# Attachment A

# Superintendent’s Memo #076-21

# March 26, 2021

## SNPWeb Community Eligibility Provision (CEP) Site Eligibility Report Checklist 2021

The report for all schools/sites in the school food authority (SFA) is due in SNPWeb by **Thursday, April 15, 2021, at 5:00 p.m**.

An e-learning module for the April 1 ISP report is available 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) to provide guidance and technical assistance for the report.

Information needed to complete the report:

For the number of identified students (free only by direct certification (DC) and categorical eligibility):

* + Run an eligibility report of the names of students approved free by category and type as of **April 1, 2021**, from your local eligibility software (or the manual eligibility report).
  + From this local eligibility report, for each school as of April 1, 2021, you will need:
    - The number of students approved **free** by DC: Free DC SNAP, Free DC TANF, Free DC Medicaid, and
    - the number of students approved **free** by categorical eligibility (not on a meal application): homeless, migrant, runaway, foster care, and Head Start.
      * 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 number of identified students.
  + **Important: SFAs are required** to maintain documentation to support the number of identified students reported as of April 1, 2021, in this report.
    - Required documentation includes a complete listing of all DC/categorically eligible **free** students (including name, status, and date) that supports the number reported in SNPWeb.
      * It is not adequate to maintain only the **number** of DC/categorically eligible free students as documentation.
      * Run a complete benefit issuance list of free DC/categorically eligible students and maintain with the current April 1 data in the local education agency (LEA).

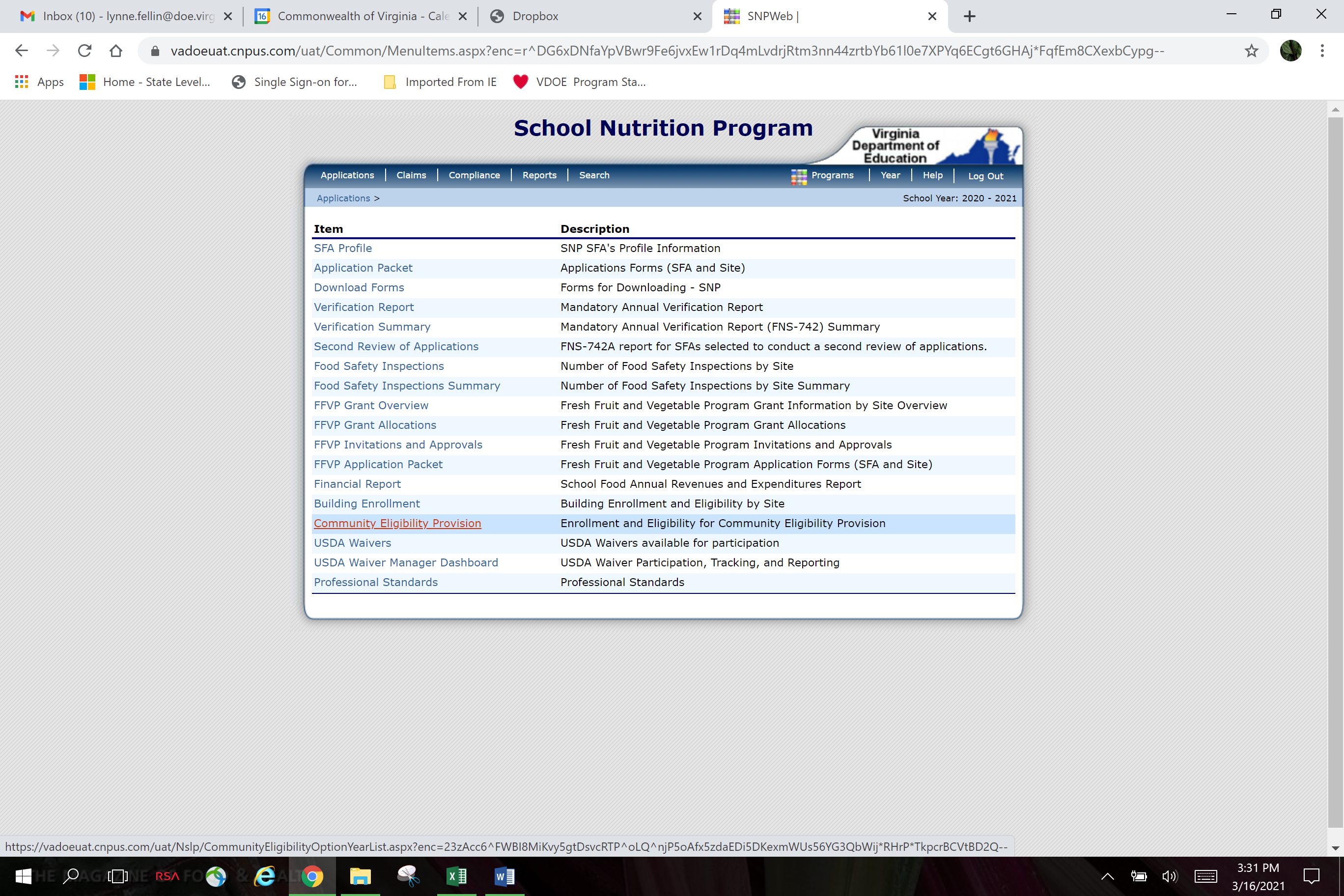
For the school enrollment for school nutrition programs:

* + Use the school/site Principal’s Monthly Report for the enrollment by school as of **April 1, 2021**.
  + Additionally, use enrollment reports by school/site for programs not reported in the Principal’s Monthly Report, such as Head Start, preschool, and alternative programs, if applicable.
  + Maintain these reports on file in the LEA as documentation of the enrollment reported.

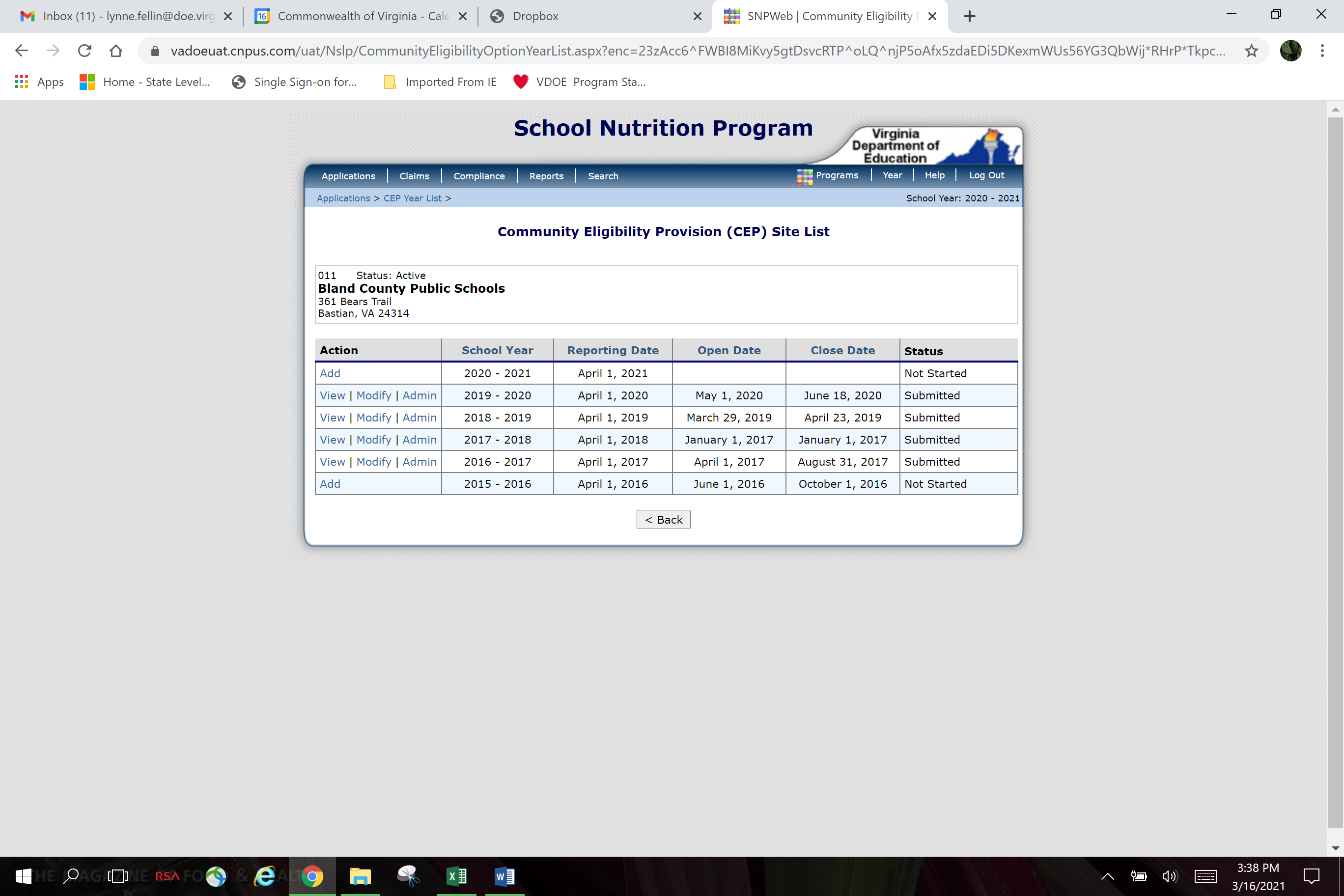
Determine for each school/site the number of identified students, including DC free and all students categorically eligible free without a meal application, and the total enrollment.

Log into SSWS and the SNPWeb software.

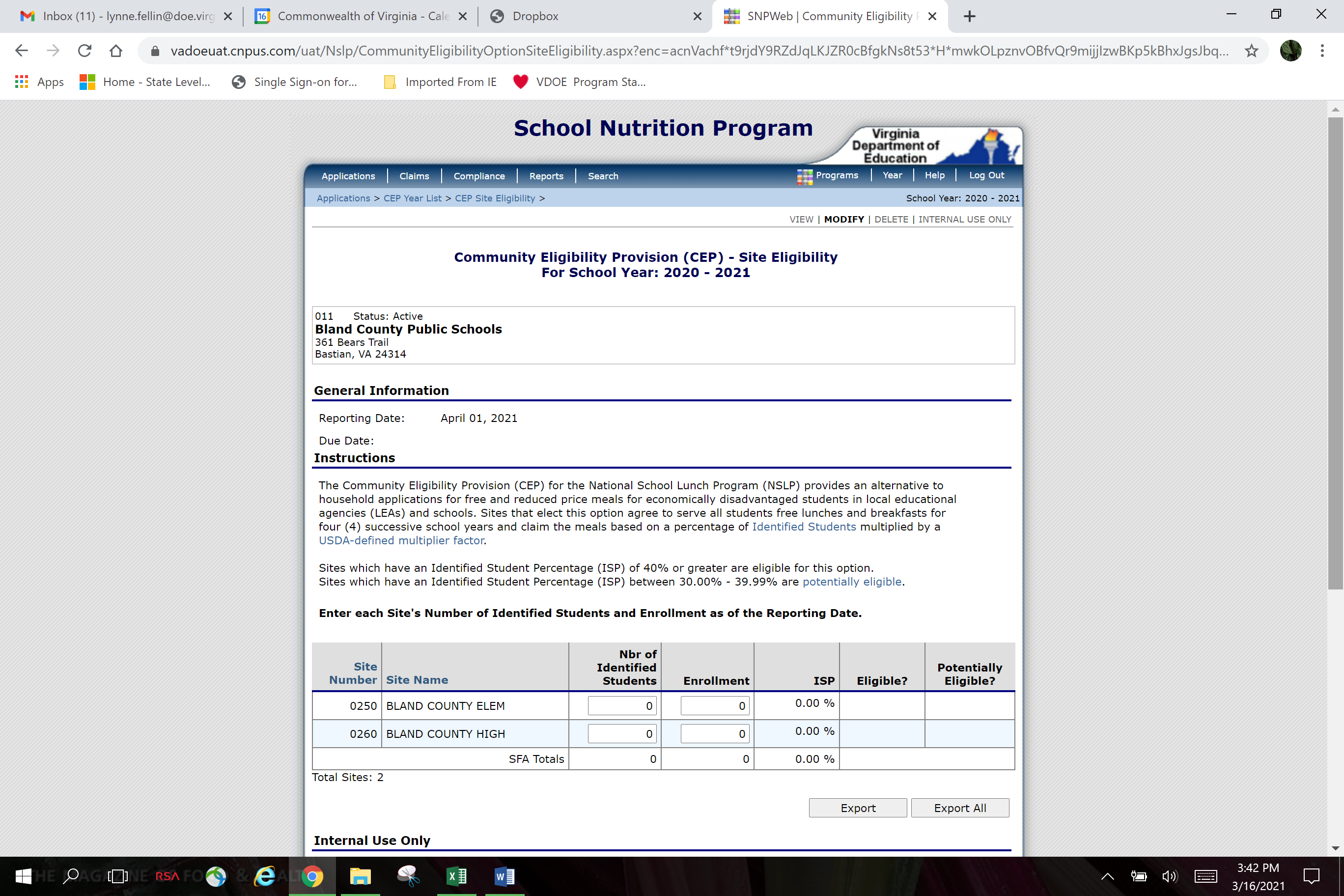
From the main screen, select the *Applications* tab. Scroll down the item list to *Community Eligibility Provision* and select it.



View the CEP Site List screen. Under *Action*, select *Add* for the 2020-2021 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.

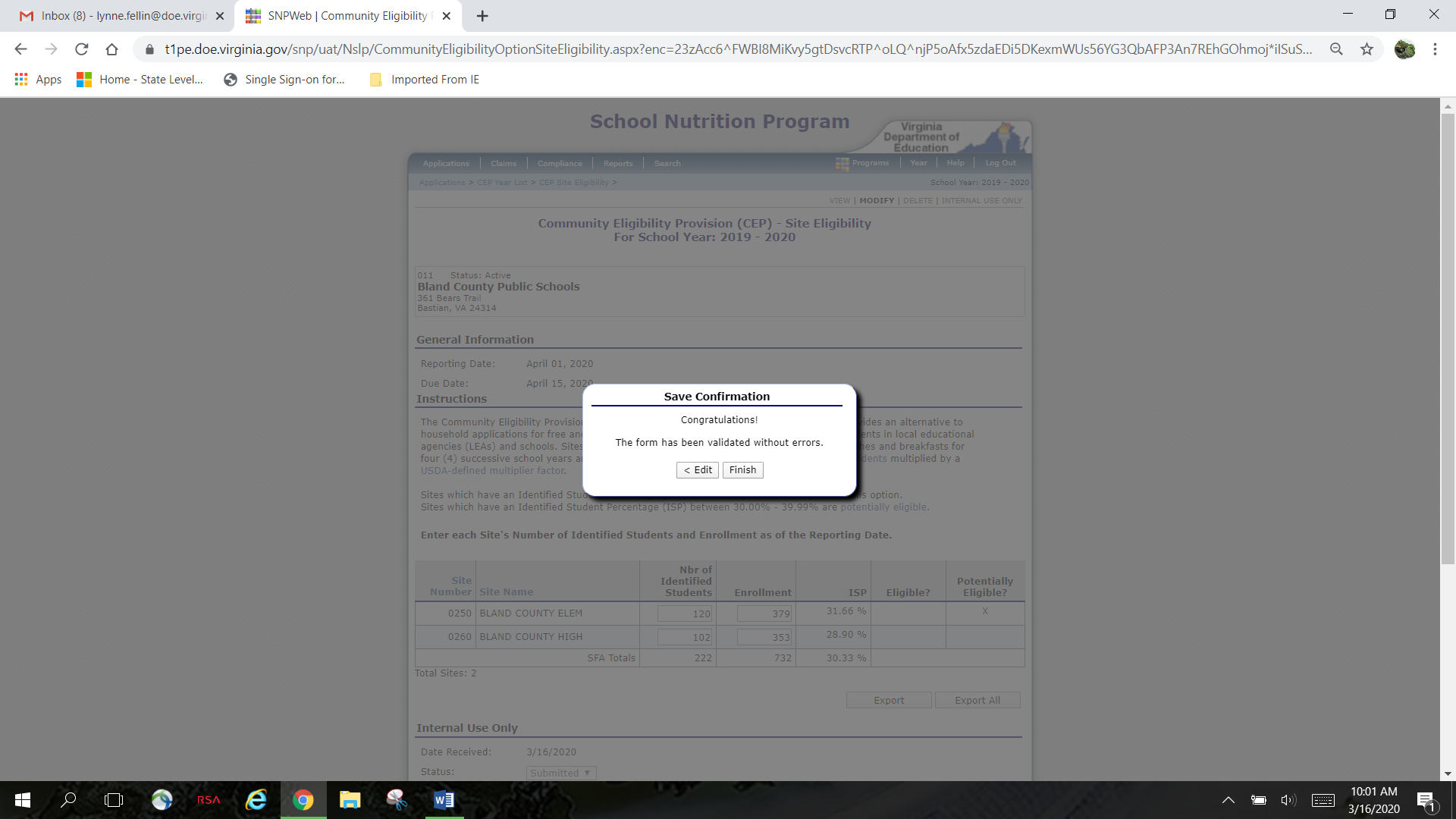


There are two fields open for data entry: *Number of Identified Students* and *Enrollment*. Enter the number of identified students (Free by DC or categorically eligible free from explanation above) and the total SNP enrollment for each school/site. SNPWeb will calculate the ISP and Eligible/Potentially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

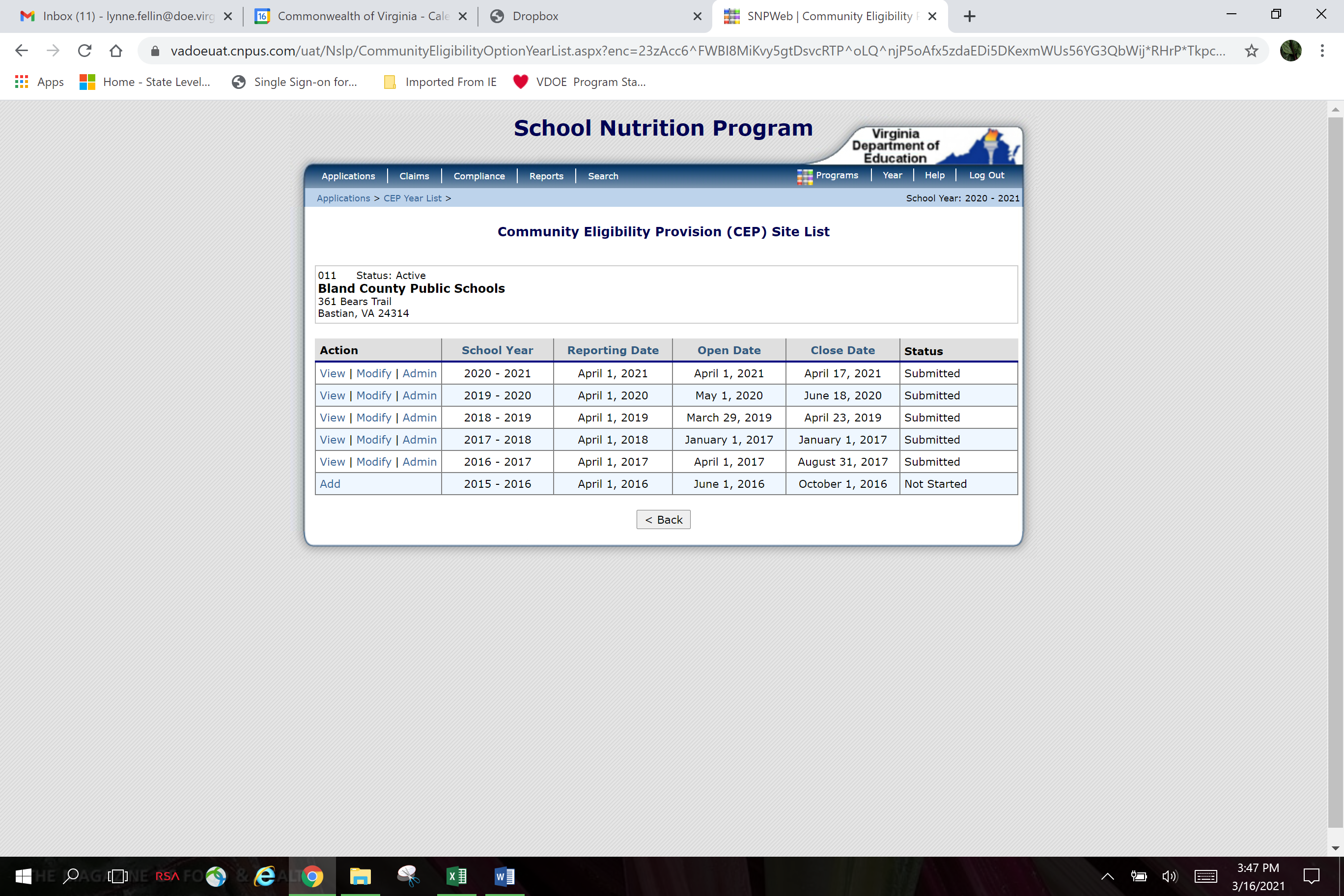
Review the data. Click the red *Save* button at the bottom to trigger the SNPWeb edits.

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