



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

HNS# 03-2017

MEMORANDUM

TO: All Local Educational Agencies operating the National School Lunch Program

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

DATE: March 8, 2017

SUBJECT: Annual Public Notification and Data Submission for all LEAs – Community Eligibility Provision

Original Signed

The purpose of this memo is to provide a reminder about the process and detail the data elements to be submitted to meet the Community Eligibility Provision's (CEP) annual public notification of eligible and near-eligible schools. Please read this memo in its entirety, as it applies to all Local Education Agencies (LEA) operating the National School Lunch Program (NSLP), except for Residential Child Care Institutions which are not eligible for the CEP.

Requirement:

The United States Department of Agriculture requires **all LEAs operating the NSLP** to provide the following specified data to the Arizona Department of Education (ADE) by April 14, 2017.

The Process:

- On March 31, 2017, the person listed as the School Food Authority contact on the CNPWeb Sponsor application will receive an Excel Workbook or link(s) to the survey via the email address currently provided for the School Food Authority contact.
- The email content will depend on the number of sites operating the NSLP
 - LEAs with less than 10 sites will receive a **separate email for each site** with a unique survey link
 - LEAs with 10 or more sites will receive **one** email containing an Excel Workbook that will need to be completed for all sites in the LEA. LEAs that receive an Excel Workbook must compile all site data in the Excel Workbook format and submit the information via email to ADESchoolNutrition@azed.gov .



- If you do not receive the email(s) containing the survey link(s) or Excel Workbook by March 31, 2017, please contact your School Nutrition Programs specialist at ADESchoolNutrition@azed.gov.
- All LEAs must collect and submit the following *individual school-level* information data representative of March 31, 2017
 - Name of LEA
 - CTD for the LEA
 - Name of site
 - CTDS for the site
 - # of **identified students** on March 31, 2017
 - Total number of **enrolled students** as of March 31, 2017
- The data must be submitted to ADE through the online survey tool (or Excel Workbook) **by April 14, 2017**.

Data Element Details:

- **Identified Students** are students certified for free meals through means other than individual household applications. Using ADE’s CNP Direct Certification system, perform Direct Certification (DC) to determine which students are eligible for Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) and Foster Care (Foster). Count all “matched” students and their extended household members for students who match in SNAP and/or TANF. Include students with liaison approved documentation supporting their participation in a Head Start program or Food Distribution on Indian Reservation program. Also, documented foster, homeless, migrant and runaway students should be included.

Note: Any enrolled student directly certified during the 2016-2017 school year, up to March 31, 2017 should be included in the count. Do **not** count withdrawn students.

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. Students who have withdrawn from the site before March 31, 2017 should **not** be included in the enrollment count.

Important:

In order to provide the most accurate identified student and enrollment count data, the ADE recommends LEAs conduct Direct Certification (DC) on their entire student population during the last week of March 2017 or on March 31, 2017 using **the standard file upload** method found in the CNP Direct Certification/Direct Verification application of Common Logon. The ADE strongly discourages the use of the State Match function when conducting DC for purposes of this data submission and for applying to the Community Eligibility Provision (CEP), as the student enrollment information provided when using the State Match DC method in CNP Direct Certification/Direct Verification is based on AZEDS data and may not accurately align to the most current student enrollment for the site(s)/district.

Please ensure the documents used to determine the identified student counts and enrollment are printed and/or saved in the school meal programs records. LEAs may be required to provide this information to the ADE upon request to support the total identified students and enrollment reported.

Timeline:

Last week of March up to March 31 – All LEAs collect student information for each school that will be used to determine identified student percentages (ISP).

April 14 – Deadline for LEAs to submit the information to ADE.

May 1 – ADE posts Annual Public Notification of eligible and near eligible CEP sites using the site level data each LEA submits. LEAs with an ISP of 40% or higher are eligible to participate in CEP.

June 30– Deadline for LEAs choosing to apply for CEP; LEAs must complete and submit an application to participate in CEP on or before this date. LEAs that apply for CEP or who plan to increase their current CEP ISP will need also need to submit all documentation used to validate their March 31, 2017 identified student and enrollment data.

For more information on this annual public notification and data submission requirement, please reference page 19 of SP 61-2016a at http://www.azed.gov/health-nutrition/files/2016/10/sp61-2016-cep_guidance.pdf. If you need any assistance or have questions regarding this request, please contact your assigned School Nutrition Programs specialist.

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