

2015-2016 Site Enrollment Section on IOWACNP

IMPORTANT: Please complete and submit the October claim before you complete the Site Enrollment Form for each school. If the free and reduced price eligibility data is entered before the October claim is submitted it will be deleted when the claim is submitted.

REMINDERS:

Last Operating Day Count:

Report the count of students eligible for free or reduced price meals as of the last operating day in October. If a student moved out of the district or left school during the month don't include them in the count.

Community Eligibility Provision (CEP) Schools:

For schools participating in the Community Eligibility Provision (CEP), you will report the Number of Identified Students for the school year the school used for CEP determination. This information is located in the CEP Schedule on the FY16 Application Packet. Schools in districts electing CEP for the entire district or as part of a group of schools electing CEP must report the **individual school's** Number of Identified Students on the Site Enrollment Form.

2015 - 2016 Application Packet

| | |
|--|---|
| 15750000 Status: Active Jackson Community School District DBA: 1606 Brady St Jackson, IA 52803 Type of Agency: Educational Institution Type of SNP Organization: Public | Packet Submitted Date: 09/04/2015 Packet Approved Date: 09/04/2015 Packet Original Approval Date: 09/04/2015 Packet Status: Approved |
|--|---|

Packet Assigned To: Sandra Fieg

| Action | Form Name | Latest Version | Status |
|---------------------------------------|--|----------------|----------|
| View Revise | ✓ Organization Application | Original | Approved |
| View Modify Admin | ✓ Community Eligibility Provision (CEP) Schedule | | Approved |

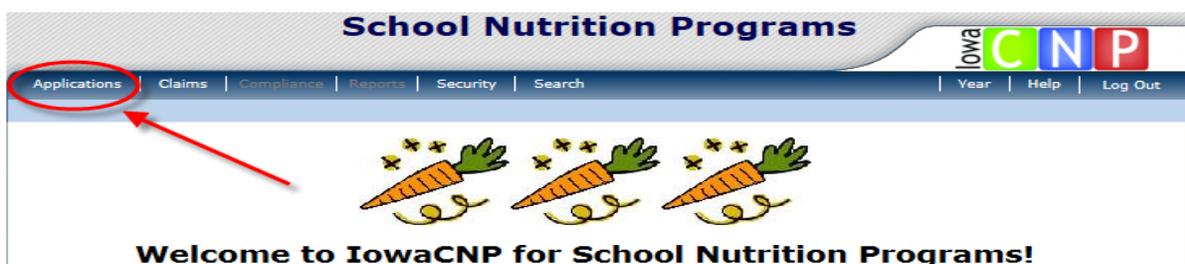
Fresh Fruit And Vegetable Program

| Site ID | Site Name | Group | First Year | Year Used | Nbr of Identified Students | Enrollment | ISP | Reimburse % Free | Reimburse % Paid |
|---------|-------------------|-------|------------|-----------|----------------------------|------------|-------|------------------|------------------|
| 0114 | Smith High School | 2 | 2016 | 2015 | 501 | 1,016 | 49.31 | 78.9 | 21.1 |
| 0127 | Lewis High School | 3 | 2015 | 2014 | 709 | 1,248 | 56.81 | 90.9 | 9.1 |

Steps on how to access and complete the Site Enrollment Form

Log into IowaCNP to access the Site Enrollment Section. **Reminder: Submit the October claim before completing the Site Enrollment section.**

1. Click on Applications in the Menu Bar



2. Click on Site Enrollment

School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > School Year: 2014 - 2015

| Item | Description |
|---------------------------------|--|
| Organization Manager | SNP Organization's Profile, Site and Hold Information |
| Application Packet | Applications Forms (Organization and Site) |
| Verification Report | Mandatory Annual Verification Report |
| Food Safety Inspections | Number of Food Safety Inspections by Site |
| Site Enrollment | Site Enrollment and Eligibility |
| Community Eligibility Provision | Enrollment and Eligibility for Community Eligibility Provision |
| Download Forms | Forms Available for Downloading |

3. Click on Details

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Site Enrollment Year List > School Year: 2015 - 2016

Site Enrollment

32110000 Status: Active
Bennington CSD
 DBA:
 104 S 17th St
 Bennington, IA 56506
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

| Action | School Year | Reporting Month | Sites Entered |
|---------------|-------------|-----------------|---------------|
| Detail | 2015 - 2016 | October 2015 | 0 |
| Detail | 2014 - 2015 | October 2014 | 8 |
| Detail | 2013 - 2014 | October 2013 | 8 |
| Detail | 2012 - 2013 | October 2012 | 9 |
| Detail | 2011 - 2012 | October 2011 | 9 |

< Back

4. Click on Modify –

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Site Enrollment Year List > Site Enrollment Site List > School Year: 2014 - 2015

Site Enrollment Site List

99910000 Status: Active
Bennington Community School District
 DBA:
 1429 West Ave
 Bennington, IA 52601
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Reporting Month: October 2014

| Action | Site ID | Site Name | Type | Lunch Free | Lunch Reduced | Lunch Paid | Lunch Total | % Free & Reduced |
|--------------------|---------|----------------------------------|-------------------|------------|---------------|------------|-------------|-----------------------|
| View Modify | 0109 | Bennington Community High School | Eligibility Meals | 0 5,088 | 0 502 | 0 2,351 | 0 7,941 | 0.0000 % 70.3941 % |
| View Modify | 0194 | Alternative School | Eligibility Meals | 0 375 | 0 11 | 0 49 | 0 435 | 0.0000 % 88.7356 % |

- Complete Form and Click on Save – The number of operating days come from the claim. Please enter the enrollment and the number of student eligible for free and reduced price meal benefits as of the last operating day in October. The meal data that is displayed comes from the October claim.

The screenshot shows a web application interface with a navigation bar at the top containing 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', 'Search', 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar is a breadcrumb trail: 'Applications > Site Enrollment Year List > Site Enrollment Site Detail >'. On the right side of the page, there are links for 'VIEW' and 'MODIFY'. The main content area is titled '2015 - 2016 Site Enrollment'. It displays two entities: '99910000 Status: Active Bennington Community School District' and '0109 Status: Active Bennington High School'. The school district information includes 'DBA: 104 S 17th St Riverton, Iowa', 'Type of Agency: Educational Institution', and 'Type of SNP Organization: Public'. The school information includes 'No address on file for this year'. Below this information is a section titled 'General Information' with fields for 'Reporting Month: October 2015' and 'Type of SNP Agency: Public'. At the bottom of the visible section is a section titled 'Enrollment and Eligibility'.

Name and address of the School Food Authority and the building name. Also, it identified the month the information is collected for and the type of organization.

The screenshot shows a data entry form with the instruction 'Enter data based on the last operating day in October.' The form is divided into two sections: 'Operation and Enrollment' and 'Eligibility'. In the 'Operation and Enrollment' section, there are two input fields: 'Operating Days' with the value '22' and 'Enrollment' with the value '0'. Red arrows point from the text 'Operating Days comes from the claim' to the 'Operating Days' field and from 'Enter Enrollment on October 31' to the 'Enrollment' field. In the 'Eligibility' section, there are three input fields: 'Free' with the value '0', 'Reduced' with the value '0', and 'Paid' with the value '0'. Red arrows point from the text 'Enter the studnets eligible for Free meal benefits as of October 31' to the 'Free' field, from 'Enter the number of students eligible for' to the 'Reduced' field, and from 'Reduced price meal benefits as of October 31' to the 'Paid' field.

Operation and Enrollment - The Operating Days will be automatically populated from the claim. Enter the enrollment as of October 31 or last operating day in October.

Eligibility - Enter the number of students approved as free or reduced price as of the last operating day or October 31.

| Percentage of Eligibility | |
|---------------------------|----------|
| Free | 0.0000 % |
| Reduced | 0.0000 % |
| Free + Reduced | 0.0000 % |

The system will generate the percentages based on the information entered above.

Percentage of Eligibility - The system will generate the percentages based on the number of free and reduced price students you entered in section above.

The following data is retrieved from the October claim.

| Number of Meals Served | |
|------------------------|------|
| Free | 5088 |
| Reduced | 502 |
| Paid | 2351 |
| Total | 7941 |

The system will enter the number of meals served as reported on the October claim.

Meal data from the October claim - The system will enter the number of meals served as reported on the October claim.

| Percentage of Meals Served | |
|----------------------------|-----------|
| Free | 64.0725 % |
| Reduced | 6.3216 % |
| Paid | 29.6059 % |

The system will calculate the percentages based on the number of meals served.

Click "Save" when finished

Percentage of Meals Served - The system will calculate the percentage of meals served by category. Click "Save" when completed.

6. Click on Finish

School Nutrition Programs Iowa **CNP**

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Site Enrollment Year List > Site Enrollment Site Detail >

2015 - 2016 Site Enrollment

| | |
|--|--|
| Status: Active Bennington CSD DBA: No address on file for this year Type of Agency: Educational Institution Type of SNP Organization: Not Selected | 8130 Status: Active Bennington High School No address on file for this year |
|--|--|

The Building Data has been saved.

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Contact Patti Harding at patti.harding@iowa.gov for assistance.