Attachment N.19. Community Eligibility Provision ISP and Claiming Percentage Validation Worksheet (SFA-2A)

**Administrative Review
Community Eligibility Provision
Identified Student Percentage and Claiming Percentage Validation Worksheet
INSTRUCTIONS**

More than one Form may be used to document State agency review of the Identified Student Percentage and claiming percentages.

NOTE: Refer to FNS Memo SP 19-2016, *Community Eligibility Provision: Guidance and Q&As* for additional information on CEP.

BLOCK 1	Enter the name of the School Food Authority
	Enter the agreement number, if applicable
	Record the total number of schools participating in the National School Lunch Program
	Record the total number of schools participating in CEP
BLOCK 2	Select the level of Election
	District-wide: If the entire district is approved for CEP based on the district wide numbers, then the SA should review the ISP and claiming percentages for the entire district. This can be completed by validating the aggregate numbers of the entire district. Since the entire district is CEP, this process would replace the requirements for monitoring Benefit Issuance
	Individual School(s): If a school selected for review is approved for CEP based on that individual school then the SA should review the ISP and claiming percentages for that individual school. This process may be completed along with the review of Benefit Issuance for the remainder of the district buildings that do not participate in CEP.
	Groups of Schools: If a school selected for review is approved for CEP based on a group of schools then the SA should review the ISP and claiming percentages for that group of schools. This process may be completed along with the review of Benefit Issuance for the remainder of the district buildings that do not participate in CEP.

BLOCK 3

    District/School Information

        Enter the name of each school participating in CEP

        Enter the total number of enrolled students for the schoolas of April 1st in the year prior to the first year of CEP implementation. This number should have been documented by the SFA as a part of CEP election.

BLOCK 4

      As Submitted by SFA for Election of CEP

            The data needed to complete this information may be collected from SA documentation retained during the CEP Election process. These data fields may be completed as part of the Off-site Assessment.

            Enter the total number of Identified Students as submitted by the SFA for CEP approval. Enter the percentage of identified students as submitted by the SFA for CEP approval. Enter the claiming percentage for free meals as submitted by the SFA for CEP approval. Enter the claiming percentage for paid meals as submitted by the SFA for CEP approval.

BLOCK 5

      As Reviewed by the State Agency

            Enter the total number of Identified Students as reviewed by the SA. The SA reviewer will need to review all supporting documentation as of April 1st from the year prior to the first year of CEP implementation. The documentation may include: lists of students directly certified through SNAP, TANF, and FDPIR; lists of homeless/migrant/runaway students as certified by the appropriate local official; lists of students eligible via participation in Head Start and Even Start; documentation to support the extension of categorical eligibility via direct certification; documentation for Foster Children certified through means other than application.

            Calculate the Identified Student Percentage by dividing the Total Number of Identified Students by the Total Number of Enrolled Students as of April 1st and carry to four decimal places. Multiply by 100 to convert to a percentage. DO NOT ROUND.

            Calculate the Claiming Percentage for Free Meals by multiplying the Identified Student Percentage by 1.6.

            Calculate the Claiming Percentage for Paid Melas by subtracting the Claiming Percentage for Free Meals from 100.

The SFA and SA validated claiming percentages will be transferred to the SFA-1A

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[ ] N/A

1. SFA Name	Agreement Number	Number of Schools		2. Level of Election (Check one, list if individual or groupings of schools)		
		Total Number of Schools	Number of School Participating in CEP	District-Wide		
				Individual School(s):		
				Groupings of Schools:		

3. District/School Information		4. As Submitted by SFA for Election of CEP				5. As Reviewed by the State Agency on Review			
District/School name	Total # of Enrolled Students as of April 1, _____	Total # of Identified Students	Identified Student Percentage	Free Rate Claiming Percentage	Paid Rate Claiming Percentage	Total # of Identified Students	Identified Student Percentage	Free Rate Claiming Percentage	Paid Rate Claiming Percentage

Last updated School Year 2017-2018