



ALABAMA STATE DEPARTMENT OF EDUCATION GUIDANCE FOR CONVERTING FROM CEP TO PROVISION 2 Checklist for SFA's



1. ____ Conduct feasibility study – (An assessment of the practicality of Provision 2)
 - a. The socioeconomic data related to direct certification and economic status of community.
 - b. Financial effects – loss of revenue from paid and reduced meals; year-end operating balance
 - c. Explain how you will make up the difference between Federal Reimbursement and meal costs.
2. ____ Send a letter to June Barrett Owen at ALSDE CNP from the superintendent by April 30th
 - a. Request approval to end CEP and elect Provision 2.
 - b. Include status of CNP operating balance.
3. ____ Once approved, amend your Schedule A Site Meals Info on the Online Agreement.
4. ____ Establish meal prices for adults and visitors for breakfast, lunch, and after school snacks based on the USDA calculations.
5. ____ Establish prices for all a la carte food items you plan to sell based on the Non-Program Revenue Tool.
6. ____ Create a plan to increase food service revenue while on Provision 2 such as a la carte sales, breakfast promotions, vended meals, catering, etc.
7. ____ During the BASE YEAR, verify direct certification each month beginning July 1 through June 30.
8. ____ Establish a method for distribution and collection of applications for Free and Reduced-price meals and direct certification letters. (The goal is to collect 100% of the applications from households in the school district, other than students who are directly certified.)
9. ____ Provide a public notification and parent letter stating that the school district is implementing Provision 2. The school food authority may use the non-pricing public release, which indicates that the school will not be charging any student for meals, regardless of their eligibility (Free, Reduced or Paid.)
10. ____ Complete Free and Reduced-Price Meal Application process to determine eligibility status.
11. ____ Send notification of eligibility to parents stating non-pricing provision.
12. ____ Allow a 30-operating day carryover of free eligibility for CEP districts or prior school year eligibility for Non-CEP districts. However, once the current school year's Free/Reduced application is processed the carryover ends and the new eligibility begin (applies.)
13. ____ During the BASE YEAR, conduct standard verification procedures (begins October 1st)
14. ____ During the BASE YEAR, count reimbursable meals at the point of service by free, reduced, or paid categories. You will submit monthly claim based on Free, Reduced and Paid meals served. This will establish claiming procedures for following years.
15. ____ After the last day of meal service of the BASE YEAR, submit monthly edit checks and summaries, for the SY to ALSDE CNP Audit staff to determine claiming percentages for future Provision 2 operating years.

BASE YEAR records to retain on file for 3 years until a new base year is established include:

- All approved and denied free and reduced-price applications
- Direct certification data
- Changes in eligibility status because of verification and other reasons
- Daily meal counts by type
- Calculation of claiming percentages
- Attendance areas of each school participating in Provision 2
- The socioeconomic data that will be used as the base year data if an extension is granted
- Any extension authorizations from the State Agency
- Edit check and on-site review documentation
- Verification records
- Claims for Reimbursement

Record retention requirements for non-base year.

Non-base year records must be retained for three years after submission of the final Claim for Reimbursement for the fiscal year to which they pertain or until open audits are closed.

***Since claims for the base year and all subsequent years are based on base year data, retaining these records is essential.**

Public Notification Instructions

1. At the beginning of the school year, you must follow the standard public notification requirements for the period of time the school is not under Provision 2.
 - A. Provision 2- Media Release 1 for Base Delayed Implementation
 - B. Provision 2- Letter 1 to parents Base Delayed Implementation

2. At or about the start of Provision 2 implementation (which must occur at the close of the first claiming period or sooner), schools must promptly notify the public and households of the availability of Provision 2 benefits.
 - A. Provision 2- Media Release 2 for Base Delayed Implementation
 - B. Provision 2- Letter 2 to parents Base Delayed Implementation

Updated Thursday, August 12, 2021