

Dear Authorized Representative and Food service Directors:

This information was emailed to the Authorized Representative and the Food Service Director. If you desire additional staff members to receive the monthly emails please send me their contact information and I will add them to the distribution list. Sincerely, Patti Harding, Administrative Consultant, School Nutrition Programs.

### **Site Enrollment Section**

After the October claims are submitted the Site Enrollment must be completed. The Site Enrollment section of IowaCNP is where public school districts, nonpublic schools and Residential Child Care Institutions enter the unduplicated count of the free and reduced price students as of October 31. **Then Site Enrollment section is now open.** Instructions on how to access the Site Enrollment section of IowaCNP are attached. **The Site Enrollment information is due December 2, 2015.** The information collected is used to document Afterschool Care Snack Program participation for 2015-2016 and E-Rate so a timely submission is greatly appreciated. Questions on the Site Enrollment section may be directed to Patti Harding at [Patti.Harding@iowa.gov](mailto:Patti.Harding@iowa.gov).

### **For Public Schools Only – Report Title 1 Free lunch information via the Site Enrollment section of IowaCNP**

New for the 2015-2016 school year, the Department of Education will collect information on Title 1 via the Site Enrollment section of IowaCNP. There will be a “Title 1” button at the bottom of the Site Enrollment Site List screen that will take you to the Title 1 Data Collection screen. The Title 1 Coordinator and the school official/food service director will jointly complete this section or the Title 1 Coordinator may request access to [IowaCNP](#) by completing the attached Access Request Form. The Title 1 Coordinator will receive information on this new process about the same time as this email notice. Please collaborate with the Title 1 Coordinator and enter the free lunch information by **December 2, 2015**. Instructions on how to access the Title 1 section are attached. Questions on the Title 1 Data Collection section may be directed to Geri McMahon at [Geri.McMahon@iowa.gov](mailto:Geri.McMahon@iowa.gov) or Mary Bartlow at [Mary.Bartlow@iowa.gov](mailto:Mary.Bartlow@iowa.gov)