



State of Arizona  
Department of Education

HNS#06-2015

**MEMORANDUM**

**TO:** Sponsors of the National School Lunch Program and School Breakfast Programs

**FROM:** Cara Peczkowski, Co-Director School Nutrition Programs  
Arizona Department of Education, Health and Nutrition Services Division

**DATE:** March 9, 2015

**SUBJECT:** Community Eligibility Provision Notification Requirements: Required Data  
Submission by all Local Education Agencies

*Original Signed*

Attention Local Education Agencies (LEA) in the State of Arizona:

**The United States Department of Agriculture requires all LEAs to provide the following data to Arizona Department of Education (ADE) by April 15, 2015.** The data will be submitted to ADE through an online survey tool. The School Food Authority listed on the CNP Web Sponsor application will receive the link(s) to the survey via email. One email containing a survey link will be sent for *each* participating site. All LEAs must collect and submit the following *individual school level* information representative of **April 1, 2015** via the survey link by **April 15, 2015**.

A single emailed link will be sent for each site. The list below contains the required information each LEA will submit to the ADE for each site:

- Name of sponsor
- Sponsor CTD (found in CNP Web)
- Name of site(s)
- Site CTD (found in CNP Web)



- # of identified students\* on April 1, 2015 for the site
- # of enrolled students\*\* on April 1, 2015 for the site

**Do not** include students withdrawn prior to April 1, 2015.

**\*Identified Students** are students certified for free meals through means other than individual household applications. Using Arizona Department of Education’s (ADE) Direct Certification system, perform Direct Certification (DC) to determine which students are eligible for Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). Count all “matched” students and their extended household members. Note: any student directly certified during the 2014-2015 school years, up to April 1, 2015, should be included. Foster students who are “matched” in the DC system are counted. Include students with documentation supporting their participation in a Head Start or Even Start program. Also, documented foster, homeless, migrant and runaway students should be included. Do **not** count students who receive benefits for meals based on the submission of a free and reduced price application.

**\*\*Enrolled students** are those who are enrolled in and attending a site with access to at least one meal service daily. Students who do not have access to either breakfast or lunch due to the times they are attending school are not included in the count of enrolled students.

**Please ensure the documents used in determining the identified student counts and enrollment are printed and/or saved in the school meal programs records.** All LEAs are required to provide this information. On May 1, 2015, the identified student percentages for all LEAs will be posted on the ADE website. LEAs with an Identified Student Percentage (ISP) of 40% or higher are eligible to participate in CEP.

### **Timeline**

**April 1** – All LEAs collect student information for each school that will be used to determine Identified Student Percentages

**April 15** –Deadline for LEAs to submit the information to ADE



**May 1** – ADE posts list of ISP of all sites and districts on website

**August 31** – Deadline for LEAs choosing to apply to CEP; LEAs must complete and submit the application to participate in CEP prior to this date

**Data Submission Instructions**

Submit each site(s) data to the ADE via the survey link(s). If you do not receive the email(s) containing the survey link(s) by April 1, 2015, please contact School Nutrition Programs at [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov).

Find more information about Community Eligibility Provision in memorandum SP16-2015 found at <http://www.azed.gov/health-nutrition/memorandum/>.

*This institution is an equal opportunity provider.*

