



DATE: June 23, 2016

TO: Local Education Agency (LEA)

FROM: Patti Harding, Administrative Consultant
Bureau of Nutrition and Health Services
515-281-4754 or patti.harding@iowa.gov

SUBJECT: 2016-2017 School Meal Programs Information

This memorandum provides the Local Education Agency (LEA)/School Food Authority (SFA) with important information in several areas for the 2016-2017 school year. Several times a month the Bureau emails current information related to new regulations and program operations to the Authorized Representative and Food Service Director. These emails are also posted on our web page under Monthly Memos and Updates and are located [here](#).

Other sources for program legislation, regulations, policy and guidance material are on the USDA web sites at <http://www.fns.usda.gov/school-meals/legislation> and <http://www.fns.usda.gov/school-meals/policy>.

IowaCNP – FY17 Application Packet due August 5, 2016

There have been several changes to the Organization Application, Site Application and the CEP Schedule on IowaCNP. Please see **Appendix A-FY17 IowaCNP Changes** at the end of the memorandum for details. IowaCNP is now open and LEAs may complete the FY17 Application Packet. If you started it prior to receiving this notice you will need to review it as the system didn't have all of the updates in place. IowaCNP can be found at <https://cnp.ed.iowa.gov/cnp/>. For new personnel that require access to IowaCNP, the Authorized Representative will need to complete and sign the IowaCNP Access Request Form and email it to IDOE.Nutrition@iowa.gov. The form with instructions is available on IowaCNP in Download Forms (NSLP001). Selected information from the FY16 Organization and Site applications have auto-filled some sections of the FY17 applications. Please review all questions and update as necessary. The Bureau utilizes the email addresses for the Authorized Representative and Food Service Director listed in the IowaCNP system for all correspondence. Please confirm they are accurate.

Professional Standards has generated many questions regarding positions and training required. Two commonly used terms you see through this correspondence and the application are defined below.

- **School Food Authority (SFA)** is responsible for the administration of the Child Nutrition Program (CNP) in schools. It is the name of the public school district, nonpublic school or Residential Child Care Institution. On IowaCNP, the SFA is the same as the organization.
- **Authorized Representative** is an employee of the SFA that is the point of contact for the Department of Education (DE). Their responsibility is to act on information or guidance provided by the DE or to distribute it to the appropriate staff member to act, respond, or implement; has signature authority related to matters of the Child Nutrition Program and is the primary contact for: program agreements; audit findings; three month operating balance; second view of application; and memos and updates. As this person is essential to the Child Nutrition Program, they are required to have a minimum of 4 hours of training annually or more if they provide over 20 hours per week of work for the nutrition program.

Meal Price Amounts for Reduced Price Meals

USDA determines the reduced price meal amount. The LEA is not allowed to charge more than the amount established by USDA but may charge less. The maximum amounts that may be charged for **reduced price meals** in 2016-2017 are: lunch 40 cents/breakfast 30 cents/snack 15 cents.

1. IOWA APPLICATION FOR FREE AND REDUCED PRICE MEAL DOCUMENTS

The Iowa Application for Free and Reduced Price Meals, Information (parent) letter (School Meal Program/Residential Child Care Institutions/Special Milk Program), and instructions to parents on how to complete the application are located in the Download Forms section of IowaCNP. The format of these documents has been changed to resemble the USDA prototypes. The self-employment income calculations, additional space for household members and space for a waiver have been moved to a separate sheet called the Optional Supplemental Worksheet. Also, in the Download Forms section are instructions for school officials on how to approve the application (Special Milk Program-NSLP130, Schools-NSLP220, RCCIs-NSLP200). If you revise the information letter (parent letter), paper application, notification of benefit letter or offer an on-line application the school must complete the corresponding Approval Request Form (located in Download Form on IowaCNP) and submit it to Deb Linderblood at Deb.Linderblood@iowa.gov for approval prior to use.

Income Eligibility Guidelines (IEGs)

The Income Eligibility Guidelines for 2016-2017 are posted under "Income Eligibility and Verification" located [here](#) or in the Download Forms section of IowaCNP.

- **Applications in Other Languages:** The Iowa Application for Free and Reduced Price Meals (and related documents) were translated into Spanish and are located in the Download Forms section of IowaCNP. The application materials and other communications with households concerning eligibility determination must be, to the maximum extent practicable, in a language that parents and guardians can understand. LEAs are encouraged to provide households with assistance in completing applications through the use of personnel proficient in foreign languages. The USDA web site (click [here](#)) has a prototype application and materials translated into a number of languages.

Although the USDA translated applications are in a different format from the Iowa application they should be used when needed to ensure potential participants can readily apply for benefits. If you use a language version from the USDA site, be sure to download the USDA's English version as a reference for the non-English application.

- **Waiver Statement**

A waiver signed by the parent/guardian must be on file to disclose free or reduced price eligibility information for individual households. A place holder for a fee waiver statement is on the Optional Supplemental Worksheet located with the Iowa Application for Free and Reduced price Meals in the Download Forms section. LEAs are responsible to meet all requirements for waivers whether the simple waiver statement provided on IowaCNP (NSLP224) is used or a waiver statement developed by the LEA is used. LEAs that choose not to use this space for their fee waivers must leave the space blank. If the LEA chooses to not use the space provided on the Optional Supplemental Worksheet then you must develop a form if the LEA plans to waive school fees. All households that are approved for free and reduced price meal benefits via an application or the DC list must be given the opportunity to sign a waiver if the LEA offers any waivers.

- **USDA Eligibility Guidance for School Meals Manual**

USDA annually updates the Eligibility Guidance for School Meals Manual and SFAs will be notified when it is available. SFAs are encouraged to use the FY16 manual until the new one is available (click [here](#)). **This guidance is an excellent resource and should be utilized fully when processing the Iowa Application for Free and Reduced Price Meals at the beginning of school as well as throughout the year.** This guidance manual covers commonly asked questions on determining eligibility and the verification process.

2. **COMPUTERIZED PROCESSING OF THE IOWA APPLICATION for FREE AND REDUCED PRICE MEALS**

Remember to update the Income Guidelines in the computerized system used by the LEA if applicable. LEAs that utilize a software program to determine a household's eligibility for free or reduced price meals must ensure that it is performing correctly and is meeting all USDA requirements. While USDA supports local efforts to automate the certification process, they do not evaluate or recommend any software used in this process. There are no federal specifications

for vendors and USDA does not approve or endorse any of the software programs performing this function. Ultimately, the LEA is responsible for assuring that the certification process meets all regulatory requirements and policies for application processing and approval. Further, the Department of Education (DE) does not certify that software available from any vendor processes and determines eligibility for free and reduced price meals correctly. LEAs that are using the certification component from a **Student Reporting in Iowa (SRI)** software vendor must assure the software used is performing correctly and is meeting all requirements.

3. **IOWA APPLICATION - Approval and Direct Certification – FY17 TRAINING**

USDA implemented a new prototype application in 2015-2016 but at that time Iowa decided to continue using their prior format. We have now transitioned to an application format similar to USDA's application. A webinar is planned on **July 14, 2016, from 9:00-11:30AM and repeated again on July 27, 2016, from 1:00-3:30PM**. This training will cover the Iowa Application, Direct Certification, ELookUp, *hawk-i*, and an introduction to the Verification process. This webinar will be recorded so that you can view the materials at a later date if you have a conflict on July 14 and 27. Please register for one of the webinars on the DE web site. To register for the July 14 webinar click [here](#) and for the July 27 webinar click [here](#). If you have any problems in registering or have further questions, contact Janelle Loney at Janelle.Loney@iowa.gov or 515-281-5356. Participants that register will receive a required link to join the webinar prior to the webinar.

4. **DIRECT CERTIFICATION (DC) FOR FREE MEALS**

Access to the DC lists will be available through the Department's Iowa Education Portal, click [here](#). If you already have an A&A Account for you will not need to acquire a new account or log in. To get to the DC lists, you will need to complete a Direct Certification/E-Lookup Access Request Form (on IowaCNP-NSLP002).

- Direct certification is a procedure to automatically qualify foster children and children from Food Assistance and Family Investment Program (FIP) households for free meals. For PUBLIC LEAs and NON-PUBLIC LEAs making reports to SRI, school enrollment records from SRI are compared to records from the Department of Human Services (DHS). Downloadable lists of children who are exact matches ("Students in Last SRI submission") and siblings of children who are exact matches ("Potential Students Found in District") will be available to public LEAs and non-public LEAs submitting information to **SRI**. The children identified during this process are eligible to receive free meal benefits. LEAs will have access only to the list of children in their district/school.

- ALL LEAs** can access information about individual children using the ELookUp system. Children is households that receive Food Assistance or Family Investment Program (FIP) can be identified by entering their name/year of birth, case number or state ID number. This system may also be used as a method to directly verify students for benefits during the verification process. The ELookUp

system is accessed in the same manner as the Direct Certification lists.

- In FY16, a Migrant Student List was added as an option in Direct Certification. Schools will have access to a list of migrant students in their school. The list will be posted twice a month along with the other lists.
 - Households of students who are not identified during the electronic direct certification process will receive a Free Lunch Notice letter from DHS similar to letters provided in years past. A sample of this letter is located in the Download Forms section of the IowaCNP (English 151/Spanish 310). Children who are matched electronically and available to LEAs through the downloadable lists will NOT receive a letter from DHS. Please note: Students who are identified with a “Free Lunch Notice” letter from DHS are automatically eligible for free meals. Siblings and/or other children attending school and residing in the household may have their name added to the DHS letter.
 - Some households that are newly approved for Food Assistance, FIP, or are a foster child may not be included in the file for the month in which they first qualify, depending on the time of month the household is approved for benefits. These households will need to complete the Iowa Application for Free and Reduced Price Meals and report their ten digit Food Assistance case number or FIP case number to receive benefits immediately. THE NUMBER ON THE FIP OR EBT CARD IS NOT THE CASE NUMBER. The format for a correct case number is EITHER A00000-00-0-0 or 000000-00-0-0. The first character can be either a letter or a number.
- Special Note: Applications for free meals based on a Food Assistance or FIP number should be approved at face value if the number appears to be valid and is the correct format. LEAs are encouraged to enter these students into E-Lookup. If someone in the household is identified, all in the household would be directly certified.
- LEAs are required to notify households that they have been approved for free meals based on direct certification and to give households the opportunity to decline free meal benefits. A prototype notification letter that may be used for all households whether directly certified, approved for free or reduced meal benefits or denied benefits has been developed and is available in the Download Forms section of IowaCNP (NSLP152). Students may receive benefits immediately. Instructions to households about declining benefits are included on the letter. Benefits must be terminated immediately if households decline benefits.
 - The age range of children in the direct certification process, both electronic direct certification and the letter-based system, includes ages 0-20 years. LEAs operating preschools or child care programs may use this process to identify children in these programs.

•The Directly Certified households must be provided information on **hawk-i** and have the opportunity to indicate they do not want their name or eligibility shared with **hawk-i** or Medicaid. The **hawk-i** waiver is on the back of the prototype notification letter and the DHS Free Lunch Notice.

5. **HOMELESS CHILD OR RUNAWAY CHILD**

The LEA's homeless liaison may complete an application on behalf of a homeless or runaway student or send a letter to the person responsible for making the eligibility determination stating that the student is homeless or a runaway. The letter or application must be signed by the liaison. An official from a homeless shelter may send a letter to the LEA identifying that the student(s) is/are residing at the shelter. Documentation to substantiate free meal eligibility must include the child's name or a list of names, effective date(s), and the signature of the local homeless liaison or the director of the shelter or transitional housing project. This documentation is acceptable in lieu of a completed application. The homeless or runaway child remains eligible for free meal benefits for the entire school year regardless of where he/she is living. Special Note: Categorical eligibility based on homeless status does not extend to other children in the household.

6. **MIGRANT CHILD**

Public Law 108-265 has a provision making migrant children "categorically eligible" for free meal benefits. If the student has been identified as migrant on the Direct Certification download, no further documentation is needed. The household does not need to complete an Iowa Application for Free and Reduced Price Meals for their children to receive free meals. Migrant students will be eligible automatically to receive free meals based on their determination as a "migrant" student. For the purpose of this categorically eligible provision, the term "migrant child" means a child who meets the definition in Sec.1309(2) of Title I, Part C of the Elementary and Secondary Education Act, that is, one who has been identified and documented as an eligible migrant child by Susan Selby, the State Migrant Education Program consultant. She will review the information and send a response to the district. To obtain documentation that a resident is a migrant child, contact:

Susan Selby, Consultant, Migrant Education
Susan.Selby@iowa.gov or 515-281-4732

Eligibility determination for migrant children must be made each school year and eligibility is year long. To ensure that migrant children continue to receive meal benefits, LEAs are encouraged to share eligibility information when migrant children move to another district.

Special Note: Categorical eligibility based on migrant status does not extend to other children in the household.

7. **PUBLIC RELEASE – NEW**

All SFAs are **required to notify the public** that free and reduced price meals and free milk (if applicable) are available. The public media release for 2016-2017 is located [here](#). **The State agency will no longer send it to The Link for distribution.** The Public Release is also posted in the Download Forms section of the IowaCNP (NSLP176).

8. **ICAVES–Iowa Certification And Verification Excel Spreadsheet** This tool is designed to assist LEAs in the eligibility determination and verification selection of households applying for meal benefits. ICAVES 2016-2017 is in the Download Forms section of the IowaCNP (NSLP111).

9. **DISCLOSURE REQUIREMENTS FOR CHILD NUTRITION PROGRAMS**

Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758 (b)(6)) delineates the restrictions on the disclosure and use of information obtained from an application for free and reduced price meals, as well as the criminal penalties for improper release of information. We recommend that LEAs and, as applicable, CACFP institutions, sponsoring organizations and family day care home providers and SFSP sponsoring organizations, cite the law when responding to requests for release of information. The Eligibility Manual for School Meals, July, 2015, edition provides specific guidance on applying the statutory and regulatory requirements. A convenient source of information is the manual's "Disclosure Chart" (pages 83, 84, 85) which briefly outlines various types of requestors and any restrictions on receipt of information.

10. **VERIFICATION**

Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program. To facilitate the Verification process, LEAs will want to sort applications as they are processed. Webinars covering the verification process for schools (public and nonpublic) are scheduled for September 20th and 27th at 2:00PM. This training will cover the verification process; sorting applications, determining sample selection, notification and receiving information from families, deadlines and recording results on IowaCNP. Information on registration will be sent in August. Some of you will be invited to this training because the school district/school was identified as having errors with the verification process last year.

FY17: Verification Collection Report on IowaCNP

The LEA will need to report the information listed below on the Verification Report.

- A. Students **directly certified** through the Food Assistance (FA).
- B. Students **directly certified** through other programs: Include those directly certified through Family Investment Program (FIP), those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.

- C. Students certified categorically **FREE** eligible through DHS Free Lunch Notice letter method.
- D. Approved as categorically **FREE** Eligible: Based on those providing documentation (e.g. a case number for Food Assistance or FIP).
- E. Approved as **FREE** eligible: Based on household size and income information.
- F. Approved as **REDUCED PRICE** eligible: Based on household size and income information.

The Verification Collection Report webinar is on October 12 for public and on-public schools and for on October 18 for Residential Child Care Institutions (RCCIs). Information on registration will be sent in August.

11. **hawk-i/MEDICAID SECTION**

Public LEAs **are required** and non-public LEAs are encouraged to release the names of students eligible for free and reduced price to the ***hawk-i*** program annually. The list shall not include names of students whose parents/guardians have requested that the information not be released. The parent/guardian, not any household adult, must sign the ***hawk-i***/Medicaid Information section if they **do not** want their children’s names released. Households completing an Iowa Application for Free and Reduced Price Meals have the opportunity to sign that they don’t want their information release. Directly certified households are given the opportunity to sign that they don’t want their information release on the notification letter.

- LEAs will have from **August 1, 2016, to January 27, 2017**, to submit names;
- All written references to ***hawk-i*** should be in italic font, lower case, and bold;
- Information on how to electronically submit names is posted in the Download Forms section of the IowaCNP.

12. **REIMBURSEMENT RATES 2016-2017**

Federal reimbursement rates are not available yet. They will be posted on the Bureau web site and in the Download Forms section of IowaCNP when available. At this time, State reimbursement will be distributed quarterly and the reimbursement rate will be determined by the number of meals served during the period and the amount of state funds allocated for that period.

13. **MERGING and CONSOLIDATION OF DISTRICTS or NON-PUBLIC SCHOOLS**

Districts and non-public schools that have merged or consolidated into a new entity effective July 1 of the current year must contact Ellen Miller at Ellen.miller@iowa.gov prior to completing an application on IowaCNP. Merging and consolidating of districts and non-public schools requires changes in the organization profile section of IowaCNP before the application for the new district or non-public system may be submitted.

14. **2016-2017 ORGANIZATION/SITE APPLICATIONS DUE August 5, 2016.**

The Application Packet (Organization and Site applications) for FY17 in IowaCNP is now open. Please carefully review and update as necessary the information and submit by August 5, 2016.

15. **PRESCHOOL PROGRAMS**

Children attending an LEA sponsored preschool or a pre-kindergarten school operating in a school building may participate in the School Breakfast Program (SBP) and National School Lunch Program (NSLP). The school may use the HHFKA (K-5) meal pattern ([here](#)), the current CACFP meal patterns for this age group or the new CACFP meal patterns for this age group (click [here](#)). Contact your area consultant if you have questions on the various meal patterns.

16. **AFTERSCHOOL SNACK PROGRAM**

LEAs interested in starting a new Afterschool Snack Program must contact Patti Harding at patti.harding@iowa.gov prior to completing the Site Application. An Afterschool Snack Agreement Addendum located in the Download Forms section of the IowaCNP (NSLP010) must be completed and submitted to the State Agency before serving snacks to receive reimbursement. LEAs must review the Afterschool Snack Handbook which describes in detail the meal pattern and provides sample menus and a daily food production record. It is essential that students are served a reimbursable snack. Menus and daily food production records are required and must be on file to document that program regulations were met. **USDA requires that the LEA complete a review of the program twice a year with the first review taking place within the first four weeks of operation.** The Afterschool Snack Program handbook, Self-Monitoring Form for On-site Reviews, participation record and food production record are located in the Download Forms section of the IowaCNP. Questions concerning program operation may be directed to your area consultant.

17. **SPECIAL MILK PROGRAM**

LEAs that operate a half-day kindergarten program or preschool program where the children do not have access to the School Breakfast Program or National School Lunch Program may participate in the Special Milk Program. The parent letter and income guidelines, eligibility application and instructions are available in the Download Forms section of IowaCNP.

18. **USDA's Smart Snack**

Starting in school year 2014-15, all foods sold at school from midnight to 30 minutes after the end of the school day need to meet nutrition standards. The Smart Snacks in School regulation applies to foods sold a la carte, in the school store, and vending machines. Information on Smart Snacks in Iowa Schools is located [here](#) and USDA's Smart Snack resources: <http://www.fns.usda.gov/school-meals/smart-snacks-school>. Iowa's Healthy Kids Act nutrition standards were revised in June, 2014, to align with the Smart Snack nutrition standards.

19. **CIVIL RIGHTS COMPLAINTS**

The LEA is responsible for forwarding to the State Agency the following information, as it relates to any verbal or written complaints regarding Civil Rights violations received by the school:

- a. Name, address, telephone number, or other means of contacting the complainant;

- b. Specific location and name of the entity delivering program service or benefit;
- c. Nature of incident which led complainant to feel discrimination was present;
- d. Basis on which complainant feels discrimination exists;
- e. Name/ title of persons who may have knowledge of discriminating action;
- f. Dates during which the alleged discrimination occurred or duration of such action.

Reminder: Annual training in civil rights is required for all front-line staff and supervisors of front-line staff. LEAs must maintain on file the agenda and attendance list for the annual training. The Bureau will post revised training materials by August 1 on the Civil Rights web page located [here](#). Please review the USDA guidance on Civil Rights Laws, Regulations, and Executive Orders located at <http://www.fns.usda.gov/cr/crregulation.htm>.

20. **ON-SITE REVIEW MONITORING CHECKLIST**

USDA On-site Review Monitoring Form 7 CFR Part 210.8(a)(1) requires LEAs to establish internal controls which ensure the accuracy of lunch counts prior to the submission of the monthly Claim for Reimbursement. The internal controls must include an on-site review of the lunch counting and claiming system employed by each school (as defined in 7 CFR Part 210.2) approved to participate in the National School Lunch Program within the jurisdiction of the LEA. LEAs with only one school are not required to conduct such on-site reviews for their approved school but it is highly encouraged. All locations where a meal count is taken must be reviewed. USDA provided a checklist for the LEAs to use as a resource when conducting on-site reviews. The checklist assesses meal counting and claiming procedures, system accuracy, and point of service. Complete the On-site Review Monitoring Checklist and keep on file with your Child Nutrition Program paperwork. If you have a contract with a FSMC, this responsibility cannot be delegated to them. The Self-Monitoring On-Site Form must be completed by February 1 and is located in the Download Forms section of the IowaCNP (NSLP260).

21. **MEAL REIMBURSEMENT CLAIM**

LEAs must submit an original claim within 60 days of the claim month and a revised claim within 90 days of the claim month via the IowaCNP web system. Claims must be submitted by 3:00PM on the 15th of each month to be processed during that cycle. If the 15th is on a weekend or holiday the claim must be submitted by 3:00 PM the next business day. If you operate 10 days or less in June the school may add the meals counts to the May claim and if you served 10 days or less in August you may add the meal counts to the September claim. Please contact Joyce Sabel at Joyce.Sabel@iowa.gov (515-281-4752) for assistance with submitting an original or revised claim.

22. **INTERNAL CONTROLS - EDIT RECORD**

The LEA shall establish internal controls which ensure the accuracy of breakfast/lunch counts prior to the submission of the monthly claim. At a minimum, these internal controls shall include:

- comparisons of daily free, reduced price and paid meal counts for breakfast and lunch against the number of students eligible for free, reduced price and paid meals to ensure meals are not claimed in excess;
- a system to following up on those meal counts that suggest the likelihood of counting problems.

The Edit Record for Meal Counts (NSLP060) in the Download Forms section or a similar form must be used to ensure accuracy of meal counts. **LEAs that utilize a computerized point-of-service system must ensure internal controls are in place and monitored by the LEA to meet this requirement.**

23. **PROCUREMENT**

USDA federal regulations require that all procurement (purchases of food or non-food products and/or services) using the non-profit school food service account be done in a manner that ensures **free and open competition**. Whether the procurement is completed using an informal or formal method, the entire procurement process must be documented. The current federal purchase threshold (Simplified Purchase Threshold) is \$150,000. This means that any purchase with an aggregate dollar value exceeding \$150,000 must follow a formal purchase threshold. Public School Food Authorities (SFAs) have a district procurement policy with a purchase threshold lower than the federal purchase threshold. Public School Food Authorities (SFAs) and private non-profit schools must follow the most restrictive local, state, or federal purchase threshold. USDA regulations allow private non-profit organizations to follow federal rules, even when the federal rules are less restrictive than the organization's own rules. Iowa State Code as related to Procurement 281-58.8(283A) for the School Breakfast Program and the School Lunch Program states, "A school board, the authorities in charge of a non-public school and each other eligible provider participating in the program shall adopt a policy on the procurement of goods and services used in the administration of the program. If an issue is not covered in the policy, the school district, the authorities in charge of the nonpublic school and each other eligible provider shall follow the appropriate federal regulation. **Special note:** Compliance with applicable USDA federal, state, and local procurement requirements is necessary for a purchase to be an allowable expenditure from the non-profit school food service account. It is the Local Educational Agency's (LEA) responsibility to ensure all procurements using the non-profit school food service account are in compliance. Contact your area consultant or Keerti Patel at Keerti.Patel@iowa.gov if you desire additional information or assistance in USDA procurement regulations and procedures. Visit the School Nutrition Procurement webpage for more information. Click [here](#). To access the four procurement webinar recordings, PowerPoint slides, and handouts, visit the Learning Tools- Nutrition webpage. Click [here](#).

24. **CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBERS**

The Bureau is required to provide our sub-recipients with CFDA numbers for the U.S. Department of Agriculture programs we monitor. The following is a list of the CFDA numbers and their respective programs.

CFDA #	Source Code	Program
10.555	4553	National School Lunch Program
10.555	4553	After School Snack Program
10.553	4552	School Breakfast Program
10.556	4555	Special Milk Program
10.564	4559	Nutrition Education Program
10.558	4554	Child and Adult Care Food Program
10.559	4556	Summer Food Service Program
10.550	4591	Food Distribution Program (USDA Foods)
10.582	4557	Fresh Fruit and Vegetable Program
10.574	4558	Team Nutrition Grants

This information will be useful to auditors when you have an audit. All program participants that expend over \$750,000 in federal financial assistance from all sources are required to have an audit.

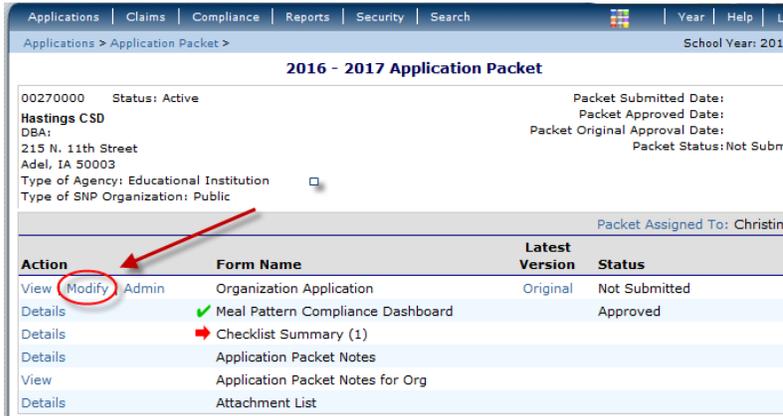
25. **Resources**

The Institute of Child Nutrition (ICN), previously the National Food Service Management Institute (NFSMI) was authorized by Congress permanently in 1994. The mission of the Institute of Child Nutrition is to provide information and services that promote the continuous improvement of child nutrition programs. It offers print materials, available for free downloading, webinars, online courses, as well as workshops and other types of technical assistance. The Institute of Child Nutrition (ICN) web page is located at <http://www.instituteofchildnutrition.org/>.

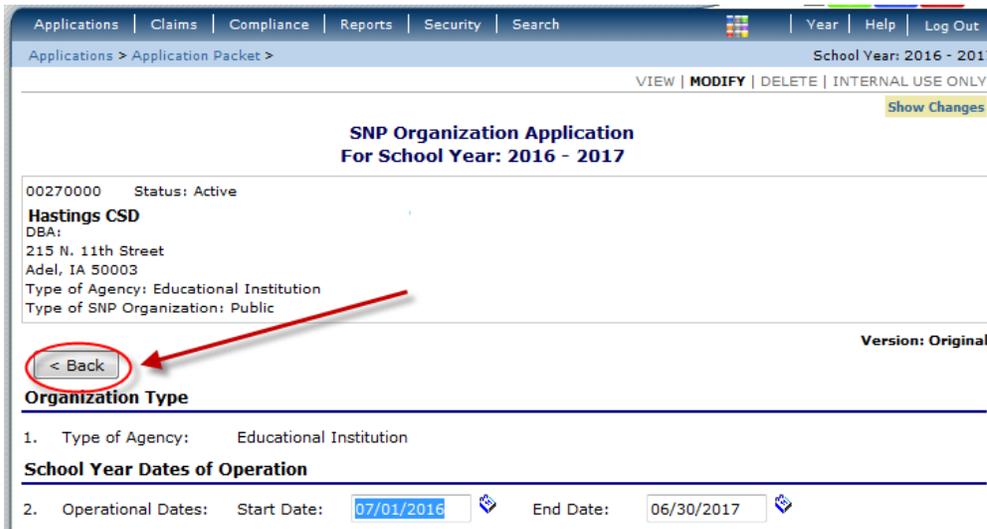
APPENDIX A – FY17 IowaCNP Changes

Changes to the 2016-2017 Application Packet (Organization and Site Applications and the CEP Schedule) on IowaCNP

Organization Application – From the Application Packet screen, click on Modify (in Action column) next to Organization Application



1. A Back button has been added to the top of the Organization Application page.



2. Enter a check in the check box if you are the Authorized Representative less than 2 years employed.

Authorized Representative

3. Name: Salutation: Mr. First Name: Tom Last Name: Meyer

4. Email Address: TomMeyer@bellevue.k12.ia.us

5. Phone: (563) 872-4913 Ext: Fax: (563) 872-3216

6. Title: Superintendent

New Authorized Representative (Less than 2 years)

3. Enter a check in the check box if you are the Food Service Director less than 2 years employed.

Child Nutrition Director/Food Service Director

Same as the Authorized Representative

	Salutation	First Name	Last Name
15. Name:	Ms.	Jill	Anderson
16. Email Address:	jill.anderson@hastings.k12.ia.us		
17. Phone:	(515) 993-3431	Ext:	Fax: (515)
18. Title:	Food Service Director		

New Child Nutrition Director\Food Service Director (Less than 2 years)

4. Enter the email address and phone number of the Determining Official.

Determining Official

25. This person processes applications and makes eligibility determinations.

Name/Title: Jill Anderson/Food Service Director

Email:

Phone:

5. Question 29: Added "application system". This question is asking if the district uses a computerized system where application are scanned into a system and the system reads the information and make the eligibility determination.

Eligibility Information

28. Does your organization use the IADE-provided prototype application documents?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Will the prototype Notification of Eligibility Letter provided by IADE be used?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
29. Does your organization use a scanned application system?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> N/A
30. Does your organization use online applications?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
31. Are you using a system for processing free and reduced applications?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A

6. Question 54: Report the most frequently used lunch meal price. If you have more than one meal price at each level, report the most frequent/common meal price.

Miscellaneous Questions

53. Did the Organization use the current USDA Paid Lunch Equity (PLE) Tool to determine meal prices? Yes No

54. Identify the most frequently used lunch meal price for the following grades:

Elementary School	<input type="text"/>
Middle School	<input type="text"/>
High School	<input type="text"/>

SITE APPLICATION – On the Application Packet screen, under the Site Application section, click on School Nutrition Program (hyperlink) and the Site list will be displayed.

2016 - 2017 Application Packet

00270000	Status: Active	Packet Submitted Date:					
Hasting Ridge CSD		Packet Approved Date:					
DBA:		Packet Original Approval Date:					
215 N. 11th Street		Packet Status: Not Submitted					
Packet Assigned To: Christine Crow							
Action	Form Name	Latest Version	Status				
View Modify Admin	Organization Application	Original	Not Submitted				
Details	✓ Meal Pattern Compliance Dashboard		Approved				
Details	➔ Checklist Summary (1)						
Details	Application Packet Notes						
View	Application Packet Notes for Org						
Details	Attachment List						
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	4	0	0	0	0	4

On the Site List screen, click on Modify next to the Site you want to modify.

2016 - 2017 Application Packet - SNP Site List

05850000	Status: Active							
Hasting Ridge CSD								
DBA:								
1601 State St								
Bellevue, IA 52031-0976								
Action	Site ID / Site Name	NSLP	SBP	ASCP	SMP	FFVP	Version/ Status	Snack Elig.%
Totals		2	2	0	0	0		
View Modify Admin	0109 Bellevue High School	X	X				Original	75.3911
View Modify Admin	0409 Bellevue Elementary School	X	X				Original / Pending Validation	

1. A Back button has been added to the top of the Site Application page.

SNP Site Application
For School Year: 2016 - 2017

00270000	Status: Active	0172	Status: Active
Hastings CSD		Hastings High School	
DBA:		801 Nile Kinnick Dr S	
215 N. 11th Street		Hastings, Iowa 60755	
Hastings, Iowa 60755			
Version: Original			
<input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value=" < Back "/>			
Program Information			
<input style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;" type="button" value=" Modify Program Selection "/>			

2. A new feature is available on the Site Contact section, Pricing section (question 13), National School Lunch (Section A), and the School Breakfast Program (Section B) that will help SFAs with multiple sites that have the same information. The SFA will enter the information for one site and save the site application. On the next application, instead of entering the same information

again, you will be able to click on the drop down arrow and locate the school that has the same information you want to have entered on the current application, select the school and click the Copy button. The information from the other application will be entered into the current application.

Site Contact

Site: James Elementary School [0409] 

Note: This will populate information below with the selected site's information.

1. Name:	Salutation: Mrs.	First Name: Sally	Last Name: Jackson
2. Email Address:	sally.jackson@hastings.k12.ia.us		
3. Phone:	(515) 993-3431	Ext: 1150	Fax:
4. Title:	Kitchen Manager		

- Using the Copy feature here will copy the contact information from the site selected (James Elementary School) in the drop down box into the application you are currently completing.

Pricing Information

13. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).
NON-PRICING: Select if students will not be charged for meals.
REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.
 NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Site: James Elementary School [0409] 

Note: This will populate information below with the selected site's information upon clicking copy.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Pricing	2.80	0.40	3.50
School Breakfast Program (SBP)	Pricing	1.75	0.30	1.80

- Using the Copy feature here will copy the pricing information from the site selected in the drop down box into the application you are currently completing.

Section A - National School Lunch Program (NSLP)

Site: James Elementary School [0409] 

Note: This will populate fields A1 and A2 below with the selected site's information upon clicking copy.

A1. A. Months of Operation: (Check all that apply)

All: Jul: Aug: Sep: Oct: Nov: Dec:
 Jan: Feb: Mar: Apr: May: Jun:

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: Mon: Tue: Wed: Thu: Fri: Sat: Sun:

A2. Meal Service Times Begin Time: 11 AM :00 End Time: 1 PM :00

- Using the Copy feature here will copy the months of operation, days of the week, and meal time information for lunch from the site selected in the drop down box into the application you are currently completing.

Section B - School Breakfast Program (SBP)

Site: James Elementary School [0409] Copy 

Note: This will populate fields B1 and B2 below with the selected site's information upon clicking copy.

B1. A. Months of Operation: (Check all that apply)

All: Jul: Aug: Sep: Oct: Nov: Dec:
 Jan: Feb: Mar: Apr: May: Jun:

B. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: Mon: Tue: Wed: Thu: Fri: Sat: Sun:

B2. Meal Service Times Begin Time: 7 AM :30 End Time: 8 AM :15

- Using the Copy feature here will copy the months of operation, days of the week, and meal time information for breakfast from the site selected in the drop down box into the application you are currently completing.

APPLICATION PACKET CHANGE

1. **Attachment Section** –Will be used to attach documents requested by the State Agency.

For 2016-2017: CEP Schools - SFAs that elect to implement the Community Eligibility Provision (CEP) in 2016-2017 are required to attach the CEP Worksheet and the list of students enrolled in the building (with the free students identified on the list).

- To attach a document, click on Details.

2016 - 2017 Application Packet

05850000 Status: Active
Bellevue Comm School District
 DBA:
 1601 State St
 Bellevue, IA 52031-0976

Packet Submitted Date:
 Packet Approved Date:
 Packet Original Approval Date:
 Packet Status: Not Submitted

Packet Assigned To: Sandra Fiegen

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Error
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (1)		
Details	Application Packet Notes		
Details	Attachment List		



- Click on Add Attachment

Attachments

05940000 Status: Active
 Hastings CSD
 DBA:
 411 10th Ave NE
 Belmond, IA 50421-1698
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Attachments

Action	File Name	Type	Date	Comment
No data to display.				

Total Attachments: 0

< Back Add Attachment 

- Click on Browse

Attachment Detail

05940000 Status: Active
Hastings CSD
DBA:
411 10th Ave NE
Belmond, IA 50421-1698
Type of Agency: Educational Institution
Type of SNP Organization: Public

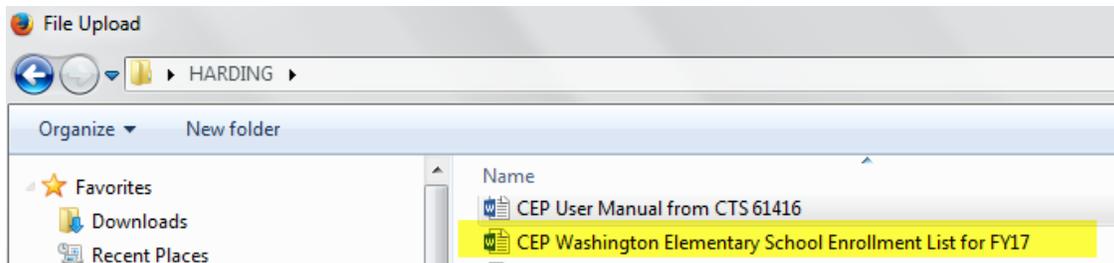
Attachment Detail

1. File To Attach: No file selected.

2. Comment:

VIEW | **MODIFY** | DELETE

- Select/click the file you want to attach from your computer/system.



- Click Save. Repeat again and attach the CEP Worksheet for the same school.

Attachment Detail

05940000 Status: Active
Hastings CSD
DBA:
411 10th Ave NE
Belmond, IA 50421-1698
Type of Agency: Educational Institution
Type of SNP Organization: Public

Attachment Detail

1. File To Attach: CEP Washington Elementary School Enrollment List for FY17.docx

2. Comment:

Community Eligibility Provision (CEP) – Choose Option A or Option B

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Schools must operate the School Breakfast Program to participate in CEP. Below is information on how to complete the Organization and Site Application and the Community Eligibility Provision (CEP) Schedule.

Option A describes the process for SFAs that are implementing CEP for the first time in FY17.

Option B describes the process for SFAs that have previously participated in CEP and plan to continue CEP in FY17.

OPTION A. First time on CEP

If the SFA is implementing CEP for the first time in FY17, follow the steps below to complete the application process and the CEP Schedule.

1. To start the process, select Modify to access the Organization Application.

2016 - 2017 Application Packet

05850000	Status: Active	Packet Submitted Date:
Bellevue Comm School District		Packet Approved Date:
DBA:		Packet Original Approval Date:
1601 State St		Packet Status: Not Submitted
Bellevue, IA 52031-0976		
Type of Agency: Educational Institution		
Type of SNP Organization: Public		

Packet Assigned To: Sandra Fieger

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	0	2

[< Back](#) [Submit for Approval](#) [Approve](#) [Return](#) [Deny](#) [Withdraw Packet](#)

2. In the Organization Application, in the Eligibility Information section (question 33) the SFA will select “Yes” if implementing the Community Eligible Provision (CEP) in this school. By selecting “Yes” the CEP Schedule will become available after the Organization Application has been saved.

Eligibility Information

31. Are you using a system for processing free and reduced applications? Yes No N/A
If Yes, what is the name of your system?

32. Does the Organization use a computerized program to select the households to be verified? Yes No N/A
If Yes, what is the name of your system?

33. Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program? Yes No N/A

- After the Organization has been saved, the next step is to complete the Site Application. Click on School Nutrition Program (hyperlink) to access the Site Application list.

Packet Assigned To: Sandra Fiegen

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Error
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (1)		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	1	2

- Select the school and click Modify.

2016 - 2017 Application Packet - SNP Site List

05850000 Status: Active
Bellevue Comm School District
 DBA:
 1601 State St
 Bellevue, IA 52031-0976
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	Site ID / Site Name	Totals	NSLP	SBP	ASCP	SMP	FFVP	Version/ Status	Snack Elig.%
View Modify Admin	0109 Bellevue High School		X	X				Original	75.3911
View Modify Admin	0409 Bellevue Elementary School		X	X				Original / Pending Validation	

- Under the Pricing section, question 13, select Non-Pricing – CEP from the drop down box for both programs. SFAs must offer the School Breakfast Program to participate in CEP.

Pricing Information

13. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the full price for lunch is \$2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Site:

Note: This will populate information below with the selected site's information upon clicking copy.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Non-Pricing - CEP	<input type="text"/>	<input type="text"/>	3.35
School Breakfast Program (SBP)	Non-Pricing - CEP	<input type="text"/>	<input type="text"/>	2.00
Afterschool Care Program (ASCP)	<input type="text"/>	0.00	0.00	<input type="text"/>

6. After the Site Application has been completed, the next step is to complete the CEP Schedule.

Click on Add next to Community Eligible Provision Schedule and the CEP Schedule will be displayed.

2016 - 2017 Application Packet

05850000 Status: Active Bellevue Comm School District DBA: 1601 State St Bellevue, IA 52031-0976	Packet Submitted Date: Packet Approved Date: Packet Original Approval Date: Packet Status: Not Submitted Packet Assigned To: Sandra Fiegen
--	--

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Error
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	➔ Checklist Summary (1)		
Details	Application Packet Notes		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	1	0	0	0	1	2

CEP SCHEDULE

- Below is a screen print before schools have been assigned (shows two schools Unassigned). Also, the Group Count is identified here. To increase the number of Groups, the SFA will click on the drop down arrow and select the number of Groups the SFA will use to group schools. Also displays a **Warning** concerning the data may have changed.

Unsaved Changes

Warning:

Site grouping, Nbr of Identified Students, or Enrollment data may have changed since the CEP Schedule was last saved. The claiming percentages displayed in the Summary below may not necessarily represent the current claiming percentages.

Save the schedule below to update the claiming percentages appropriately.

Summary Mode: Total Sites: 2

Group Name	Show Detail	Nbr of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	↑ 2			↑ 413	↑ 781			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	0	↑ 2017	↑ 2016	0	0	0.00	0.0	100

Group Count:

- Follow the instructions provided to assign the school to a Group or select Individual.

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
0109	Hasting Heights Community High School	Unassigned	2017	2016	↑ 169	↑ 329	↑ 51.36	82.2	17.8
0409	Jacobson Elementary School	Unassigned	2017	2016	↑ 244	↑ 452	↑ 52.88	86.4	13.6

Export Export All

Summary

Mode: Auto

Total Sites: 2

Group Name	Show Detail	Nbr of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	↑ 2			↑ 413	↑ 781			
1	<input checked="" type="checkbox"/>	0	↑ 2017	↑ 2016	0	0	0.00	0.0	100.0

Group Count: 1

- Shows the two schools are now assigned to Individual (under Group Name).
- Select Save and Finish.
- Attach CEP Worksheet and list of students enrolled with eligible students identified via Attachment section

Option B. Previously participating schools that will continue CEP

To continue with CEP in FY17 follow the steps below to complete the CEP Schedule. Information from the Organization and Site applications was used to complete the FY17 data.

Action	Form Name	Latest Version	Status
View Modify Admin	Organization Application	Original	Pending Validation
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	✓ Meal Pattern Compliance Dashboard		Approved
Details	Checklist Summary		
Details	Application Packet Notes		
View	Application Packet Notes for Org		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	0	2	0	0	0	0	2

- To Add the CEP Schedule, on the Application Packet, select **Add** next to the **Community Eligibility Provision (CEP) Schedule** and the CEP Schedule will display (below).

Unsaved Changes

Warning:

Site grouping, Nbr of Identified Students, or Enrollment data may have changed since the CEP Schedule was last saved. The claiming percentages displayed in the Summary below may not necessarily represent the current claiming percentages.

Save the schedule below to update the claiming percentages appropriately.

Summary Mode: Total Sites: 2

Group Name	Show Detail	Nbr of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	↑ 2			↑ 327	↑ 693			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	↓ 0	↑ 2017	↑ 2016	↓ 0	↓ 0	↓ 0.00	0.0	100.0

Group Count: 1

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
0172	John R Mott High School	Unassigned	2017	2016	↑ 112	↑ 271	↓ 41.32	66.1	33.9
0409	Cora B Darling Elem and Middle School	Unassigned	2017	2016	↓ 215	↓ 422	↓ 47.18	81.5	18.5

Export

Export All

- The CEP Schedule now shows arrows, ↑ and ↓, if the data reported April 1, 2016 is different from when the CEP schedule was last saved. Each cycle of CEP is for 4 years. If the data indicates improved reimbursement or you want to start a new 4-year cycle you will want to accept the 2017 in the "First Year" column (with a corresponding 2016 in the "Year Used" column)

The arrows are displayed showing raised and lowered values in both the Summary and Grouping tables. These arrows are displayed under columns **Nbr of Sites, First Year, Year Used, Nbr of Identified Students, Enrollment, and ISP** respectively. The arrows indicate the corresponding changes made from the previously approved CEP schedule. (Note: This may be a change from the current year or any previous years depending on the revision).

FYI - Continuing CEP schools that make the following changes will need to submit documentation for ISP identified students and enrollment:

1. Adding a school to a group changes the group and all schools in the group will need to submit the ISP data.
2. Deleting a school from a group changes the group and all schools in the group will need to submit the ISP data.
3. Choosing 2017 as the “First Year” to use the data reported April 1, 2016 instead of April 1 of the base year of the previous cycle.

No Changes

1. Continuing a building or group without a change of base year data or without starting a new 4-year cycle for any buildings.
 - a. Print off the schedule from school year 15-16.
 - b. If you have more than 1 group on the SY 15-16 schedule, add more groups in the lower right corner of the top chart “Summary”
 - c. Assign “Individual” or group number as on 15-16 schedule.
 - d. Save.
 - e. Check the “First Year” identified for groups in the summary section. For schools assigned as “individual”, check the “First Year” in the Grouping section of the screen. If they do not match last year, choose the non-2017 year listed in the drop downs.
 - f. Save again.

Change Group or Data

2. Continuing a building or group but choosing to update at least one school to the data reported April 1, 2016 and start a new 4-year cycle.
 - a. If you need more than 1 group, add more groups in the lower right corner of the top chart “Summary”

Summary Mode: Auto ▼ Total Sites: 2

Group Name	Show Detail	Nbr of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	↑ 2			↑ 413	↑ 781			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	0	↑ 2017	↑ 2016	0	0	0.00	0.0	100

Group Count: 1
2
3
4
5

- b. Assign or change "Individual" or group number. In the Group column, use the drop down box for each site and select the type (Individual/or number of the Group)

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.
For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
1000	Ballard Memorial HS/Ballard County MS	Unassigned Individual 1	2017	2016	↓ 100	↓ 100	↑ 100.00	100.0	0.0
1001	Ballard Co Preschool/Head Start Center	Unassigned	2017	2016	↑ 100	↓ 100	↑ 100.00	100.0	0.0
1002	Ballard County Elementary School	Unassigned	2017	2016	↓ 100	↓ 100	↑ 100.00	100.0	0.0

- a. Save.
- b. Check the "First Year" identified for groups in the summary section. For schools assigned as "Individual", check the "First Year" in the Grouping section of the screen. Those schools or groups that are starting a new 4-year cycle should have 2017 chosen as the "First Year". If they do not, use the drop down to select 2017.
- c. Save again.
- d. Using the Attachment list on the Application menu, attach the worksheets and documents from the April 1, 2016 reporting.

Export CEP Schedule

The SFA may click the Export button to export the information on the CEP Schedule in Excel. It is not required to export this information.

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
0172	John R Mott High School	Unassigned	2017	2016	↑ 112	↑ 271	↓ 41.32	66.1	33.9
0409	Cora B Darling Elem and Middle School	Unassigned	2017	2016	↓ 215	↓ 422	↓ 47.18	81.5	18.5



To revise CEP Schedule

Select **Revise** next to the **Community Eligibility Provision (CEP) Schedule**.

Packet Assigned To: Bethune Brown							
Action	Form Name	Latest Version	Status				
View Revise	✔ Sponsor Application	Rev. 1	Approved				
View Admin Revise	✔ Community Eligibility Provision (CEP) Schedule	Rev. 1	Approved				
Details	✔ FSMC Contract/Fact Sheet List		1 Contract				
View Modify Admin	✔ Fresh Fruit And Vegetable Program Application		Approved				
Details	✔ Meal Pattern Compliance Dashboard		Approved				
Details	✔ Checklist Summary (1)						
Details	Application Packet Notes (7)						
View	Application Packet Notes for Sponsor (3)						
Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	22	0	0	0	0	0	22
Seamless Summer Option	0	0	0	0	0	0	0

- Make any necessary adjustments.
- Select **Save**.
- Select **Finish**.

To view CEP Revisions

Go to the Application Packet. Under the **Latest Version** column, select the version link next to **Community Eligibility Provision (CEP) Schedule**.

Packet Assigned To: Jennifer Langfels							
Action	Form Name	Latest Version	Status				
View Revise	✔ Sponsor Application	Rev. 2	Approved				
View Modify Admin	➔ Community Eligibility Provision (CEP) Schedule	Rev. 1	Submitted				
Details	✔ Meal Pattern Compliance Dashboard		Approved				
Details	✔ Checklist Summary (7)						
Details	Application Packet Notes (1)						
View	Application Packet Notes for Sponsor (1)						
Details	Attachment List (8)						