



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

**COMMUNITY ELIGIBILITY PROVISION (CEP)
 SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) DIRECT CERTIFICATION (DC) COLLECTION FORM**

DIRECTIONS

State Agencies (SAs) are required to obtain from Local Education Agencies (LEAs), SNAP-DC match data for CEP schools and report to the USDA-Food and Nutrition Service.

The data can be obtained in one of two ways:

- 1) The count of Identified Students matched with SNAP used in determining the CEP claiming percentage in the first-year of the four-year cycle (ex: first year CEP-SY 2014-2015, April 2014 SNAP-DC data).

or

- 2) The count of Identified Students matched with SNAP conducted by April 1 of the current school year, whether or not LEA elects to update the claiming CEP percentage (ex: current SY 2015-2016, April 2015 SNAP-DC data).

Instructions: Report the number of students identified as SNAP-DC for the first-year of the CEP cycle and/or subsequent years with updated data if obtained. Prior data-reported to SA will be pre-populated.

SNAP-DC: Include all directly certified SNAP students, students determined SNAP-DC from near match list and any student deemed eligible based on extended SNAP eligibility via an eligible student in the primary household who has been directly certified with SNAP.

Fax or email the completed form to: Food and Nutrition Services Section, Department of Elementary and Secondary Education, at (573) 526-3897 or email to foodandnutritionservices@dese.mo.gov by November 20, 2015.

Questions: Call Food and Nutrition Services at (573) 751-3526 or email foodandnutritionservices@dese.mo.gov.

LEA AGREEMENT NUMBER	LEA NAME	BUILDING NUMBER	BUILDING NAME	For SY 2014-2015		For SY 2015-2016	
				*NUMBER OF IDENTIFIED STUDENTS (APRIL 2014)	SNAP-DC STUDENTS (APRIL 2014)	*NUMBER OF IDENTIFIED STUDENTS (APRIL 2015)	SNAP-DC STUDENTS (APRIL 2015)

AUTHORIZED REPRESENTATIVE SIGNATURE	DATE

* The number of Identified Students reflective of April 2014 represents more than SNAP only direct certifications. The Identified Students are the number of students directly certified through SNAP, TANF (temporary assistance), FDP (Food Distribution Program on Indian Reservations), as well as, homeless students on the liaison list, Head Start, Pre-K Even Start, migrant youth, runaways, foster children certified through means other than an application and non-applicants approved by local officials identified through means other than an application.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.