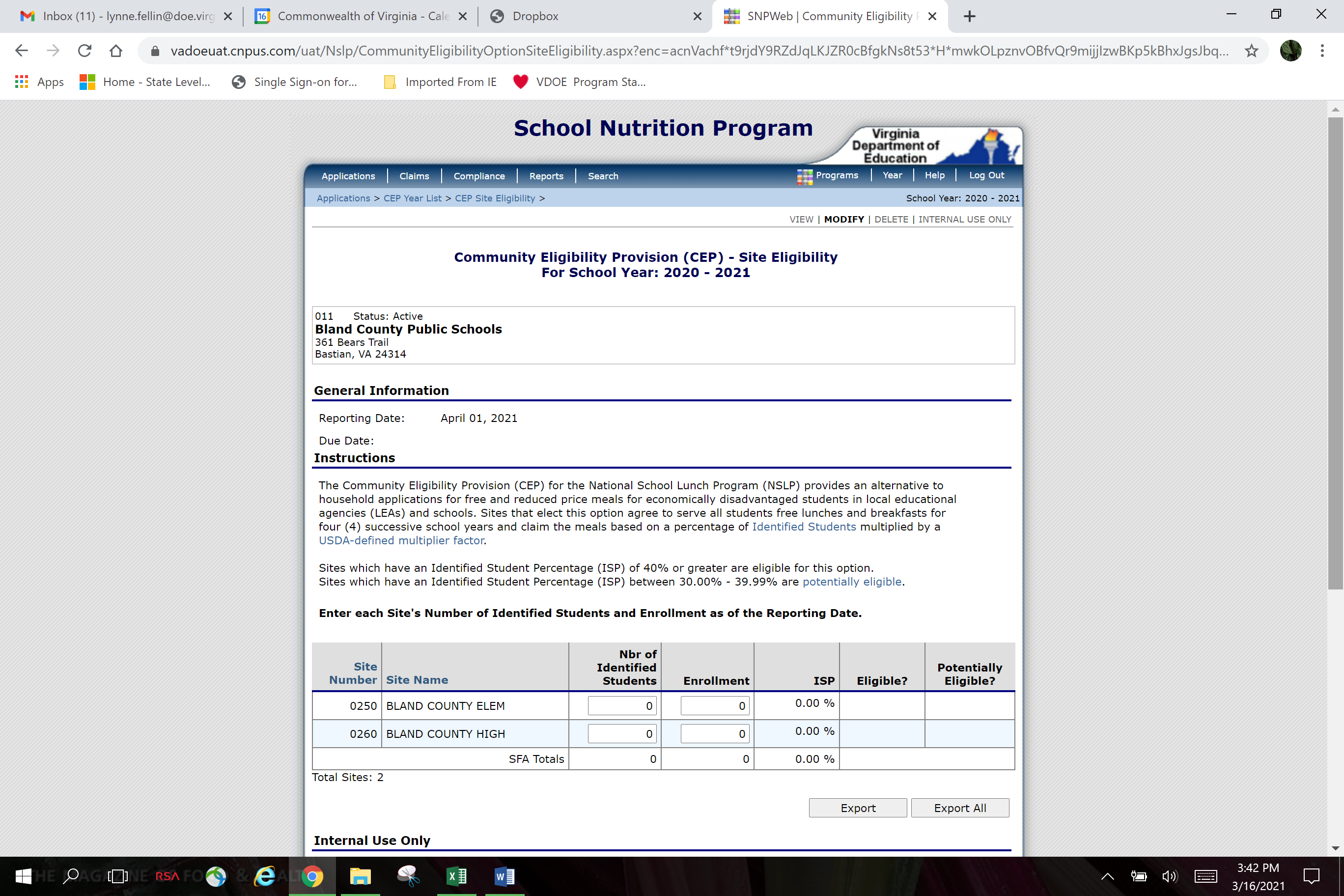
From the main screen, select the *Applications* tab. Scroll down the item list to *Community Eligibility Provision* (CEP) and select it.



View the CEP Site List screen. Under *Action*, select *Add* for the 2021–2022 school year.



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.



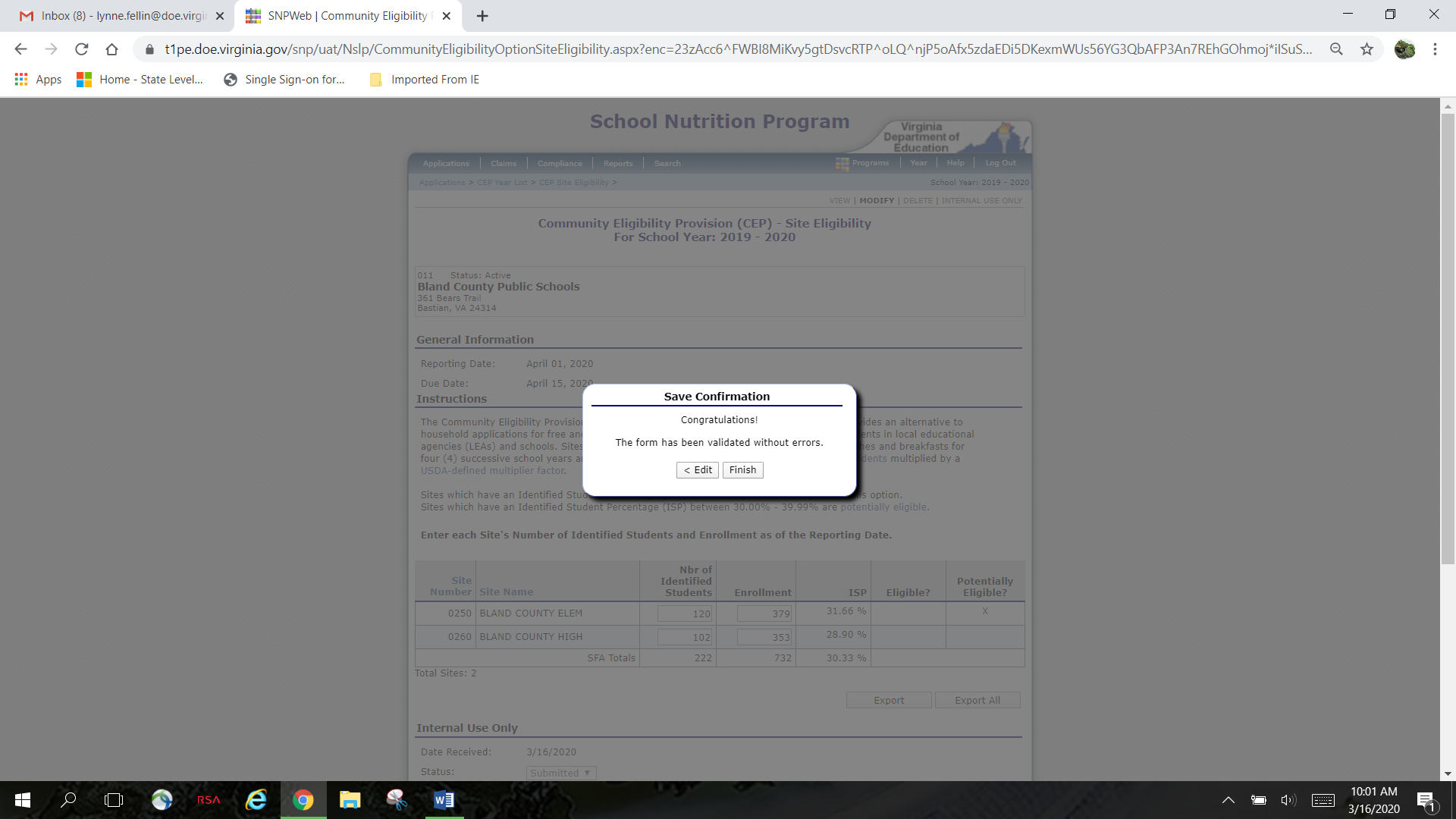
There are two fields open for data entry: *Number of Identified Students* and *Enrollment*. Enter the number of identified students (Free by DC or categorically eligible free from explanation above) and the total SNP enrollment for each school/site. SNPWeb will calculate the ISP and Eligible/Potentially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

Review the data. Click the red *Save* button at the bottom to trigger the SNPWeb edits.

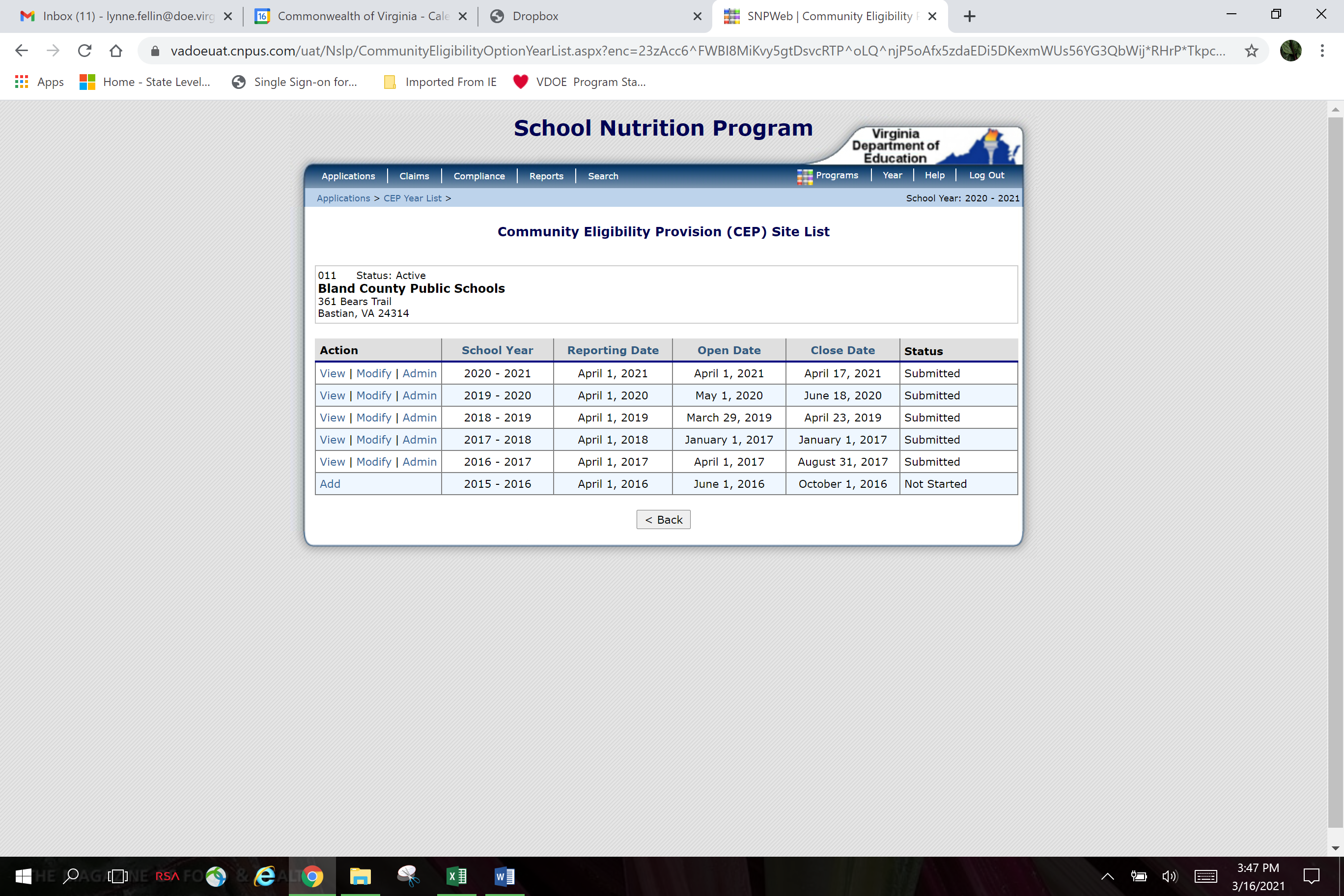
If error messages appear at the top of the screen, review and edit data. Select *Save* when finished.

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*.



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