Attachment A

State Agency Template

Community Eligibility Provision (CEP) Annual Notification of Local Educational Agencies (LEA)

State agency:

Alabama State Department of Education

Instructions:

In columns 1-3, enter the LEA ID, LEA name, and district-wide identified student percentage (ISP) for every LEA with at least one eligible school.
An "X" will appear in the appropriate column 4 or 5 to indicate that the LEA is eligible or near eligible to participate in CEP. Only one column should be marked between columns 4-5.

• Follow the instructions in row 7 to complete columns 6-11.

An "A" will appear in column 12 if all the schools in the LEA in column 2 are participating in CEP (the # of schools entered in columns 8 and 10 should match).
An "S" will appear in column 13 if one or some schools in the LEA in column 2 are participating in CEP (the # of schools entered in column 10 is less than the # of schools entered in column 8).
Provide additional comments or clarifications in column 14.

• Submit completed templote to SM.FV.cepnotification@usdo.gov by May 1 to publish the list of LEAs receiving CEP eligibility notices on your website. This information will be linked to FNS' CEP web site. LEAs receiving notices for district-wide eligibility must be reported in the columns below.

		COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)				INFORMATION FO	R ENTIRE LEA ONLY	INFORMATION FOR PARTICIPATING CEP SCHOOLS ONLY		FOR LEAS PARTICIPATING IN CEP IN AT LEAST ONE SCHOOL (Columns 12 & 13 Automatically Populate - Only One Column Should Be Marked per LEA)			
1	2	3	4	5	6	7	8	9	10	11	12	13	14
LEA ID	LEA name	<u>District-wide</u> Identified Student Percentage (ISP)	Eligible to Participate District-wide	Near Eligible to Participate District-wide	Currently Participating in CEP	Participating and Eligible for a Grace Year	Total Number of Schools in Participating, Eligible, and Near-Eligible LEAs	Total Student Enrollment in Participating and Eligible LEAs	Total Number of CEP Schools in the LEA	Total Student Enrollment at CEP Schools	Currently Participating in CEP District-wide	Currently Participating in CEP in One or Some Schools (Not District-wide)	Comments
Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP. Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected. Yellow cells will clear once data is entered.	Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school. Yellow cells will clear once data is entered.	Enter the district-wide ISP as of April 1 of the current year. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50% If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS- 742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data somitted for inclusion in Data Element #3 of the State-level FNS-934 (The # of SNAP children in CEP schools). DO NOT INCLUDE THE 16 MULTIPLIER An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will cean once data is entered.	An "X" will appear in this column if the LEA in column 12 is eligible to participate in CEP. (ISP in column 3 is >=25%).	An "Y will appear in this column if the LEA in column 2 is nearly eligible to participate CEP. ((ISP in column is >=155%) and <25%).	Flace an "X" in this column if the EA in column 2 is currently participating in CEP in at least one school. Note: The "X" is <u>not</u> case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place an "A" in this column 1 is currently in its 4th year of CEP participation and is eligible for a Grace Year. (ISP >=15% and <25%) Note: The "X"s ingd. case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	indicates missing data. Enter	If the LEA in column 2 is currently participating in CEP or eligible to participate (there is an "X" in columa 4 of 0, enter the total # of students enrolled at the LEA (denominator of ISP). A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.	If the LEA in column 2 is currently participating in CEP (there is an "X in column 6), enter the total # of CEP schools. For any participating is schools. The ary aparticipating entered in this column 8 greater than the total # of schools entered in column 8, this will result in an error in columns 12 and 13 until corrected. A yellow cell in this column indicates mising data. Enter the total # of CEP schools to clear the cell color.		LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in CEP district-wide, then the # of schools entered in column 8 should match the # of CEP	An "5" will appear in this column if ONE or SOME, but not all, schools in the the LEA in column 2 are participating in CEP. If the LEA in column 5 is participating in CEP in one or some schools, then the if of schools entered in column 8 should be more than the if of CEP schools entered in column 10.	

Attachment A

State Agency Template Community Eligibility Provision (CEP) Annual Notification of Schools

Alabama State Department of Education State agency:

Instructions:

In columns 1-6, enter the LEA ID, LEA name, school ID, school name, and the identified student percentage (ISP) or proxy ISP. • An "X" will appear in the appropriate column between columns 7-8. There should only be one "X" in columns 7-8.

• Place an "X" in column 9 if the school in column 4 is currently participating in CEP.

• Place an "I" in column 10 if the school in column 4 is participating in CEP as an individual site.

• Place a "G" in column 11 if the school in column 4 is participating in CEP as part of a CEP grouping of schools.

• Place a "D" in column 12 is the school in column 4 is participating in CEP as part of a district-wide adoption of CEP.

• Place an "X" in column 13 if the school in column 4 is eligible for a Grace Year.

• Complete column 14 for all near-eligible, eligible, and participating CEP schools.

Provide additional comments or clarifications in column 15.
Submit completed template to <u>SM.FN.cepnotification@usda.gov</u>, by May 1 to publish the list of school receiving CEP eligibility notices on your website. This information will be linked to FNS' CEP web site.

				FOR THE ISP, ONLY	USE COLUMN 5 <u>OR</u> 6	COLUMNS 7 & 8 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per School)			FOR PARTICIPATING CEP SCHOOLS ONLY (Only Mark One)			FOR NEAR-ELIGIBLE, ELIGIBLE, AND PARTICIPATING CEP SCHOOLS ONLY		
1 LEA ID	2 LEA Name	3 School ID	4 School Name	5 Identified Student Percentage (ISP)	6 Proxy Identified Student Percentage (ISP)	7 Eligible to Participate	8 Near Eligible to Participate	9 Currently Participating	10 Participating as an Individual Site	11 Participating as part of a Group of Schools	12 Participating as Part of an Entire District	13 Participating in Year 4 and Eligible for a Grace Year	14 Student Enrollment in Near-Eligible, Eligible, and Participating CEP Schools	15 Comments
LEA ID, as reported on the FNS-742, for the LEA entered in column 2. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the LEA name, as reported on the FNS-742, for the school in column 4. All LEAs included in the tab "LEA wide Notification Report" should be listed in this column.	Enter the school ID for the school in column 4.	Enter the school name for all schools in all LEAs with at least one CEP-eligible or near eligible school. All schools in the LEAs provided in the 'LEA wide Notification Report' tab should be listed.	identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50% DO NOT INCLUDE THE <u>1.6 MULTIPLIER</u> An ISP greater than	If the actual ISP is unavailable, enter the proxy ISP, a sof April 1 of the current year. Proxy ISP = # of directly certified students with SNAP divided by total instructions. If using column 5 for additional instructions. If using column 5 for the ISP, leave this column blank. Entering the ISP in both columns 5 and 6 will result in an error response.	An "X" will appear in this column if the school in column i se ligible to participate in CEP. (ISP in column 5 or 6 is >=25%)	An "X" will appear in this column if the school in column if in early eligible to participate in CEP. (ISP in column 5 or 6 is >=15% and <25%)	Place an "X" in this column if the school in column 4 is currently participating in CEP. Note: The "X" is <u>not</u> case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place an "I" in this column if the school in column 4 is currently participating in CEP as an individual site. Note: The "I" is <u>not</u> case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	as part of a group of schools. Mark this column using G1, G2, G3, etc. to distinguish between CEP groupings, if	as part of a district- wide adoption of CEP. Use column 11 for any school in an LEA that is participating in CEP in all schools but are participating as part of a group of schools. Note: The "D" is <u>Note: The "D" is</u> Using any other	in the 4th year of the participation and is eligible for a Grace Year. (ISP>=15% and <25%.) Note: The "X" is <u>not</u> case sensitive. Using any other letter or icon will result in an error and the cells will	participate or near-eligible to participate (there is an "X" in column 7, 8 or 9), enter the total # of students enrolled at the school (denominator of ISP). A yellow cell in this column indicates missing enrollment data. Enter the	