



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

HNS# 04-2016

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**MEMORANDUM**

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**TO:** All Local Education Agencies (LEA) operating the National School Lunch Program

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

**DATE:** March 25, 2016

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

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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 LEAs operating the National School Lunch Program, except for Residential Child Care Institutions who are not eligible for the CEP.

**Requirement:**

The United States Department of Agriculture requires **all LEAs operating the National School Lunch Program (NSLP)** to provide the following specified data to the Arizona Department of Education (ADE) by April 15, 2016.

**The Process:**

- On April 4, 2016, the person listed as the School Food Authority contact on the CNP Web 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 an 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 Excel



Workbooks must compile all site data in the Excel Workbook format and submit the information via email to [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov).

- If you do not receive the email(s) containing the survey link(s) or Excel Worksheet by April 4, 2016, please contact your School Nutrition Programs specialist at [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov).
- All LEAs must collect and submit the following *individual school-level* information representative of data as of April 1, 2016:
  - Name of LEA
  - CTD for the LEA (found in CNP Web)
  - Name of site
  - CTDS for the site (found in CNP Web)
  - # of **identified students** as of April 1, 2016 for the site
  - Total number of **enrolled students** as of April 1, 2016 (**Not** including students withdrawn prior to April 1, 2016)
- The data must be submitted to ADE through the online survey tool (or Excel Workbook) **by April 15, 2016**.

### **Data Element Details:**

- **Identified Students** are students certified for free meals through means other than individual household applications. Using ADE 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 documentation supporting their participation in a Head Start or Even Start program. Also, documented foster, homeless, migrant and runaway students should be included. Note: Any enrolled student directly certified during the 2015-2016 school year, up to April 1, 2016, 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. Students who have withdrawn from the site before April 1, 2016 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 in March 2016 or on April 1, 2016 using **the standard file upload** function 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 for the Community Eligibility Provision (CEP), as the student enrollment information contained in the State Match function of the CNP Direct



Certification/Direct Verification application is based on SAIS 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:**

- 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 the ADE.
- May 1 ADE posts Annual Public Notification for all sites and districts on ADE website. LEAs with an Identified Student Percentage (ISP) of 40% or higher are eligible to participate in the CEP.
- August 31 Deadline for LEAs choosing to apply for CEP; LEAs must complete and submit the application to participate in CEP on or before this date. LEAs that apply for CEP or LEAs currently operating CEP that want to increase their current ISP, will need to submit all documentation used to validate their April 1, 2016 identified student and enrollment data.

For more information on this annual public notification and data submission requirement, please reference SP 26-2016 at <http://www.azed.gov/health-nutrition/files/2016/02/sp-26-2016.pdf> . If you need any assistance or have questions regarding this request, please contact your assigned School Nutrition Programs specialist.

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