INSTRUCTIONS TO SUBMITTING THE COMMUNITY ELIGIBLITY SITE LIST
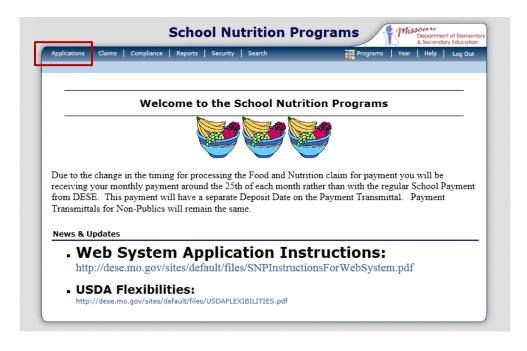## DUE APRIL 15th of EVERY YEAR

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 <u>without an application</u> and are not subject to verification. This includes students who are directly certified through SNAP (food stamps), TANF (temporary assistance), FDPIR (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.
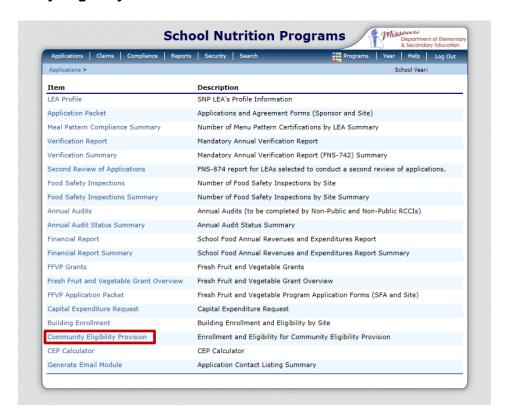
Submitting school level data does not commit you to implementing CEP nor does it re-establish a new four-year cycle. The actual enrollment for CEP is conducted when submitting the Web-Application packet for the upcoming school year. LEAs must notify the State Agency if they plan to implement or of any 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.
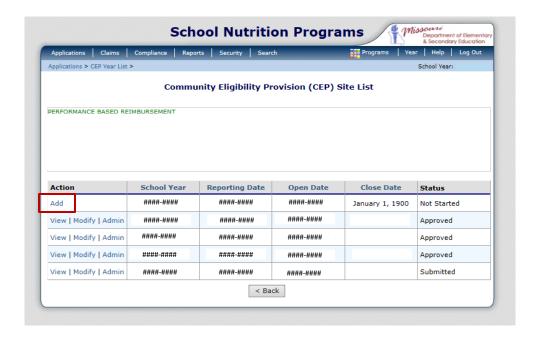
1. Log – in to Web-Application system, click **Food and Nutrition Services**. The following screen will appear then click **Applications** in the top dark blue bar.

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

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

4. 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.

Bldg Number	Building Name	Nbr Identified Students				ISP	Eligible?	Potentially Eligible?
		SNAP	Other	Total	Enrollment			
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 %		

Entire district is eligible for CEP

Total Sites: 3

Export   Export All

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.

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