

BATH COUNTY SCHOOL BOARD

AGENDA ITEM: INFORMATION { } ACTION { X } CLOSED MEETING { }

SUBJECT: SUPERINTENDENT’S REPORT - ACTION

School Nutrition Program Meal Prices & Community Eligibility Provision –
Lumina Shifflett

BACKGROUND: We have the option to use Nonfederal Contributions in lieu of raising the prices of lunches for school year 2015-2016. The amount needed to be donated is \$3,187.18. The county contributes more than that amount now. The only stipulation is that the money must be used in the Food Service category. We use the money from the county only in Food Service so we will have no issues with compliance.

For your information, I have included recent VDOE communication regarding the Community Eligibility Provision (CEP) and the application process for next year. The CEP provides an alternative approach for offering school meals to local educational agencies (LEAs) and schools in low income areas, instead of collecting individual applications for free and reduced price meals, and it allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs.

The division and individual schools are not eligible to participate, however, Millboro was determined to be “near eligible”.

RECOMMENDATION: Recommend using the Nonfederal Contribution to offset the increase in lunch prices, allowing students to pay the same meal prices next year as they are for the 2014-2015 school year.

Bath County Public Schools

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Website: www.bath.k12.va.us

TO: Mrs. Hirsh, Superintendent

FROM: Lumina B. Shifflett, Nutrition and Wellness Director

DATE: April 23, 2015

RE: Meal Prices for School Year 2015-2016

Attached you will find worksheets for the Paid Lunch Equity Calculations for school year 2015-2016.

Information gathered from October 2014 paid lunches served was used to determine the weighted average price of meals for the present school year. 1,578 paid meals were served @ \$1.65 and 2,775 paid meals were served @ \$1.90 results in the weighted average price of lunches as \$1.81.

In order to prevent an increase of .10 for lunches at all grade levels, we have the option to use Nonfederal Contributions for school year 2015-2016.

The amount calculated that we need donated is \$3,187.18. We are subsidized by county funds more than this stated amount. The only stipulation from USDA is that we are using this contributed money for food service. Our records show the money from the county earmarked for Food Service is used only in said category.

I recommend that we use the Nonfederal Contribution to offset the increase in lunch prices to allow the students to pay the same price in school year 2015-2016 as they are paying this year. I have attached the worksheets that show the calculations for the increase for the coming school year.

LBS:prc

Attachment

Superintendent's Memo #013-15

COMMONWEALTH of VIRGINIA
Department of Education

January 23, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Paid Lunch Equity: School Year 2015-2016 Calculations and Tool

U. S. Department of Agriculture (USDA) regulations (7 CFR 210.14(e)) require school food authorities (SFAs) participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals. There are two ways to meet this requirement: 1) through the prices charged for "paid" meals or 2) through other nonfederal sources provided to the nonprofit school food service account. The SFAs are required to annually review the paid lunch revenue to assure compliance with the paid lunch equity provision.

This memorandum provides guidance on the calculations SFAs must make in order to ensure they are in compliance with these requirements for school year (SY) 2015-2016. The Paid Lunch Equity (PLE) tool for SY 2015-2016 is Attachment A. This tool is designed to help school divisions calculate the required annual paid lunch price adjustment.

SY 2015-2016 Paid Lunch Equity Calculations

For SY 2015-2016, SFAs that, on a weighted average, charged less than **\$2.70** for paid lunches in SY 2014-2015 are required to adjust the weighted average lunch price or add nonfederal funds to the nonprofit school food service account. The amount of the per meal increase will be calculated using two percent plus 2.19 percent (inflation rate), or **4.19** percent. The inflation rate is adjusted annually.

The law also caps the required increase in lunch prices at ten cents in any year. The regulations allow the price increase to be rounded down to the nearest five cents.

The SFAs are reminded to use the **unrounded** adjusted average paid lunch price **requirement** from SY 2014-2015 when calculating the weighted average paid lunch price increase for SY 2015-2016. For example, if the unrounded SY 2014-2015 requirement was \$2.08 but the SFA opted to round down to \$2.05, the calculation of the SY 2015-2016 requirement is based on the \$2.08 unrounded SY 2014-2015 requirement.

If an SFA raised its weighted average paid lunch price above the required amount in SY 2014-2015, that excess paid lunch price increase may be subtracted from the total SY 2015-2016 paid lunch price increase requirement. The SFAs must keep sufficient records to document any

excess paid lunch price increase in SY 2014-2015 that is carried forward and subtracted from the total SY 2015-2016 paid lunch price increase requirement.

If an SFA did not raise its weighted average adjusted paid lunch price sufficiently to meet the required amount in SY 2014-2015, the shortfall must be added to the total SY 2015-2016 paid lunch price adjustment requirement.

The updated **Paid Lunch Equity (PLE) Tool** for SY 2015-2016 (attached as an Excel workbook and discussed below) must be used to perform all these calculations. This tool is designed to help school divisions calculate the required annual paid lunch price adjustment. By completing this PLE Tool, the weighted average paid lunch prices will be calculated and the credits and shortfalls from the previous year are automatically applied. All school divisions must retain the completed spreadsheets as documentation.

Use of Nonfederal Sources Calculation

The SFAs that choose to contribute nonfederal sources to the nonprofit school food service account in lieu of raising paid lunch prices must also use the PLE tool to calculate the appropriate amount to contribute. To determine the amount of required revenue in lieu of a paid lunch price increase, the SFA determines the total number of paid reimbursable lunches claimed for the previous school year and multiplies by the difference between the SY 2014-2015 weighted average paid lunch price requirement and the SY 2014-2015 weighted average paid lunch price.

Sources of Nonfederal Funds

For SY 2013-14 and SY 2014-15, USDA expanded the definition of a nonfederal source to include all paid meals to help SFAs meet the PLE requirement and to acknowledge the continuing support by states and localities to improve access to and participation in the breakfast program. The USDA has received positive response to this flexibility.

Therefore, for SY 2015-16, SFAs may continue to count as a nonfederal source:

- **Per-meal nonfederal reimbursement for any paid meal (breakfast, lunch, etc.);**
- **Any funds provided by organizations for any paid meal; and**
- **Any proportion attributable to paid meals from direct payments made from school division funds to support lunch service.**

Credit for Excess Nonfederal Funds

If an SFA's SY 2014-2015 estimate of the required contribution exceeded the actual level, that excess contribution may be subtracted from the total SY 2015-2016 contribution requirement. Further, if the SY 2014-2015 estimate was less than required, additional funds from nonfederal sources must be added.

The PLE tool for determining the amount of nonfederal source contributions will allow for making these calculations using the same rationale as used for paid lunch prices - credit forward any extra funds contributed and account for any shortfalls when determining the amount of the nonfederal funds requirement for the next school year.

SY 2015-2016 PLE Tool

The first tab of the SY 2015-2016 PLE tool includes detailed instructions on how to use the tool and what information is needed to complete the appropriate calculations. It is recommended that each user print and read the instructions before attempting to complete the calculations.

The 2015-2016 PLE tool makes the following calculations:

- Weighted average paid lunch price for SY 2014-2015
- Required paid lunch price increase for SY 2015-2016
- Required nonfederal source contribution for SY 2015-2016

The PLE tool also takes into account adjustments to paid lunch prices made by the SFA in SY 2014-2015 to calculate any credit or shortfall the SFA may have accrued for SY 2015-2016. For SFAs that opted to contribute nonfederal funds, the PLE tool also calculates credits and shortfalls for the SY 2015-2016 required nonfederal source contributions.

The SY 2015-2016 PLE tool includes a feature that makes calculations for SFAs that wish to split the SY 2015-2016 requirements by both raising paid lunch prices and contributing a nonfederal source. This option may be attractive to SFAs that do not want to raise paid lunch prices the entire amount that they are required.

To use the attached SY 2015-2016 PLE tool, SFAs need the following information:

Data needed to use the PLE tool to calculate the Weighted Average Price for SY 2015-2016:

- SY 2014-2015 Unrounded Price Requirement OR SY 2010-2011 Weighted Average Price
- All paid lunch prices for October 2014
- Number of paid lunches served associated with each paid lunch price in October 2014

SFAs that have opted to contribute nonfederal sources also need:

- Total number of paid lunches served in SY 2013-2014
- The total dollar amount of SY 2011-2012, SY 2012-2013, SY 2013-2014 and SY 2014-2015 nonfederal contribution

SFAs that wish to split the SY 2015-2016 requirement by both raising paid lunch prices and contributing nonfederal sources will need all of the above information. Additionally, the PLE tool includes a report that can be used to track the information needed to make the SY 2016-2017 calculations. The SFAs can print the report and keep it in their records.

If you have any questions or need additional information, please contact the school nutrition program specialist assigned to your division or Lynne Fellin, associate director, at lynne.fellin@doe.virginia.gov or Catherine Digilio Grimes, director, School Nutrition Programs, via e-mail at catherine.digilio-grimes@doe.virginia.gov or by telephone at (804) 225-2074.

SRS/CDG/idl

Attachment:

- A. Paid Lunch Equity Tool (XLS)

SY 2015-16 Price Adjustment Calculator

[Go to Instructions](#)

SY 2015-16 Weighted Average Price Requirement	
Requirement price to the nearest cent	Optional price requirement ROUNDED DOWN to nearest 5 cent
\$ 2.00	\$ 2.00
<i>Note: Above prices are based on adjusting SY 2014-2015 price requirement by the 2% rate increase plus the Consumer Price Index (2.19%)</i>	

SY 2014-15 Weighted Average Price Calculator

Enter the paid prices and number of paid lunches sold at each price for October 2014.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2014-15 Weighted Average Price
1.	1,578	\$ 1.65	\$ 2,603.70	
2.	2,775	\$ 1.90	\$ 5,272.50	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	4,353		\$ 7,876.20	\$ 1.81

Note: SY 2014-15 Weighted Average Price equal to or above \$2.70 are compliant for SY 2015-16. \$2.70 is the difference between the Free and Paid reimbursement rates for SY 2014-15.

Total Price Increase for SY 2015-16
\$ 0.19

Required price increase for SY 2015-16 (with 10 cent cap)
\$ 1.91

Remaining increase carried forward to SY 2016-17
\$ 0.09

Remaining credit carried forward to SY 2016-17
\$ -

[Go to SY2015-2016 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator

Below is a tool allowing users to manipulate prices to achieve the required new weighted average price.

	Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	1,578	\$ 1.75	\$ 2,761.50	
2.	2,775	\$ 2.00	\$ 5,550.00	
3.			\$ -	
4.			\$ -	
5.			\$ -	
6.			\$ -	
7.			\$ -	
8.			\$ -	
9.			\$ -	
10.			\$ -	
TOTAL	4,353		\$ 8,311.50	\$ 1.91

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.

[Go to instructions](#)

SY2015-2016 Weighted Average Pricing Report

This report assists in tracking the pricing requirements and amounts carried forward for SY 2015-2016. Information on this report is used to determine the SY 2015-2016 weighted average price requirements.

Please print and keep in records.

NOTE: If information is changed in the tool, the report contents will change.

Section 1: SY2015-2016 Weighted Average Paid Price Requirements

A. SY 2015-16 Weighted Average Price Requirement*: <i>*This price will be entered into the SY 2016-2017 tool to determine the SY2016-2017 weighted average price requirements</i>	\$2.00
B. Optional Price ROUNDED DOWN to nearest 5 cents:	\$2.00

Section 2: Amounts Carried Forward to SY 2016-2017

Select the SY 2015-2016 method used to ensure sufficient funds are provided for PAID Lunches

Contribute Non-Federal sources for SY2015-2016

Average Weighted Price Adjustments

A. Remaining increase carried forward to SY 2016-17:	N/A
B. Remaining credit carried forward to SY 2016-17:	N/A
Enter in the new average weighted price for SY 2015-16:	\$2.00

Non-Federal Source Contributions

C. Remaining Annual Non-Federal Source Contribution carried forward to SY 2016-17:	\$0.00
D. Remaining Credit carried forward to SY 2016-17:	\$0.00
Enter the amount of Non-Federal Source contributions for SY 2015-16:	\$3,187.18

Split Calculations

Both average weighted price adjustments and Non-Federal source contributions

E. Remaining Annual Non-Federal Source Contribution carried forward to SY 2016-17:	N/A
F. Remaining Credit carried forward to SY 2016-17:	N/A
Enter the amount of Non-Federal Source contributions for SY 2015-16:	\$3,187.18
Enter the new average weighted price for SY 2015-16:	\$2.00

SY 2015-16 Non-Federal Contribution Calculator

[Go to Instructions](#)

SY 2015-16 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional</i> price ROUNDED DOWN to nearest 5 cent
\$ 2.00	\$ 2.00
<i>Note: Above prices are based on adjusting SY 2014-2015 price requirement by the 2% rate increase plus the Consumer Price Index (2.19%)</i>	

Current Weighted Average Paid Price	
Enter in the current weighted average paid lunch price. <i>Note: If SFA did not change the weighted average paid lunch price in SY2011-2012, SY2012-2013, SY2013-14, or SY 2014-15 enter the SY2010-11 weighted average price. Otherwise, click the link below.</i>	
\$ 1.81	Click here to determine SY2014-2015 weighted average price

Non-Federal Source Contribution Calculator for SY 2015-16		
Enter the total paid lunch count (for all prices). <i>** Annual Non-Federal Source funds for SY2015-2016 are estimated based on the ACTUAL lunch count entered below</i>		
Enter annual # of Paid Lunches for SY2013-14**	TOTAL Price Increase for SY 2015-16	TOTAL SY 2015-16 Annual Non-Federal Source Contribution
34,768	\$ 0.19	\$ 6,605.92
<i>Note: Total price increase for SY 2015-2016 is based on the difference between the weighted average price entered above and SY 2015-2016 rounded DOWN requirement.</i>		

Enter total amount of Non-Federal Source Funds Contributed for SY 2011-12 through SY 2014-15	Annual Non-Federal Source Contribution Requirement for SY 2015-16
\$ 3,418.74	\$ 3,187.18

Price Increase Requirement for SY 2015-16 (with 10 cent cap)	SY 2015-16 Annual Non-Federal Source Contribution (with 10 cent cap)
\$ 0.10	\$ 3,187.18

Remaining Annual Non-Federal Source Contribution carried forward to SY 2016-17
\$ -

Remaining Credit carried forward to SY 2016-17
\$ -

[Go to SY 2015-2016 REPORT](#)

Note: This tool is created to allow the user to only enter the annual number of paid lunches and the amount of non-Federal Source funds contributed for SY 2015-16. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect annual non-Federal source contribution. Users should not modify the tool's current functionality.

Bath County Public Schools

2014-2015 MEAL PRICES

July 1, 2014

GRADES	PK-5		6-7		BCHS		Adult	
	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch	Breakfast	Lunch
	.90	1.65	1.15	1.90	1.15	1.90	1.50	2.75

Superintendent's Memo #073-15

COMMONWEALTH of VIRGINIA
Department of Education

March 27, 2015

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

SUBJECT: Community Eligibility Provision (CEP): Guidance and Procedures for School Year 2015-2016

The Community Eligibility Provision for the National School Lunch Program (NSLP) and School Breakfast Program (SBP) gives eligible local educational agencies (LEAs) and schools with high percentages of low-income children the option to offer free school meals to all children in those schools without collecting applications.

Under this provision, eligible LEAs and schools elect to provide meals to all students at no charge (free) and are reimbursed for both breakfast and lunch by the federal government through a formula using the percentage of "*identified students*" multiplied by a factor of 1.6. This percentage is then applied to the total school number of breakfast and lunch meals served to determine the number of meals reimbursed at the free reimbursement rates provided by the U.S. Department of Agriculture (USDA). This number is called the claiming percentage. The remaining meals are reimbursed at the paid rate. The claiming percentages, established for a school in the initial year, may be used for four school years and may be increased if the identified student percentages rise for the LEA and/or school.

Identified Students are defined as the number of students approved for free meals through means other than individual household applications. This definition includes students who are directly certified for free meals based on their participation in the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF). It also includes homeless students on the liaison list, runaways, migrant youth, Head Start, Even Start and foster children approved by means other than a meal application. It does not include students who are categorically eligible based on information submitted on a free and reduced price application, such as a SNAP or TANF case number.

By **April 15, 2015**, all LEAs (including the school divisions currently operating under CEP) must complete the attached CEP Preliminary Data Collection Worksheet (attachment A) and submit it electronically to the Virginia Department of Education (VDOE), Office of School Nutrition Programs (SNP).

The report must list each school with:

- An *identified student* percentage of 40 percent or more, and
- An *identified student* percentage greater than 30 percent but less than 40 percent

School divisions with no schools that meet the criteria must return a report, with the RED BOX checked, indicating “no schools eligible.”

The Excel workbook must be submitted to SNPWEBDOC@doe.virginia.gov. Please name the file as follows:

Division Name-division-Number-2015 CEP Preliminary data as of 04012015
(For Example: ACCOMACK-001-2015 CEP Preliminary data as of 04012015)

The data submitted on this required report must reflect all students that were directly certified/categorically eligible by means other than meal application as of **April 1, 2015**.

The Direct Certification (DC) lists maintained by each School Nutrition Program (SNP) must be updated with the most current (March 2015) direct certification data file provided by VDOE through the School Nutrition Programs Web system (SNPWeb). School divisions are strongly encouraged to choose “ALL” for the download and match the combined direct certification file for all previous months of this school year to the LEA’s updated student enrollment database to capture any newly enrolled students that were not directly certified in the DC file match of the previous month’s files. This will help to maximize the identified student percentage.

The documentation submitted by the LEA will be reviewed by VDOE and posted on the public Web site by May 1, 2015.

CEP Eligibility Requirements - To be eligible to participate in CEP:

1. LEAs and/or schools that participate in the National School Lunch Program (NSLP) and School Breakfast Programs (SBP) must have an *identified student* percentage of forty percent or greater as of April 1, 2015. The 40 percent threshold may be determined by individual school, by a group of schools within the LEA, or for all schools collectively (divisionwide). Grouping schools allows some schools to be below the 40 percent threshold as long as the aggregate percentage of the group of schools meets the 40 percent threshold.
2. LEAs must agree to:
 - a. Accurately determine and report the *identified student* percentage of at least 40 percent and the *identified student* percentage greater than 30 percent but less than 40 percent for the LEA or each eligible school or group(s) of schools as of April 1, 2015.
 - b. Provide both breakfast and lunch meals at no cost to all students.
 - c. Cover any costs of providing meals at no cost to all students above amounts provided in federal reimbursements with nonfederal funds.
 - d. Must apply and be approved by VDOE.

The CEP application process will be published separately as a Superintendent’s Memo in May 2015. Training will be conducted for school divisions determined to be eligible to participate in the CEP.

As part of the application process, the ISP, as submitted on the CEP application, will be validated by the VDOE Office of School Nutrition Programs before the first claim for reimbursement is filed to ensure the integrity of the data. This validated ISP shall be used for all other programs that will use

ISP as an indicator of socioeconomic status.

Considerations for programs that traditionally use free and reduced eligibility:

Individual student eligibility data for free or reduced price meals will not be available for schools or divisions participating in CEP. This may have an impact on other state programs that use this information for funding formulas such as Title I funds, Individuals with Disabilities Education Act (IDEA), E-Rate program, and other Child Nutrition Programs such as the Summer Food Service Program, Child and Adult Care Feeding Program, etc.

Title I and Community Eligibility Provision:

Identification of Economically Disadvantaged Subgroup in CEP Schools:

Each state and division that receives funding under Title I must assess and report annually on the extent to which the subgroup of economically disadvantaged students is making progress toward meeting the state's academic achievement standards. As stated in Superintendent's Memorandum Number 104-14, beginning with accountability results for the 2015-2016 school year, based on assessments administered in the 2014-2015 school year, Virginia will implement the use of direct certification data and other CEP-allowable categories (i.e. homeless, runaways, migrant youth, Head Start, Even Start and foster children approved by means other than a meal application) for the identification of the economically disadvantaged subgroup for accountability purposes in all CEP schools. (This is the number of *identified students* as defined above). School divisions should ensure the correct identification of economically disadvantaged students in CEP schools in the Student Record Collection (SRC) according to the guidelines above, as the SRC coding directly impacts school accountability results for this subgroup.

Schools not participating in CEP will continue to use traditional methods for the identification of the economically disadvantaged subgroup for accountability purposes as allowed under Title I and that comply with the data elements outlined in the Student Record Collection (for example, student eligibility for Free/Reduced Meals, students receiving TANF, and students eligible for Medicaid).

Identification of Title I Schools:

The Virginia Department of Education will continue to provide guidance on the impact of CEP on the identification of Title I schools and accountability during upcoming technical assistance opportunities.

Questions about the identification of the economically disadvantaged subgroup in participating CEP schools or the identification of Title I schools in divisions participating in CEP should be directed to Veronica Tate, director, Office of Program Administration and Accountability, at (804) 225-2869 or veronica.tate@doe.virginia.gov, or to Dr. Lynn Sodat, Title I coordinator, at (804) 371-2934 or lynn.sodat@doe.virginia.gov.

Individuals with Disabilities Education Act (IDEA) and Community Eligibility Provision:

The Individuals with Disabilities Education Act (IDEA Part B) provides federal funds to local educational agencies. IDEA has traditionally used the free and reduced price eligibility data to define "the relative numbers of children living in poverty" in allocating the funds.

Funding allocations beginning with school year 2015-2016 will be as follows:

1. Divisionwide CEP and CEP schools and/or groups of schools -- the validated Identified Student Percentage times the 1.6 multiplier (the claiming percentage for meals reimbursed at the free rate) will be used to determine the free and reduced eligibility status for these sites. This

number aligns more closely with the non-CEP school free and reduced eligibility. The free and reduced eligibility list, posted on the VDOE Web site, should be used for this purpose as it has already performed the correct calculations using the validated ISP.

<http://doe.virginia.gov/support/nutrition/statistics/index.shtml>

2. Non-CEP schools - schools not participating in CEP will continue to use the free and reduced eligibility data as the means of determining poverty status.

Questions about the identification of the economically disadvantaged subgroup in participating CEP schools for IDEA purposes should be directed to Tracie Coleman, Special Education Budget and Finance Manager, Division of Special Education and Student Services at (804) 225-2704 or tracie.coleman@doe.virginia.gov.

E-Rate and Community Eligibility Provision:

The E-rate program under the Federal Trade Commission allows schools to apply for discounted telecommunications services and Internet access. The new E-rate policy streamlines the discount calculation process for Community Eligibility Provision schools so that they do not face any additional burdens relative to other schools. Beginning in the 2015-2016 school year, all school divisions will determine the discount rate percentage at the division level, rather than for each individual school as follows:

1. Divisionwide CEP - the validated Identified Student Percentage times the 1.6 multiplier (the claiming percentage for meals reimbursed at the free rate) will be used to determine the discount rate.
2. Divisions with CEP schools and non-CEP schools - the validated Identified Student Percentage times the 1.6 multiplier (the claiming percentage for meals reimbursed at the free rate) will be used for CEP sites, and the traditional free and reduced eligibility will be used for non-CEP sites. The division level number will be applied against the student enrollment. The free and reduced eligibility report posted on the VDOE Web site should be used for this purpose as it has already performed the correct calculations using the validated ISP.

<http://doe.virginia.gov/support/nutrition/statistics/index.shtml>.

Other Child Nutrition Programs and Community Eligibility Provision:

Several child nutrition programs use the free and reduced eligibility to determine if a site can participate in one of the USDA programs. The validated Identified Student Percentage times the 1.6 multiplier (the claiming percentage for meals reimbursed at the free rate) will be used for CEP sites to determine area eligibility in the Summer Food Service Program, Seamless Summer, Child and Adult Care Food Program (CACFP) at-risk afterschool supper/snacks, CACFP tiering, and NSLP afterschool snacks.

Attachment B is the updated USDA Frequently Asked CEP Questions document that provides detailed guidance. Attachment C is the USDA CEP Calculator that will allow school divisions to assess and project the monthly federal reimbursement.

Questions regarding the Community Eligibility Provision may be directed to the school nutrition program specialist assigned to your division or Catherine Digilio Grimes, Director, Office of School Nutrition Programs at (804) 225-2074.

SRS/CDG/cc

submitted:

**Virginia Department of Education
Office of School Nutrition Programs
Community Eligibility Provision (CEP)
PRELIMINARY Data Collection**

for School Divisions and School Sites Potentially Eligible for CEP -- Identified Student Percentages as of April 1, 2015

List the individual school sites with *identified student* percentage of:

1. Eligible- 40% or greater
2. Nearly Eligible- greater than 30% but less than 40%

**Identified Students* are defined as students certified for free meals through means other than individual household applications; this primarily includes students who are directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF); homeless students, runaways, migrant youth, Head Start, Even Start and foster children approved by means other than meal application. The number of identified students is NOT the same as the total number of students eligible for free and reduced priced meals. Identified students are only those students eligible for free meals based on the list above. Students who are categorically eligible based on information, such as a case number, submitted through a free and reduced price application are NOT included

School Division: Bath County

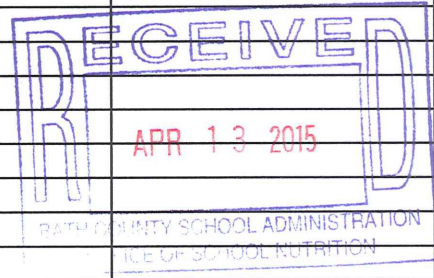
Submitted by Lumina B. Shifflett

Date submitted: 04.13.2015

NO SCHOOLS ELIGIBLE- (enter X in the Red box if no schools are eligible)

VDOE USE ONLY

Division Number	School Number	School Name	Number of Identified Students* as of April 1, 2015 (include all students that can participate in breakfast and/or lunch)	SNP membership as of April 1, 2015 from the Principal's Monthly Report (March) (include all students that can participate in breakfast and/or lunch)	Percentage of identified students (ISP)	VDOE USE ONLY	
						Eligible? (40% or greater)	Potentially eligible? (>30%; <40%)
EXAMPLE							
000	001	ABC Elementary School	200	375	53.33%		
009	0120	Millboro Elementary School	50	131	38.17%		
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**Virginia Department of Education
Office of School Nutrition Programs
Community Eligibility Provision (CEP)
PRELIMINARY Data Collection**

for School Divisions and School Sites Potentially Eligible for CEP -- Identified Student Percentages as of April 1, 2015

List the individual school sites with *identified student* percentage of:

1. **Eligible- 40% or greater**
2. **Nearly Eligible- greater than 30% but less than 40%**

School Division: Bath County

Submitted by Lumina B. Shifflett

Date submitted: 4.13.2015

Draft showing % for each school

***Identified Students** are defined as students certified for free meals through means other than individual household applications; this primarily includes students who are directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF); homeless students, runaways, migrant youth, Head Start, Even Start and foster children approved by means other than meal application. The number of identified students is NOT the same as the total number of students eligible for free and reduced priced meals. Identified students are only those students eligible for free meals based on the list above. Students who are categorically eligible based on information, such as a case number, submitted through a free and reduced price application are NOT included

NO SCHOOLS ELIGIBLE- (enter X in the Red box if no schools are eligible)

Division Number	School Number	School Name	Number of Identified Students* as of April 1, 2015 (include all students that can participate in breakfast and/or lunch)	SNP membership as of April 1, 2015 from the Principal's Monthly Report (March) (include all students that can participate in breakfast and/or	Percentage of identified students (ISP)	VDOE USE ONLY	
						Eligible? (40% or greater)	Potentially eligible? (>30%; <40%)
EXAMPLE							
000	001	ABC Elementary School	200	375	53.33%		
009	0120	Millboro Elementary School	50	131	38.17%		
					#DIV/0!		
009	0150	Valley Elementary School	62	225	27.56%		
009	0140	Bath County High School	29	252	11.51%		
					#DIV/0!		
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