



How to Collect and Report Identified Student and Enrollment Counts



Health and Nutrition Services
Arizona Department of Education

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Introduction

WHAT IS A QUICK GUIDE?

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. Quick guides are intended to compliment ADE's Step-by-Step Instruction: How-to Guides. They do not count towards Professional Standards training hours.

INTENDED AUDIENCE

This resource is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP).

PURPOSE OF THIS QUICK GUIDE

Annually, each LEA must submit select data elements to ADE in order to meet the Community Eligibility Provision (CEP) annual public notification of eligible and near-eligible schools requirement. This quick guide will assist LEAs through the process of collecting identified student and enrollment counts for each school site and the process of submitting the counts to ADE.

Collecting Identified Student and Enrollment Counts

Annually, all LEAs must provide the following data to ADE by April 15:

- Total number of identified students per site as of April 1
- Total number of enrolled students per site as of April 1

Identified students are students who are certified for free meals by means other than a household application. Students who are considered identified students include:

- Students directly certified through Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Food Distribution Program on Indian Reservations (FDPIR) participation. Only those students that match as Direct Certification-Medicaid Free (DC-M Free) should be included in the identified student count. Do not include DC-M Reduced students in the identified student count.
- Homeless students on the liaison list, Head Start, Pre-K Even Start, migrant youth, runaway, and non-applicants approved by local officials identified through means other than an application.
- Foster children certified through means other than an application and students certified for free meals based on a letter provided by the SNAP/FDPIR agency.

Collecting Identified Student and Enrollment Counts

Students who are not considered identified students include:

- Students who are categorically eligible based on information submitted through a household application, such as a case number.
- Students certified for free or reduced-price meal benefits based on income reported on a household application.

To collect this data, complete the following steps:

Step 1: On April 1, log in to the CNP Direct Certification/Direct Verification application in ADEConnect and conduct site-based direct certification on all enrolled students.

- Schools that use State Match: use the site selection drop-down menu to conduct direct certification on a specific school site.
 - Resource: [Step-by-Step Instruction: How to Conduct Direct Certification Using State Match](#)
- Schools that do not report data to AzEDS: use a file upload search to conduct direct verification on a specific school site.
 - Resource: [Step-by-Step Instruction: How to Conduct Direct Certification Using File Upload](#)

Collecting Identified Student and Enrollment Counts

Step 2: Certify and designate any partially matched student.

- Resource: [Step-by-Step Instruction: How to Directly Certify a Partial Match](#)

Step 3: Open the search results for each school site and review the number of "Matches" for each site. Add the total match count to the identified student count at the applicable site.

Step 4: Review the student records that show SNAP, TANF, and/or Medicaid Free eligibility. Identify any household members who are enrolled students at any school site within the LEA who are listed as a "No Match" in the CNP Direct Certification application. Add these students, commonly known as extended household members, to the identified student count at the applicable site.

Step 5: Review SNAP or FDPIR letters. Add any student(s) with a letter on file to the identified student count at the applicable site. Similar to step 4, add any extended household members of SNAP or FDPIR students to the identified student count at the applicable site.

Step 6: If the LEA operates a Head Start or Even Start, obtain a roster of the students from each program. Add the students to the total identified student count at the applicable site.

Collecting Identified Student and Enrollment Counts

Step 7: LEAs enrolled in the Migrant Education Program or participating in a program under the Runaway and Homeless Youth Act must request a list of student names, effective dates, and signatures from the LEA's Homeless/Migrant/Runaway liaison. Review the list and add any students who were not matched in Direct Certification in the Homeless, Migrant, or Runaway category in Step 3 to the total identified students at the applicable site.

Step 8: Identify any foster children enrolled in the LEA. Determine if they can be certified through means other than a Direct Certification match or application. This documentation may include a list of children in foster care from the welfare agency or a letter from the State or local welfare agency or court confirming the child's status as a foster child. Review the documentation and add any students who were not matched in Direct Certification in the Foster category in Step 3 to the total identified students at the applicable site.

Step 9: Determine if any non-applicant children are certified for NSLP by requesting documentation that supports an eligibility determination. This documentation may include a household application completed by a school official on behalf of the child based on the best-known household size and income information or Other Source Categorical Eligibility. Add the student(s) to the total identified student count at the applicable site.

Collecting Identified Student and Enrollment Counts

Step 10: Review the list of identified students and remove any duplicates. Then, count the number of unduplicated identified students for each school site using the data obtained in steps 3-9 to determine the identified student count for each site.

Step 11: Determine the total number of enrolled students at each site as of April 1.

- Enrolled students are students who are officially registered, attending a school, and have access to at least one meal service daily.
- Any student(s) who are no longer enrolled on April 1 should be excluded from the report.

Submitting the Counts to ADE

After the LEA has collected the total number of identified students per site and the total number of enrolled students per site as of April 1, the data must be submitted to ADE by April 15.

Step 1: Log into ADEConnect and select the CNP Direct Certification/Direct Verification application.

Step 2: Click on Direct Certification.

Step 3: Click on CEP Data Collection, which is located in the Direct Certification dropdown.

Step 4: Enter the "Number of Students Identified" and "Number of Students Enrolled" counts for each site listed.

Step 5: Click Save.

- Once the data is saved, check to see if any of the rows are highlighted in red. If so, check to ensure the identified student count is not larger than the enrollment count.

After the five steps listed above are complete, the report has been submitted and no further action is required regarding the CEP annual public notification of eligible and near-eligible schools requirement.

Identified Student Percentage

Once the LEA has submitted the total number of identified students per site and the total number of enrolled students per site as of April 1 to ADE in the CNP Direct Certification/Direct Verification application, the system will calculate the Identified Student Percentage (ISP).

The Identified Student Percentage is determined by dividing the total number of identified students by the total enrolled. This ISP will be used to calculate the school's claiming percentage, or the percentage of meals that will be reimbursed at the free reimbursement rate, if the school chooses to operate CEP.

Schools with an ISP of 25% or higher are eligible to participate in CEP during the upcoming school year.

- Schools that elect to operate CEP are granted administrative relief from collecting household applications and counting and claiming based on eligibility category while providing all students breakfast and lunch at no cost.
- CEP applications are due to ADE no later than June 30.

For more information on CEP, please visit the online course: [Implementing the Community Eligibility Provision Training](#).

Thank you!

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1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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