State Agency Checklist for Checking Identified Student Percentage Accuracy

A State agency should follow the steps below to determine if a Local Educational Agency's (LEA's) Identified Student Percentage (ISP) is accurate when the LEA elects the Community Eligibility Provision (CEP).

STEP 1: *Did the LEA submit supporting documentation to substantiate all identified students (numerator of ISP), including students participating in the assistance programs listed below?*

Categorical Status	Related Documentation	Received ☒
Supplemental Nutrition Assistance Program (SNAP)	• Names of children (or any household member) currently certified to receive SNAP benefits; • Statement certifying that the child is a member of a household where someone receives SNAP benefits; • At least one form of identifying information matching each SNAP-eligible child with a child attending a particular school; • The date; and • The SNAP official's signature.	☐
Temporary Assistance for Needy Families (TANF)	• Names of children (or any household member) currently certified to receive TANF benefits; • Statement certifying that each child is a member of a household where someone receives TANF benefits; • At least one form of identifying information matching each TANF-eligible child with a child attending a particular school; • The date; and • The TANF official's signature.	☐
Food Distribution Program on Indian Reservations (FDPIR)	• Names of children (or any household member) currently certified to receive FDPIR benefits; • Statement certifying that each child is a member of a household where someone receives FDPIR benefits; • At least one form of identifying information matching each FDPIR-eligible child with a child attending a particular school; • The date; and • The FDPIR official's signature.	☐
Runaway child	Documentation verifying the child participates in a program under the Runaway and Homeless Youth Act, including: • Child's name or a list of names of participating children; • Effective dates; and • Signature of the school district's homeless liaison or other designated official.	☐

Revised 12/9/15

Head Start or Early Head Start participant	• A statement of a child's enrollment in Head Start or State funded pre-kindergarten ; or • A list of children enrolled in Head Start or State funded pre-kindergarten.	☐
Migrant child	• A dated list with each child's name and the signature of the Migrant Education Program (MEP) official or local educational liaison; or • A letter from an MEP official or local educational liaison confirming that a child currently meets the definition of migrant.	☐
Homeless child	Documentation verifying the child participates in a program under the Runaway and Homeless Youth Act, including: • Child's name or a list of names of participating children; • Effective dates; and • Signature of the school district's homeless liaison or other designated officials. **OR** Documentation from the local education agency homeless liaison or an official of the homeless shelter where the child resides, including: • Child's name or a list of names of residents; • Effective dates; and • Signature of the local education agency liaison or official of the homeless shelter.	☐
Foster child certified through means other than an application	• An electronic match directly indicating the status of the child as a foster child without further application; • A letter from the State or local welfare agency or court confirming the child's status as a foster child; • Documents from the welfare agency or court stating that the courts have taken legal custody of a child who has been placed in the foster care system; or • A list of children in foster care from the welfare agency or court.	☐
Non-applicant children certified through means other than an application	• When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status known to the official.	☐
Medicaid participants	• **Only if LEA is participating in Medicaid Direct Certification pilot and participants meet 133 percent of the Federal poverty level.** • Records that may be used to verify eligibility will depend upon State income limits for these programs.	☐

	Yes / No
STEP 2: *Did the LEA submit supporting documentation to substantiate the number of enrolled students (the denominator of ISP)?*	☐ ☐
STEP 3: *Did the LEA accurately calculate the ISP?* *Use this equation:* $\dfrac{\text{Identified Students}}{\text{Enrolled Students}} \times 100 = $ **Identified Student Percentage**	☐ ☐
STEP 4: *Did the LEA accurately calculate the free claiming percentage?* *Use this equation:* Identified Student Percentage x 1.6 = **FREE** Claiming Percentage Carry the calculation to two decimal places before rounding. Round the percentages to one decimal place using standard rounding; numbers five and above round up to the next higher number, numbers four and below round down (e.g., 86.15% = 86.2%, 86.13% = 86.1%). The percentage rounded to one decimal place is the percentage of meals that will be reimbursed at the Federal "free" rate. The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal "paid" rate. (Step 5)	☐ ☐
STEP 5: *Did the LEA accurately calculate the paid claiming percentage?* *Use this equation:* 100 percent – Free Claiming Percentage = **PAID** Claiming Percentage	☐ ☐