# Attachment A

# Superintendent’s Memo #118-22

# June 10, 2022

## Virginia Department of Education Office of School Nutrition Programs logo

## 2022–2023 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, 2022, CEP Site Eligibility Report (ISP Report),**must submit a complete School Year (SY) 2022–2023 CEP application packet** with all four components detailed below.

**LEAs with currently approved CEP school(s) and/or group(s)** must check the CEP Schedule in the SNPWeb SY 2022–2023 Application Packet to determine if the approved CEP school or group had a **higher ISP in the April 1, 2022, 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* 2021–2022 and the *Cycle Year* 2022–2023.** 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 2022–2023 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 2022–2023 displays the *Data Year* 2020–2021 or earlier and *Cycle Year* 2021–2022 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 2022–2023, 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 to** the Virginia Department of Education, Office of School Nutrition Programs(VDOE-SNP) assigned regional specialist. **All documentation must be received no later than June 30, 2022,** for the SY 2022–2023 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 2022–2023. Existing CEP SFAs will click *Add* for the CEP Schedule in the SY 2022–2023 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 2022-2023.* 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 a form to SNPWeb as an attachment to the SY 2022–2023 SNP Application Packet.**
3. **Submit to the assigned SNP regional specialist, via the Single Sign-on for Web Systems (SSWS) Dropbox**, the following **documentation that supports the number of identified students** reported for each school as of April 1, 2022, and the membership reported for each school as of April 1, 2022, in the SNPWeb ISP Report:

* **Supporting documentation** for the April 1, 2022, ISP Report for each individual school applying to participate in CEP for SY 2022–2023 **must follow the required format detailed in** [Superintendent’s Memo #076-22](https://www.doe.virginia.gov/administrators/superintendents_memos/2022/076-22.pdf), [Attachment A](https://www.doe.virginia.gov/support/nutrition/regulations/supts_memos.shtml).
* 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, 2022, ISP Report. LEAs must keep the documentation on file in the LEA for three years beyond the year to which it applies.
* LEAs that submit a CEP application for SY 2022–2023 must submit the required identified student percentage documentation. Prior to submitting, review the back-up documentation to determine if the number of identified students documented agrees with the number of identified students reported in the April 1, 2022, report and the membership in the Principal’s Report agrees with the membership reported for each school.
  + **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, 2022. This identified student report is the back-up detail for the number of identified students the LEA reported in the ISP Report for each school applying for CEP in SY 2022–2023.
    - Each school’s report of identified student data must include each identified student’s first and last name, student ID number, school, eligibility type, eligibility date, and status as of April 1.
    - The report must be submitted 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 enrolled students as of April 1, 2022, for each school applying for CEP.
    - The Principal’s Monthly Report is the accepted documentation of school/site membership for the April 1, ISP Report.
    - 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 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, if required. The calculator is required for new CEP schools or groups and optional for previously approved CEP schools and groups that are applying to lock in a higher ISP and not changing any schools. The Excel tool must 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 2019 as the traditional claiming meal counts along with the 2019–2020 meal prices. Use the Seamless Summer Option meal counts for October 2021 to determine the percentage increase to use in Rows 7 and 8 of the calculator for CEP participation. Save the completed calculator and submit by emailing the Excel spreadsheet to your assigned SNP regional specialist.