INSTRUCTIONS TO SUBMITTING ISP SUPPORTING DOCUMENTATION

DUE JUNE 30th

Local Education Agencies (LEAs) that are electing to participate in the Community Eligibility Provision (CEP) for the first time or those re-starting a new four-year cycle must upload their identified student percentage (ISP) supporting documentation under Tiered Monitoring in the Web-Application system. Please follow the steps below to complete this task:

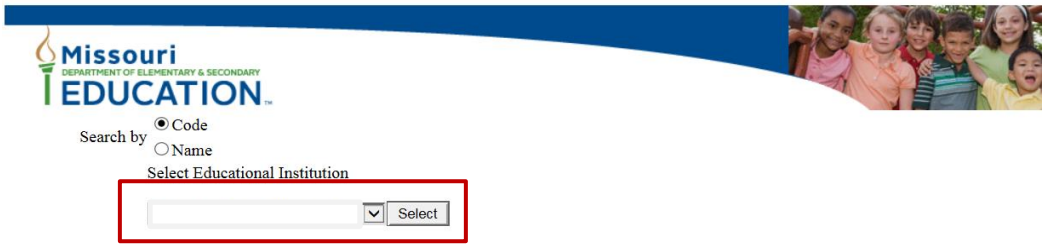
If you have any questions please contact Jill Rehagen at 573-751-4402, Jill.Rehagen@dese.mo.gov, or Barbara Shaw at 573-751-2954, Barbara.Shaw@dese.mo.gov.

REMINDER: The backup documentation MUST be retained for the entire period the school operates under CEP plus three years after the final claim submission under this claiming percentage. This includes retaining required records that support the calculation of the base year ISP.

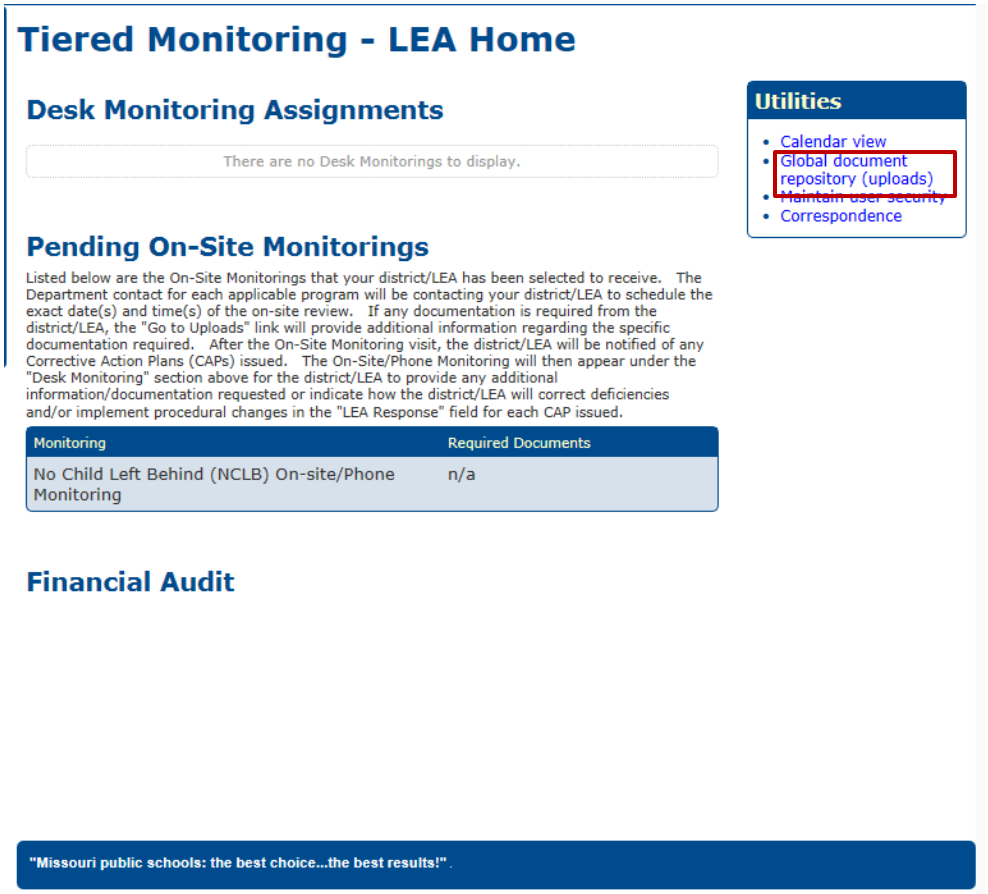
1. Log – in to Web-Application System. Click on **Tiered Monitoring.**

   To gain access to Tiered Monitoring please contact your LEAs Web-Application User Manager or contact the IT department using the Department Web Systems User ID Request Form which can be found on our website at: ***http://dese.mo.gov/data-system-management/user-managerlogin-request-forms****.*

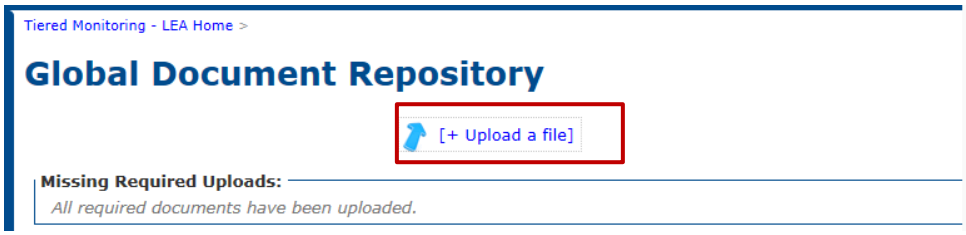
2. Select your Educational Institution.



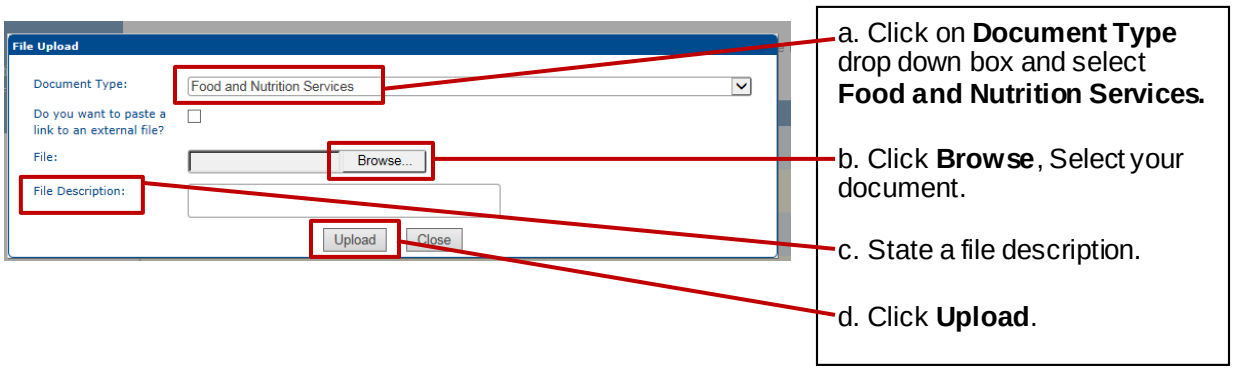
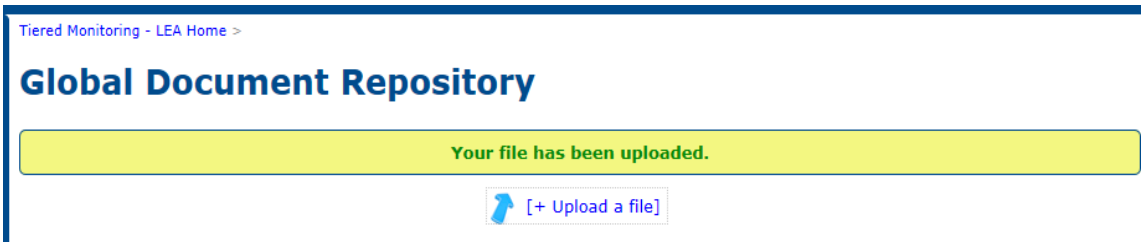
3. Next, click **Global Document Repository (Uploads)** under the "Utilities" box on the right side of the screen.



4. On the next screen click **Upload a File**.



5. The following box will appear on the screen to upload the ISP supporting documentation for <u>each building</u> participating in CEP. The supporting documentation to be uploaded will include the direct certification list(s) or other list(s) used to certify students categorically eligible for free meals and the enrollment list used to complete each building's ISP.



6. A yellow box will appear confirming that your file has been uploaded. Complete steps 4 & 5 for each document to be uploaded into Tiered Monitoring.