# Attachment A

# SCNP Memo #2023-2024-80

# May 23, 2024

## 2024–2025 Community Eligibility Provision Application Process

**Local education agencies (LEAs) applying for the Community Eligibility Provision (CEP), for a new, non-participating eligible school(s)** with an identified student percentage (ISP) of 25 percent or higher in the April 1, 2024, CEP Site Eligibility Report (ISP Report),**must submit a complete School Year (SY) 2024–2025 CEP application packet** with all four components detailed below. View the [webinar recording](https://doe-virginia-gov.zoom.us/rec/play/y46wUHlPa3cQ8HxHOHKMsKD6ZSdrM0XK046ZMHywrOQsV0BWrVQ3nuIm1dnJDXue3UqPFgr3WUyHP7HR.dl9cwrbEO33a78pa?canPlayFromShare=true&from=share_recording_detail&continueMode=true&componentName=rec-play&originRequestUrl=https%3A%2F%2Fdoe-virginia-gov.zoom.us%2Frec%2Fshare%2FS9JbZhaoKRN4ts9yFXphNBsBZuWWkWdXaCltTsgP8ZUSHccfX1UstdYZ7G0g5Veo.4AC2ZuchqZj8AZ5s) of, *The CEP Cycle SY 2024-2025*, for help.

**LEAs with currently approved CEP school(s) and/or group(s)** must enroll for SY 2024-2025 in SNPWeb and check the CEP Schedule in the SY 2024–2025 Annual Application Packet to determine if the approved CEP school or group had a **higher ISP in the April 1, 2024, ISP Report**. **A new CEP application is required for the school or group to use the higher ISP if the schedule displays the *Data Year* 2023–2024 and the *Cycle Year* 2024–2025.** These schools will begin a new four-year CEP cycle by submitting all required items in the CEP application packet, except the federal reimbursement and financial viability tool, which is optional.

**LEAs with new schools or groups of schools** **added to a previously approved group** must submit all items required for a **complete new SY 2024–2025 CEP application** **for all schools in the group** to reconfigure the group and begin a new four-year CEP cycle.

**LEAs with currently approved CEP school(s) or group(s)** **that do not have a new higher ISP** (the SNPWeb CEP Schedule for SY 2024–2025 displays the *Data Year* 2022–2023 or earlier and *Cycle Year* 2023–2024 or earlier), **should not submit a new CEP application**. The current four-year CEP cycle will continue in year two, three, or four. The previously validated CEP documentation and CEP addendum will remain in effect for the ongoing four-year cycle.

**Steps 1 through 4 detailed below must be completed if a new CEP application is required for SY 2024–2025, unless otherwise noted above.**

* + The CEP Schedule and CEP Addendum must be complete and submitted in SNPWeb.
	+ The CEP ISP supporting documentation and federal reimbursement and financial viability tool must be completed and submitted via the SSWS dropbox to the Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) assigned SNP regional specialist.
	+ All documentation must be received no later than June 30, 2024, for a complete CEP application. The VDOE-SCNP cannot accept incomplete applications.
	+ The assigned SNP regional specialist will review the CEP application and validate supporting documentation.
	+ **Submission of a complete CEP application packet and acceptance by VDOE-SCNP is approval of CEP. No additional notification is required to proceed with notification and implementation.**

### **Required Steps for a Complete CEP Application**

1. **Complete and submit the CEP Schedule in the SNPWeb Application Packet for SY 2024–2025.**
	* **Existing CEP** SFAs will click *Add* for the CEP Schedule in the SY 2024–2025 application packet.
	* **New CEP** SFAs and CEP SFAs expanding to divisionwide CEP, must modify the SFA application and site applications for the CEP schedule to appear.
	* Detailed instructions on how to create and submit the CEP Schedule in SNPWeb are in Attachment B to this memo.
2. **Download and complete the CEP Addendum** from *SNPWeb>Applications>Download Forms>Addendums to Agreements>CEP Addendum 2024-2025.*
* Complete the required fields and obtain the signatures of the SNP director and the LEA superintendent or chief officer of a private school. Save the electronic form or scan the signed printed form and follow the instructions to **upload the form to SNPWeb as an attachment to the SY 2024–2025 SNP Application Packet.**
1. **Submit to the assigned SNP regional specialist, via the SSWS Dropbox,** the following documentation to support the number of identified students reported for each school as of April 1, 2024, and the membership reported for each school as of April 1, 2024, in the SNPWeb ISP Report:
	* **Supporting documentation** for the April 1, 2024, ISP Report for each individual school applying to participate in CEP for SY 2024–2025 **must follow the required format detailed in** [SNP Memo #2023-2024-59, Attachment A.](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/regulations-memos/director-s-memos-on-nutrition)
	* LEAs were required to **create back-up documentation in April for the identified student** data and the membership that was reported in the April 1, 2024, ISP Report. LEAs must use that April 1, 2024, backup documentation to submit with the CEP application for SY 2024–2025.
	* LEAs that submit a **CEP application for SY 2024–2025 must submit the required identified student percentage documentation.** Prior to submitting, review the back-up documentation to ensure the number of identified students in the documented is the same as the number of identified students reported in the April 1, 2024, report and the membership in the Principal’s Report, or equal, is the same as membership reported for each school in the April 1, 2024, report.
	* **Identified Students:** **A sortable Excel report of the detailed information for the identified students is required.** Identified students are directly certified free students and categorically eligible free students without an application (such as homeless, migrant, runaway, certain Head Start students, and students placed in foster care documented through the LEA liaison) as of April 1, 2024. This identified student back-up documentation detail must be the same as the number of identified students the LEA reported in the April 1, 2024, ISP Report for each school that is applying for CEP in SY 2024–2025.
		+ Each school’s report of identified student data must include the **following details for each student**:
			- first and last name,
			- LEA student ID number,
			- school name,
			- eligibility type (DC by SN, TO, MF, FC or categorical eligibility by homeless, migrant, runaway, foster care placement or certain Head start),
			- eligibility date and status as of April 1.
		+ The report must be in an electronic, sortable format such as Excel.
		+ Data for each school must be in a separate tab of the Excel workbook
		+ Identified student documentation that does not meet the sortable, electronic format requirement, such as PDF, Word, or other formats, **will be rejected and cannot be used for validation of the application**.
	* **Membership:** The school/site report of the number of students in membership as of April 1, 2024, must be supported by the following documentation for each school applying for CEP in SY 2024–2025.
		+ The Principal’s Monthly Report is the accepted back-up documentation of school/site membership for the April 1, ISP data.
		+ Include, if applicable, additional supporting documentation for changes to the report.
		+ Reasons for additional documentation may include, adding students who have access to the National School Lunch Program (NSLP) but are not reported in enrollment (certain Head Start, pre-K, or alternative programs) or removing enrolled students who do not have access to the NSLP (homeschooled students or students placed in an educational program outside of the LEA).

**Note: The *identified student* supporting documentation is confidential.** To secure the data and protect its confidentiality, the only acceptable method for submission is via the secure **SSWS Dropbox to the assigned SNP specialist.** Upload the identified student and membership documentation to the regional SNP specialist assigned to your LEA; do not email this confidential information.

1. Complete and submit the **CEP Federal Reimbursement and Financial Viability Tool for new CEP LEAs and schools only.** The tool is **required for new CEP schools or groups and optional for previously approved CEP schools and groups** that are re-applying without changing any schools.
* The Excel tool can be downloaded from *SNPWeb>Applications>Download Forms>CEP>Fed Reimb. And Financial Viability Tool*.
* Complete the tool using the instructions provided within each section.
* Submit by emailing the Excel workbook to your assigned SNP regional specialist.