



Arizona Department of Education
Health & Nutrition Services Division

HNS# 10-2021

MEMORANDUM

TO: All Local Educational Agencies Operating the National School Lunch Program, Seamless Summer Option, or Summer Food Service Program

FROM: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

DATE: April 1, 2021

SUBJECT: Response to *COVID-19: Child Nutrition Response #82 Nationwide Waiver of Annual Community Eligibility Provision Public Notification and Data Submission Deadlines*

Original Signed

The purpose of this memorandum is to provide a response to the *United States Department of Agriculture (USDA) COVID-19: Child Nutrition Response #82 for the National Waiver of Community Eligibility Provision (CEP) Deadlines in the National School Lunch and School Breakfast Programs*. Arizona Department of Education (ADE) elects the use of this waiver allowing an extension of the statutory and regulatory deadlines relating to CEP election and annual reporting requirements during the public health emergency due to COVID-19. 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.**

CEP Publication for LEAs with eligible and near-eligible sites

Annually, ADE is required to post an Annual Publication of CEP Eligible and Near-Eligible Districts; ADE posts this report on the Required State Reporting accordion on the NSLP webpage at <https://www.azed.gov/hns/nslp>. LEAs with CEP eligible sites (Identified Student Percentage (ISP) of 40%) are encouraged to consider electing the provision. Community Organizations and other public entities use this report to provide outreach to specific LEAs. Incorrect or missing information will mislead outreach efforts. As a reminder, the identified student and enrollment data posted on the Annual Publication may differ from actual validated data when applying.

Child Nutrition Response #82 allows School Food Authorities (SFA) to report school-level identified student and enrollment data elements reflective of anytime during School Year (SY)

2020-2021 (July 1, 2020-June 30, 2021) rather than April 1, 2021. To guarantee that the data from each LEA is represented for the public posting, ADE has now opened the data reporting portal and asks that schools still report the school-level identified student and enrollment data elements to the ADE by April 15, 2021. Detailed instructions on submitting the Annual Community Eligibility Provision Public Notification and Data can be found in [HNS 04-2021: Annual Public Notification and Data Submission for all LEAs – Community Eligibility Provision](#).

Electing CEP for SY 2020-2021

Pursuant to this waiver, LEAs wishing to operate CEP in SY 2021-2022 will have **until September 30, 2021** to make the election in their CNPWeb application. ADE must receive the identified student and enrollment validation documentation by **June 30, 2021** to guarantee the timely validation of this data for LEAs applying to operate CEP in SY 2021-2022. This includes those electing to update their current CEP ISP mid-cycle.

ADE will begin accepting CEP applications and validation paperwork for SY 2021-2022 beginning on **April 1, 2021**. CEP data validation must be approved by ADE prior to beginning CEP operations. CEP applications can be accessed on the Special Provision Options accordion at <https://www.azed.gov/hns/nslp/forms>. LEAs will have the opportunity to either begin the school year operating CEP, or to operate SFSP/SSO until September 30, 2021, and begin CEP operations starting October 1, 2021.

In summary, this waiver makes the following adjustments to annual CEP deadlines.

	Annual Deadline	New Waiver Deadline	ADE Requirement
Data Used to Calculate Identified Student Percentage	April 1	Anytime between July 1, 2020-June 30, 2021	Collect identified student and enrollment data from anytime between July 1, 2020 and April 1, 2021 .
LEA Notification	April 15	June 30, 2021	LEAs continue to enter and submit each NSLP site’s data in the ADE CNP Direct Certification/Direct Verification CEP Data Collection Portal by April 15 .
State Agency Notification	April 15	June 30, 2021	June 30, 2021
State Agency Publication	May 1	June 30, 2021	June 30, 2021
Validation Documentation Due	June 30	N/A	Those planning to operate CEP in SY2022 must have identified student and enrollment data submitted for validation by June 30, 2021 .
Deadline to Elect CEP for Following SY	June 30	September 30, 2021	LEAs operating CEP for SY2022 must elect CEP in CNPWeb by September 30, 2021 .

LEAs Currently Operating CEP

SY 2020-2021 will count as a year in all CEP approved cycles regardless if LEAs continued to operate CEP or opted into SFSP/SSO operation. For example, if SY2021 was year 2 of an LEAs approved CEP cycle and that LEA chose to operate SFSP/SSO, SY2022 will be year 3 of the CEP cycle.

LEAs currently operating CEP may elect to begin a new four-year CEP cycle if the ISP has increased. LEAs electing this option, must submit ISP and enrollment data for validation no later than **June 30, 2021**. These LEAs will also have the opportunity to either begin the school year operating CEP at the new ISP, or operate SFSP/SSO until September 30, 2021, and begin CEP operations with the updated ISP starting October 1, 2021. CEP application materials, specifically the [Annual Identified Student Percentage form](#) can be accessed on the Special Provision Options accordion at <https://www.azed.gov/hns/nslp/forms>.

LEAs with CEP sites in the last year of the CEP cycle

LEAs with CEP sites in the fourth year of CEP participation wishing to continue operating CEP for the upcoming 2021-2022 school year, must reapply using SY 2020-2021 ISP data. This includes LEAs that began SY 2020-2021 on the fourth year of their CEP cycle, but then opted into operating SFSP/SSO. This data must be submitted for validation approval prior to **June 30, 2021**. LEAs with CEP sites with an ISP of 40% or greater, may apply to restart a new CEP cycle. Additionally, LEAs with CEP sites with an ISP of greater than 30% but less than 40% are eligible for a grace year and may reapply to operate CEP for a one-year grace period. CEP applications can be accessed on the Special Provision Options accordion at <https://www.azed.gov/hns/nslp/forms>.

If you need any assistance or have questions regarding the Annual CEP Public Notification or SY2022 CEP application procedures, please contact your assigned School Nutrition Programs Specialist whose contact information is located on the NSLP CNPWeb home page or email ADESchoolNutrition@azed.gov.

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