Arizona Department of Education
Health & Nutrition Services Division

MEMORANDUM

TO:	All Local Educational Agencies Operating the National School Lunch Program, Seamless Summer Option, or Summer Food Service Program
FROM:	Emily Thege, Co-Director School Nutrition Programs Arizona Department of Education, Health and Nutrition Services Division
DATE:	March 22, 2021
SUBJECT:	Annual Public Notification and Data Submission for all LEAs – Community Eligibility Provision

Original Signed

The purpose of this memo is to detail the required data elements to be submitted to meet the Community Eligibility Provision (CEP) annual public notification of eligible and near-eligible schools. Please read this memo in its entirety, as it applies to **all Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP), Seamless Summer Option (SSO), or Summer Food Service Program (SFSP) in School Year (SY) 2020-2021**, *except for Residential Child Care Institutions and Special Milk Program only LEAs*.

USDA has provided many waivers this school year; however, to date USDA has not provided guidance that has waived or extended this annual requirement. Should any such guidance be released, the Arizona Department of Education (ADE) will notify all LEAs promptly.

Requirement

7 CFR 245.9 (f)(5) states **all LEAs** must provide the following specified data to ADE **by April 15, 2021**. The process to apply for participation in CEP is separate from this data reporting requirement.

The data elements needed to meet the reporting requirement are as follows:

1) Total number of identified students per site as of April 1, 2021

2) Total number of enrolled students per site as of April 1, 2021

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Calculate the number of identified students for each school site

Identified students are students directly certified through Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Food Distribution Program on Indian Reservations (FDPIR) participation as well as homeless students on the liaison list, Head Start, Pre-K Even Start, migrant youth, runaway, and non-applicants approved by local officials identified through means other than an application. Foster children certified through means other than an application and students certified for free meals based on a letter provided by the SNAP/FDPIR agency are also included. Students who are categorically eligible based on information submitted though a household application such as a case number are NOT included. Students certified for free or reduced-price meal benefits based on income reported on a household application are NOT included.

The following steps must be completed to obtain an accurate identified student count for each school site.

Step 1. On April 1, 2021, conduct site-based direct certification on all enrolled students via ADEConnect, CNP Direct Certification / Direct Verification.

- For State Match users, the site selection drop-down menu allows the user to conduct direct certification on a specific school site. Step-by-Step Instruction: How to Conduct Direct Certification Using State Match is available for those who need assistance completing this step.
- For schools that do not report data to AzEDS, a file upload search allows the user to conduct DC on a specific school site. Step-by-Step Instruction: How to Conduct Direct Certification Using File Upload is available for those who need assistance completing this step.

Step 2. Designate any partially matched student prior to proceeding.

- Step-by-Step Instruction: How to Directly Certify a Partial Match is available for those who need assistance completing this step.

Step 3. Open each school site's search results. For each school site, review the number found in the "Matches" box.

- Add the total match count to the identified student count at the applicable site.

Step 4. Extend Eligibility.

For those student records showing SNAP and/or TANF eligibility, determine any household members who are enrolled students at any school site within the LEA who are a "NO MATCH" in CNP Direct Certification. These students are commonly known as extended household members and should be included in the identified student count.

- Add the extended household members of the SNAP/TANF matched student(s) to the total identified student count at the applicable site.

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Step 5. Determine if SNAP or FDPIR letters are on file.

- Add the student(s) to the total identified student count at the applicable site.
- Add any extended household members of SNAP or FDPIR students to the total identified student count at the applicable site.

Step 6. Determine if Head Start or Even Start is operated within the LEA. If these students participate in meal service, continue this step.

- Obtain a roster of the students from each program.
- Add the student(s) to the total identified student count at the applicable site (do not extend this eligibility to household members).

Step 7. Determine from the LEA Homeless/Migrant/Runaway liaison any students who are enrolled in the Migrant Education Program or who are participating in a program under the Runaway and Homeless Youth Act.

- Obtain a list of student names, effective dates, and signature of the liaison.
- Do not count students who matched in Direct Certification in the Homeless, Migrant or Runaway category in Step 3.
- Add the student(s) to the total identified student count at the applicable site (do not extend this eligibility to household members).

Step 8. Determine if a foster child certified through means other than a Direct Certification match or application are enrolled in the LEA.

- Documentation may include a letter from the State or local welfare agency or court confirming the child's status as a foster child or a list of children in foster care from the welfare agency.
- Do not count students who matched in Direct Certification in the Foster category in Step 3.
- Add the student(s) to the total identified student count at the applicable site (do not extend this eligibility to household members).

Step 9. Determine if any non-applicant children are certified for NSLP.

- Documentation would include a household application completed by a school official on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status known to the official.
- Add the student(s) to the total identified student count at the applicable site.

Step 10. Calculate the total unduplicated identified student count for each school site using the data obtained in Steps 3-9.

Step 11. Determine the total number of enrolled students at each school site as of April 1, 2021.

- Enrolled students are students who are officially registered and attending a school and have access to at least one meal service (School Breakfast Program [SBP], NSLP, SSO/SFSP) daily.
- Any students who are no longer enrolled on April 1, 2021 should be excluded from the report.

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- Document the total count for each site.

Submitting the Identified Student and Enrollment Counts to ADE

Step 1. Log into ADEConnect and click on the CNP Direct Certification / Direct Verification application.

Step 2. Click on Direct Certification.

Step 3. Click on CEP Data Collection located in the Direct Certification drop down.

Step 4. Enter the "Number of Students Identified" and "Number of Students Enrolled" counts for each site listed.

Step 5. Click Save.

- Once the data is saved, check to see if any of the rows are highlighted in red. If so, check to ensure the identified student count is not larger than the enrollment count.

Once the above steps are finished, the report is complete, and no further action is required regarding the CEP annual public notification of eligible and near-eligible schools requirement.

CEP Notification for LEAs with eligible sites

Schools with an identified student percentage of 40% or higher are eligible to participate in CEP during the upcoming 2021-2022 school year. Schools who elect to operate CEP are granted administrative relief from collecting household applications and counting and claiming based on eligibility category while providing all students breakfast and lunch at no cost. CEP applications are due to ADE no later than June 30, 2021. For more information on CEP, please visit the online course Implementing the Community Eligibility Provision Training.

If you need any assistance or have questions regarding this request, please contact your assigned School Nutrition Programs Specialist whose contact information is located on the NSLP CNPWeb home page or send an email to ADESchoolNutrition@azed.gov

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