

INSTRUCTIONS TO SUBMITTING THE COMMUNITY ELIGIBILITY SITE LIST

DUE APRIL 15th of EVERY YEAR

Per federal regulation it is required that all local educational agencies (LEAs) that are currently participating, eligible, or potentially eligible for the Community Eligibility Provision (CEP) must submit their school level data by April 15th of every year. The data report must reflect the number of identified students as of April 1st. It is important that the data be collected from the direct certification downloads as of April 1st to develop the identified student percentage (ISP).

The identified students are the number of students who are directly certified for free school meals without an application and are not subject to verification. This includes students who are directly certified through SNAP (food stamps), TANF (temporary assistance), FDIPIR (Food Distribution Program on Indian Reservations), as well as, homeless students on the liaison list, Head Start, migrant youth, runaways, and foster children certified through means other than an application.

Submitting school level data does not commit you to implementing CEP nor does it re-establish a new four-year cycle. The actual enrollment for CEP is conducted when submitting the Web-Application packet for the upcoming school year. LEAs must notify the State Agency if they plan to implement or of any changes to implementing CEP in some or all of their schools by June 30th, prior to the school year. Provided below is more information on the process to complete the school level data via a form in the School Nutrition Program Web-Application system.

If you have any questions please contact Jill Rehagen at 573-751-4402, Jill.Rehagen@dese.mo.gov, or Barbara Shaw at 573-751-2954, Barbara.Shaw@dese.mo.gov.

1. Log – in to Web-Application system, click **Food and Nutrition Services**. The following screen will appear then click **Applications** in the top dark blue bar.

School Nutrition Programs Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Welcome to the School Nutrition Programs

Due to the change in the timing for processing the Food and Nutrition claim for payment you will be receiving your monthly payment around the 25th of each month rather than with the regular School Payment from DESE. This payment will have a separate Deposit Date on the Payment Transmittal. Payment Transmittals for Non-Publics will remain the same.

News & Updates

- **Web System Application Instructions:**
<http://dese.mo.gov/sites/default/files/SNPInstructionsForWebSystem.pdf>
- **USDA Flexibilities:**
<http://dese.mo.gov/sites/default/files/USDAFLEXIBILITIES.pdf>

2. Click on **Community Eligibility Provision**.

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Applications > School Year:

Item	Description
LEA Profile	SNP LEA's Profile Information
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by LEA Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for LEAs selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits (to be completed by Non-Public and Non-Public RCCIs)
Annual Audit Status Summary	Annual Audit Status Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Grants	Fresh Fruit and Vegetable Grants
Fresh Fruit and Vegetable Grant Overview	Fresh Fruit and Vegetable Grant Overview
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Capital Expenditure Request
Building Enrollment	Building Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
CEP Calculator	CEP Calculator
Generate Email Module	Application Contact Listing Summary

3. Click **Add** next to the current school year.

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Applications > CEP Year List > School Year:

Community Eligibility Provision (CEP) Site List

PERFORMANCE BASED REIMBURSEMENT

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	####-####	####-####	####-####	January 1, 1900	Not Started
View Modify Admin	####-####	####-####	####-####		Approved
View Modify Admin	####-####	####-####	####-####		Approved
View Modify Admin	####-####	####-####	####-####		Approved
View Modify Admin	####-####	####-####	####-####		Submitted

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- Enter the data in the **Number of Identified Students** and **Enrollment** fields as appropriate for each building. The number of identified students should NOT include those certified by application alone. The “SNAP” column should include students listed to be participating in SNAP through the direct certification file, near-match file or those students who qualify as extended-eligible SNAP students. The “other” column will include all other students that are officially documented as TANF, foster children, homeless students, runaway students, migrant students, or Head – Start students.

The “enrollment” column will include every student enrolled in the school building who has access to at least one school meal a day as of April 1st. It is important to use the April 1st enrollment.

Entire district is eligible for CEP								
Bldg Number	Building Name	Nbr Identified Students			Enrollment	ISP	Eligible?	Potentially Eligible?
		SNAP	Other	Total				
6995	BUILDING A	113	2	115	195	58.97 %	X	
6996	BUILDING B	100	3	103	130	79.23 %	X	
6997	BUILDING C	95	5	100	131	76.34 %	X	
LEA Totals		308	10	318	456	69.73 %		

Total Sites: 3

Once the LEA enters the data in the appropriate fields for each building the ISP will be calculated automatically. This will also populate an “X” in “Eligible” or “Potentially Eligible” columns.

- Once completed, click **Save**. A pop-up message will appear. Click **Finish**. The CEP Site List Status will indicate submitted.