# Attachment A

# Superintendent’s Memo #130-21

# May 14, 2021

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

## Community Eligibility Provision Application Process 2021-2022

**LEAs applying for the Community Eligibility Provision (CEP), to meet the state requirement for non-participating eligible schools** with an identified student percentage (ISP) of 40 percent or more in the April 1, 2021, *CEP Site Eligibility Report (ISP Report),*must submit a complete 2021-2022 CEP application packet.

**LEAs with currently approved CEP schools/groups** must check the 2021-2022 CEP Schedule in SNPWeb to determine if the approved CEP school or group had a **higher ISP in the April 1, 2021, *ISP Report***. A new CEP application is required for the school/group to use the higher ISP from the 2020-2021 *Data Year* and begin a new four-year 2021-2022 *Cycle Year*.

**LEAs with new schools or groups of schools** **added to a previously approved group** must submit a complete 2021-2022 CEP application **for all schools in the group**.

**LEAs with currently approved CEP schools/groups** **that do not have a higher ISP** and a new 2020-2021 *Data Year* in the SNPWeb 2021-2022 CEP Schedule, **should not submit** a new CEP application. The current four-year CEP cycle will continue.

**All steps outlined below are required. CEP application information must be complete and submitted** to the Virginia Department of Education, Office of School Nutrition Programs(VDOE-SNP) **by June 30, 2021,** for the 2021-2022 school year. 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 school year 2021-2022. Detailed instructions on how to create and submit the CEP Schedule in SNPWeb are in Attachment B to this memo.
2. Download the CEP Addendum from *SNPWeb>Applications>Download Forms>Addendums to Agreements>CEP Addendum 2021-2022.* Complete the required fields. 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 in the document to submit the form tby uploading it to SNPWeb as an attachment in the 2021-2022 SNP Application Packet.
3. Complete and submit the CEP Reimbursement Estimator. The estimator is required for new CEP schools or groups and recommended for previously approved CEP schools and groups. The Excel tool must be downloaded from *SNPWeb>Applications>Download Forms>CEP>Reimbursement Estimator*. Complete the estimator in Excel, using the meals claimed in the month of October 2019 and the statewide average participation increases for new CEP schools as outlined in the instructions. Save the completed estimator and submit by emailing the Excel spreadsheet to the regional SNP specialist assigned to your local education agency (LEA).
4. Submit to the assigned regional SNP specialist, via the Single Sign-on for Web Systems (SSWS) Dropbox, the following:
* Supporting documentation for the April 1, 2021, *ISP Report* for each individual school applying to participate in CEP for the 2021-2022 school year. Refer to [Superintendent’s Memo #076-21](https://www.doe.virginia.gov/administrators/superintendents_memos/2021/076-21.pdf), Attachment A for details on supporting documentation the LEA is required to maintain for the April 1, *ISP Report*.
	+ The school/site list of names of directly certified and categorically eligible students without application (homeless, migrant, runaway, certain Head Start students, and students placed in foster care) as of April 1, 2021, used to determine the number of identified students reported in the *ISP Report* by the LEA for each CEP school.
		- The school/site list of identified students, including each student’s eligibility type and status as of April 1, must be submitted in an electronic, sortable format such as Excel. PDF or scanned copies of lists are not acceptable and will be rejected.
	+ The school/site report of the number of enrolled students as of April 1, 2021, for each CEP school.
		- The *Principal’s Monthly Report* is the accepted documentation of school/site enrollment/membership for the April 1, *ISP Report*.
		- Include, if necessary, 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.** Upload the documentation to the regional SNP specialist assigned to your LEA; do not send this confidential documentation by email.