



State of Arizona  
Department of Education



Health and Nutrition Services Division

HNS# 12-2018

MEMORANDUM

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

**FROM:** Emily Thege, Co-Director School Nutrition Programs  
Arizona Department of Education, Health and Nutrition Services Division

**DATE:** March 28, 2018

**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 required 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 (LEAs) operating the National School Lunch Program (NSLP), except for Residential Child Care Institutions and Special Milk Program only LEAs which are not eligible for the CEP.

**Requirement:**

[SP 11-2018 Community Eligibility Provision: Statutory Annual Notification and Publication Requirements](#) states **all LEAs operating the NSLP** must provide the following specified data to the Arizona Department of Education (ADE) by April 13, 2018. The process to apply for participation in CEP is separate from this data reporting requirement.

**Data Submission:**

- On March 30, 2018, the person listed as the School Food Authority contact on the CNPWeb NSLP Sponsor application will receive link(s) to a survey or an Excel workbook 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:
  - o LEAs with less than 10 sites will receive a **separate email for each site** containing a survey link and submit the requested information via the survey link;
  - o 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](mailto:ADESchoolNutrition@azed.gov).



# State of Arizona Department of Education



## Health and Nutrition Services Division

- If you do not receive the email(s) containing the survey link(s) or Excel workbook by March 30, 2018, please contact your School Nutrition Programs Specialist or send an email to [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov).
- All LEAs must collect and submit the following *individual school-level* information data representative of April 2, 2018
  - o Name of LEA
  - o CTD for the LEA
  - o Name of site
  - o CTDS for the site
  - o Total number of **identified students** as of April 2, 2018
  - o Total number of **enrolled students** as of April 2, 2018
- The data must be submitted to ADE through the online survey link (or Excel workbook) **by April 13, 2018**.

### Data Element Details:

- **Identified Students** are certified for free meals through means other than a household application. Please count students in the following categories to compile the identified student count: students who are a “match” in CNP Direct Certification for Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Foster, Migrant Education Program (MEP), and/or Homeless; students who reside in the same household as a SNAP/TANF match (count these students as identified at the site in which they are enrolled); foster children with a Notice to Provider letter, students with an official case number via Food Distribution Program on Indian Reservation letter, students on an official homeless, migrant, runaway liaison list, and Head Start and/or FACE participants. Do **not** double count students. Remember this is a site-based report and should only include identified students who are enrolled at each site. Do **not** count withdrawn students. Do **not** count students who receive benefits for meals based on the submission of a household application. Note: Any enrolled student directly certified during the 2017-2018 school year up to April 2, 2018 should be included in the count.
- **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. Additionally, students who have withdrawn from the site before April 2, 2018 should **not** be included in the enrollment count.

**Diane M. Douglas, Superintendent of Public Instruction**

1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • [www.azed.gov](http://www.azed.gov)

This institution is an equal opportunity provider.



**State of Arizona  
Department of Education**



Health and Nutrition Services Division

**Important:**

To provide the most accurate identified student and enrollment count data, ADE recommends LEAs conduct Direct Certification (DC) on their entire student population during the last week of March 2018 or on April 2, 2018 using **the State Match method** found in the CNP Direct Certification/Direct Verification application of ADEConnect. The State Match method is based on each district’s Arizona Education Data Standards (AzEDS) data and should accurately align to the most current student enrollment for the site(s)/district. ADE offers an online How-To-Guide specific to using the State Match method at <http://www.azed.gov/hns/nslp/trainingsps/online/>.

Next, with the recent enhancement to CNP DirectCertification, LEAs must review and confirm any Partial Matches prior to submitting data to ADE. Partial Matches that have been certified as a Match should be included with the total identified student count for the site in which the student is enrolled. Please review **HNS 14-2018 CNP Direct Certification Enhancements** for details on Partial Matching. Additionally, ADE offers an online How-To Guide specific to the Partial Matching feature at <http://www.azed.gov/hns/nslp/trainingsps/online/>.

Last, please ensure the documents used to determine the identified student and enrollment counts are 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:**

<b>Last week of March up to April 2</b>	All LEAs collect student information for each site. This includes the total number of identified students and the total number of enrolled students at each site.
<b>April 2 to April 13</b>	LEAs enter and submit data to ADE via survey links or provided workbook.
<b>April 13</b>	Deadline for all LEAs to submit the collected information to ADE.
<b>May 1</b>	ADE posts the Annual Public Notification of eligible and near eligible CEP sites using the site level data submitted by each LEA. LEAs with an identified student percentage of 40% or higher are <b>eligible</b> to participate in CEP.

**Diane M. Douglas, Superintendent of Public Instruction**

1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • [www.azed.gov](http://www.azed.gov)

This institution is an equal opportunity provider.



State of Arizona  
Department of Education



Health and Nutrition Services Division

**CEP Notification for LEAs with eligible sites:**

Schools with an identified student percentage of 40% or higher are **eligible** to participate in the CEP in the upcoming 2018-2019 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 a breakfast and lunch at no cost.

In April and May, ADE will be sending all eligible districts a notification via email of the estimated financial impacts of CEP implementation and provide information on the application process for CEP participation in school year 2018-2019. **CEP applications are due to ADE no later than June 29, 2018.**

**Upcoming Professional Development for LEAs with CEP eligible sites:**

ADE highly recommends School Food Authorities with CEP eligible sites attend the upcoming CEP professional development on May 18, 2018. Log into the Event Management system to register.

If you need any assistance or have questions regarding this request, please contact your assigned School Nutrition Programs Specialist or email [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov).

*This institution is an equal opportunity provider.*