



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

## **SUPPLEMENT TO SNP Memo #2015-2016-04 (CEP) for Community Eligibility Provision (CEP) Participating Divisions Only**

**TO:** Directors, Supervisors, and Contact Persons Addressed

**FROM:** Catherine Digilio Grimes, MS, RD, LDN, SNS  
Director, School Nutrition Programs *Catherine Digilio Grimes*

**DATE:** October 1, 2015

**SUBJECT:** CEP Reporting on the SNPWeb Verification Worksheet – School Year 2015-2016

School divisions with one or more schools or division-wide participation in the Community Eligibility Provision (CEP) do not conduct verification of eligibility for the CEP participating school(s). While verification is not conducted for participating CEP schools or division-wide CEP, special reporting is required on the SNPWeb Verification Worksheet to capture information about the CEP school(s) or division. Follow the additional information below when completing the verification worksheet for school(s) or division-wide CEP participation. Refer to the original memo SNP 2015-2016-04 for complete verification information and additional instructions.

The Community Eligibility Provision is a special counting provision alternative similar to Provisions 2 and 3. In the DOE Verification Worksheet, much of the information reported for CEP will be reported in questions that currently use only the Provision 2/3 terminology. The SNPWeb Verification Worksheet has not been updated to include the CEP label on those questions but they are used to capture the CEP information.

### **Verification Reporting**

The Verification Worksheet in SNPWeb is the data collection tool DOE uses to report the required verification information to USDA via their FNS-742 report. Participating CEP school divisions must follow these procedures for completing the required verification reporting in the SNPWeb worksheet:

- School divisions participating in CEP division-wide are not required to conduct any verification activity
  - Division-wide CEP participants must complete Question 2 by selecting the “Yes” radio button
    - YES - 100 % of the Schools operate under provision for both Breakfast and Lunch
  - Division-wide CEP participants should enter “0” in all other fields on the report
  - Division-wide CEP participants must complete Question 25 and submit the worksheet
  
- School divisions with one or more individual schools, school groups or a combination of individual schools and school groups (school-level CEP), must complete verification activities for all non-CEP schools in the division and report basic information for CEP school(s).
  - School-level CEP divisions must answer Question 2 as “No.”
  - School-level CEP divisions must answer Questions in section 5 for both CEP and non-CEP schools
    - Question 5 include all schools and all enrollment in the division
    - Question 5-1 answer “0” for both Col. A and Col. B Provision schools in a BASE YEAR

- Question 5-2 “Number of Schools Operating Provision 2/3 in a NON-BASE YEAR”
  - In Col. A report the number of CEP schools participating
  - In Col. B report the current October 31 student membership in these CEP schools
- Question 5-2a “Provision 2/3 students reported as FREE in a NON-BASE YEAR”
  - In Col. B report the number of Free eligible students in the CEP school(s) using either the number of “*identified students*” from the approved, validated CEP application, or the current number of “*identified students*” in the CEP school(s) if that number has been calculated in the current year and has increased (in most cases, divisions will report the original number of identified students from the CEP application.)
- Question 5-2b “Provision 2/3 students reported as REDUCED in a NON-BASE YEAR”
  - In Col. B report “0” for the number of reduced price eligible students in the CEP school(s).

| Enrollment, Application, and Eligibility Information (Pre Verification)  |   |  |                               |   |  |    |  |                      |  |                      |  |                      |   |                      |   |                      |  |                      |                                |                      |
|--|---|--|-------------------------------|---|--|----|--|----------------------|--|----------------------|--|----------------------|---|----------------------|---|----------------------|--|----------------------|--------------------------------|----------------------|
| 4.   | Type of Free/Reduced Price Application Used   | <input checked="" type="radio"/> Household   |                               |   |  |    |  |                      |  |                      |  |                      |   |                      |   |                      |  |                      |                                |                      |
|  |   | <table border="1"> <thead> <tr> <th style="width: 50%;">A.<br/>Number of Schools/Sites</th> <th style="width: 50%;">B.<br/>Number of students<br/>in membership as of October 31,<br/>as reported on October claim</th> </tr> </thead> <tbody> <tr> <td>5. Number of schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) and number of students enrolled as of October 31</td> <td style="text-align: center;">18</td> </tr> <tr> <td>5-1. Number of schools operating Provision 2/3 in a BASE year for NSLP and SBP</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>5-2. Number of schools operating Provision 2/3 in a NON BASE year for NSLP and SBP</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>5-2a. Provision 2/3 students reported as FREE in a NON BASE year</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>5-2b. Provision 2/3 students reported as REDUCED in a NON BASE year</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>6. Number of ROC sites operating the NSLP (or SBP for SBP only sites)</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>6-1. ROCs with day students (Report only day students in 6-1B)</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td>6-2. ROCs with NO day students</td> <td style="text-align: center;"><input type="text"/></td> </tr> </tbody> </table> | A.<br>Number of Schools/Sites | B.<br>Number of students<br>in membership as of October 31,<br>as reported on October claim | 5. Number of schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) and number of students enrolled as of October 31 | 18 | 5-1. Number of schools operating Provision 2/3 in a BASE year for NSLP and SBP | <input type="text"/> | 5-2. Number of schools operating Provision 2/3 in a NON BASE year for NSLP and SBP | <input type="text"/> | 5-2a. Provision 2/3 students reported as FREE in a NON BASE year | <input type="text"/> | 5-2b. Provision 2/3 students reported as REDUCED in a NON BASE year | <input type="text"/> | 6. Number of ROC sites operating the NSLP (or SBP for SBP only sites) | <input type="text"/> | 6-1. ROCs with day students (Report only day students in 6-1B) | <input type="text"/> | 6-2. ROCs with NO day students | <input type="text"/> |
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| 5-2. Number of schools operating Provision 2/3 in a NON BASE year for NSLP and SBP   | <input type="text"/>  |  |                               |   |  |    |  |                      |  |                      |  |                      |   |                      |   |                      |  |                      |                                |                      |
| 5-2a. Provision 2/3 students reported as FREE in a NON BASE year   | <input type="text"/>  |  |                               |   |  |    |  |                      |  |                      |  |                      |   |                      |   |                      |  |                      |                                |                      |
| 5-2b. Provision 2/3 students reported as REDUCED in a NON BASE year  | <input type="text"/>  |  |                               |   |  |    |  |                      |  |                      |  |                      |   |                      |   |                      |  |                      |                                |                      |
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| 6-1. ROCs with day students (Report only day students in 6-1B)   | <input type="text"/>  |  |                               |   |  |    |  |                      |  |                      |  |                      |   |                      |   |                      |  |                      |                                |                      |
| 6-2. ROCs with NO day students   | <input type="text"/>  |  |                               |   |  |    |  |                      |  |                      |  |                      |   |                      |   |                      |  |                      |                                |                      |



- Questions 7 through 9
  - Complete the information in these questions for the non-CEP schools only. That would be the information for all students directly certified who attend non-CEP schools and then all other students represented on applications submitted in the current school year.
  - Follow the instructions on the worksheet and in the verification memo.
- Questions 12 through 23
  - Complete the information in these questions based on the applications selected for verification and the results of the verification process.
  - Follow the instructions on the worksheet and in the verification memo.
- Question 25 complete and submit the worksheet by the December 15 deadline.

If there are questions, please contact the school nutrition programs staff member assigned to your division or Office of School Nutrition Programs staff at (804) 225-2074.