

Required Documentation

For Schools Participating in Community Eligibility Provision (CEP)

1. Master Enrollment List for each building participating in CEP.
2. Source documentation to support all students determined to be directly certified (SNAP, TANF and Medical Assistance with qualifying income) and migrant, homeless, runaway, foster through county assistance office, etc.

The following documentation must be maintained by the School Food Authority (SFA) for the duration of the four year cycle for CEP. This documentation must be provided to the State Agency during the Administrative Review. Failure to maintain the documentation used to establish the Identified Student Percentage (ISP) in the base year may require the SFA to recalculate the ISP and may also result in fiscal action from the beginning of the base year to present.

The Identified Student Percentage = Number of students directly certified/enrollment.

1. MASTER ENROLLMENT LIST FOR EACH SCHOOL/BUILDING

The Master Enrollment List must include:

- a) All enrolled students, regardless of eligibility, who have access to at least one meal service daily (breakfast and/or lunch). For purposes of calculating the ISP, an enrolled student means *any student that is enrolled in and attending the school, and has access to at least one meal service type (NSLP or SB)*. Columns should be designated to indicate first and last name, grade, date of birth, specific school, and other applicable identifiers.
- b) In separate columns, indicate the “identified students” that were used to establish the Identified Student Percentage (ISP). Identified students are those approved as eligible for free meals without the need for a household application. This definition includes students directly certified through:
 - a. SNAP
 - b. TANF
 - c. Medical Assistance (with qualifying income)
 - d. Homeless (documented by designated school official)
 - e. Runaway (documented by designated school official)
 - f. Foster (identified through the County Assistance Office)
 - g. Migrant (documented through COMPASS)
 - h. Head Start (documented by designated school official)
 - i. Students specially approved by Administrator

***Students who are categorically eligible based on information, such as a case number, or foster child submitted through a free and reduced price application are NOT included. Remember, CEP schools are not able to distribute or collect household applications. Also, students who are eligible for free or reduced meals through an income-based application are not included.*

As illustrated on the next page, the Master Enrollment List for PDE Elementary School (example) clearly identifies the source and certification type of each “identified student” (i.e. DC, Migrant Liaison, Foster child via Court system). The Master Enrollment List also indicates the total number of enrolled students and the total number of identified students.

Sample Master Enrollment List with Identified Students

MASTER ENROLLMENT LIST FOR PDE ELEMENTARY SCHOOL														
	Last_Name	First_Name	MI	Birth_Date	Grade	Eligibility	Source	Certified Type	School	Start Date	End Date	ISP	Comment	
1	BAYER	JOHN		5/16/2004	4				PDE ELM	3/1/2014				
2	BLUE	BILL	A	10/24/2005	3	FREE	DC	FS	PDE ELM	3/1/2014		X		
3	BROWN	DIANE		5/16/2004	4				PDE ELM	3/1/2014				
4	BRYANT	ELIXIS		8/13/2006	2	FREE	COURT	FOSTER	PDE ELM	3/1/2014		X	Documentation from Children and Youth	
5	BUCH	JANIE		5/17/2003	5	FREE	DC	MIGRANT	PDE ELM	3/1/2014		X		
6	CHARLES	WILLIAM		5/26/2009	K				PDE ELM	3/1/2014				
7	CITRONE	FRANCIS		10/24/2005	3				PDE ELM	3/1/2014				
8	COWAN	DAVID		12/2/2007	1	FREE	DC	MIGRANT	PDE ELM	3/1/2014		X		
9	ECKELMANN	WAYNE		5/26/2009	K	FREE	DC	FS	PDE ELM	3/1/2014		X	Extended Eligibility - same household as Lorie Stake	
10	GREIDER	BRUCE		12/2/2007	1				PDE ELM	3/1/2014				
11	HARRY	DENISE		3/18/2009	K	FREE	COURT	FOSTER	PDE ELM	3/1/2014		X	Documentation from Children and Youth	
12	HUME	GEORGE		6/12/2006	2	FREE	COURT	FOSTER	PDE ELM	3/1/2014		X	Documentation from Children and Youth	
13	JAMES	PHILIP		3/18/2009	K				PDE ELM	3/1/2014				
14	LAUDE	BETTY		5/17/2003	5	FREE	Liason	HOMELESS	PDE ELM	3/1/2014		X		
15	METZLER	JIM	B	12/2/2007	1				PDE ELM	3/1/2014				
16	MILLER	JOHN	B	8/13/2006	2	FREE	DC	MGX	PDE ELM	3/1/2014		X		
17	MORROW	DEBORAH	J	12/2/2007	1	FREE	DC	FS	PDE ELM	3/1/2014		X		
18	RIVERA	JUAN		12/2/2007	1				PDE ELM	3/1/2014				
19	SCHOFFSTALL	AMANDA	E	5/16/2004	4	FREE	DC	MGX	PDE ELM	3/1/2014		X		
20	SEIBERT	LINDSAY		3/18/2009	K	FREE	DC	FS	PDE ELM	3/1/2014		X		
21	SMITH	JAMES	L	6/12/2006	2	FREE	DC	FS	PDE ELM	3/1/2014		X	Listed as Jim Smith on DC list-validated as same	
22	STAKE	LORIE		5/17/2003	5	FREE	DC	FS	PDE ELM	3/1/2014		X		
23	WILSON	BEN		5/26/2009	K				PDE ELM	3/1/2014				
TOTAL NUMBER OF ENROLLED STUDENTS					25									
TOTAL NUMBER OF IDENTIFIED STUDENTS					14									

***The Master Enrollment list used to establish the Identified Student Percentage (ISP) during the base year must be maintained for the entirety of the CEP cycle, plus 3 additional years.

2. SOURCE DOCUMENTATION TO SUPPORT THE ISP

DC UPLOAD

Create an Excel worksheet with the names of all students enrolled at each school (i.e. PDE Elementary School) and upload to COMPASS (instructions are available on COMPASS). All students with a Match Strength of "Exact Match" are considered Directly Certified.

For any student identified as a Potential Match, compare criteria found on the DC list, such as birthdate, Social Security number, parent name, or address to your student information system to validate that the student is in fact enrolled in your school.

Example # 1: A student enrolled at your school as James Smith is listed as Jim Smith (Potential Match) on the DC list. After comparing the birthdate, Social Security number, and parent name on the DC list to your student information, you find that Jim Smith is in fact James Smith, an enrolled student at your school.

Example #2: June Black is listed on the DC list as a Potential Match. After comparing the parent name and address on the DC list to your student information, you find that June resides in the same household as Barbara McAvoy who is listed on the DC list as an Exact Match. DC eligibility may then be extended to June who is now considered directly certified.

Sample DC Upload

MCI #	FirstName	MI	First_Name	Suffix	Birth_Date	SSN	Match Strength	se Num	Cate gory 1	Payment_Name	Paymen t_Name _2	ool Distr	Address_Line _1	Addr ess_L ine_2	City	State	Zip	Zip_Ext	Comments
870199808	BILL	A	BLUE		10/24/2005		Exact Match	329537	FS	MARY BLUE		0000	90 A STREET		PDEVILLE	PA	00000	0000	
698721358	BARBARA		MCAVOY		5/8/2007		Exact Match	289453	FS	MISSY BLACK		0000	201 Z STREET		PDEVILLE	PA	00000	0000	
66589714	JUNE		BLACK		4/9/2003		Potential Match	387452	FS	MISSY BLACK		0000	201 Z STREET		PDEVILLE	PA	00000	0000	Sibling of Barbara McAvoy
30348192	WAYNE		ECKELMANN	JR	5/26/2009		Potential Match	200638	FS	SUE STAKE		0000	50 B STREET		PDEVILLE	PA	00000	0000	Sibling of Lorie Stake
870221824	JOHN	B	MILLER		8/13/2006		Exact Match	343787	FS	HANK MILLER		0000	23 C AVENUE		PDEVILLE	PA	00000	0000	
590234112	DEBORAH	J	MORROW		12/2/2007		Exact Match	329662	FS	ARLENE BOYER		0000	44 D STREET		PDEVILLE	PA	00000	0000	
50168928	AMANDA	E	SCHOFFSTALL		5/16/2004		Exact Match	264113	FS	SUE STAKE		0000	900 E ROAD		PDEVILLE	PA	00000	0000	
800197632	LINDSAY		SEIBERT		3/18/2009		Exact Match	264014	MGX	BILL SEIBERT		0000	321 F AVENUE		PDEVILLE	PA	00000	0000	
170142208	JIM	L	SMITH		6/12/2006		Potential Match	258456	FS	TERRY SMITH		0000	56 G STREET		PDEVILLE	PA	00000	0000	JAMES SMITH
40159424	LORIE		STAKE		5/17/2003		Exact Match	267504	MGX	SUE STAKE		0000	50 B STREET		PDEVILLE	PA	00000	0000	
Sponsor AUI User ID			Upload DateTime																
105252602 C-Brown			03262014 03:35:02 PM																

***The DC list used to establish the Identified Student Percentage (ISP) during the base year must be maintained for the entirety of the CEP cycle, plus 3 additional years.

DC DOWNLOAD

Using criteria such as birthdate, Social Security number, parent name and address, compare student information found on the DC list to your student information system for **all enrolled students** to identify the students on the DC list (i.e. Bill Blue) that are in fact enrolled students (i.e. William Blue) at your school. For a large school district, this method may become very labor intensive. If problems are found during the Administrative Review, the SFA may be required to provide the documentation from the student information system that was used to validate the identified students enrolled at the school.

Sample DC Download

#Recipient Number	Last_Name	First_Name	MI	Appel	Birth_Date	SSN	Record_ Number	School_ District Code	Category 1	Cat 2	Cat 3	Payment_Name	Payment _Name_2	Address_Line _1	Address _Line_2	City	State	Zip	Zip_Ext	Date_Adde d
870199808	BLUE	BILL	A		10/24/2005		329537	0000	FS			MARY BLUE		90 A STREET		PDEVILLE	PA	00000	0000	3/12/2014
30348192	ECKELMANN	WAYNE		JR	5/26/2009		200638	0000	FS			SUE STAKE		50 B STREET		PDEVILLE	PA	00000	0000	3/12/2014
870221824	MILLER	JOHN	B		8/13/2006		343787	0000	FS			HANK MILLER		23 C AVENUE		PDEVILLE	PA	00000	0000	1/5/2014
590234112	MORROW	DEBORAH	J		12/2/2007		329662	0000	FS			ARLENE BOYER		44 D STREET		PDEVILLE	PA	00000	0000	3/12/2014
50168928	SCHOFFSTALL	AMANDA	E		5/16/2004		264113	0000	FS			SUE STAKE		900 E ROAD		PDEVILLE	PA	00000	0000	3/12/2014
800197632	SEIBERT	LINDSAY			3/18/2009		264014	0000	MGX			BILL SEIBERT		321 F AVENUE		PDEVILLE	PA	00000	0000	11/12/2013
170142208	SMITH	JIM	L		6/12/2006		258456	0000	FS			TERRY SMITH		56 G STREET		PDEVILLE	PA	00000	0000	3/12/2014
40159424	STAKE	LORIE			5/17/2003		267504	0000	MGX			SUE STAKE		50 B STREET		PDEVILLE	PA	00000	0000	3/12/2014
Sponsor AUI User ID			Download DateTime																	
105252602 C-Brown			03262014 03:35:02 PM																	

***The DC list used to establish the Identified Student Percentage (ISP) during the base year must be maintained for the entirety of the CEP cycle, plus 3 additional years.

NOTE:

When submitting the DC list to the State Agency for the purpose of the AR review, please delete Social Security numbers. Do not delete the column itself, as this may result in the deletion of your timestamp.

DC LIST FROM PRIMEROEDGE STUDENT ELIGIBILITY SYSTEM

The PrimeroEdge Student Eligibility System allows the SFA to import the Direct Certification via a file that is then maintained by the system. For purposes of the Administrative Review, the Reviewer will access the SFA PrimeroEdge system and review the DC list via the system. In this situation, the SFA will need to provide the Master Enrollment list with identified students.

The following screen shots illustrate the “Direct Approval” lists that were imported by the SFA for the 2014 2015 school year and the list of directly certified students.

Direct Approvals							
	Approval ID	Approval Type	Status	Update Date	Effective Date	User	Total Students
>	1030	Direct Certification	Processed	6/16/2015 5:23 PM	6/16/2015		5,271
>	1029	Direct Certification	Processed	5/14/2015 7:38 PM	5/14/2015		5,242
>	1026	Direct Certification	Processed	4/23/2015 9:18 AM	4/23/2015		1
>	1025	Direct Certification	Processed	4/23/2015 9:18 AM	4/23/2015		1
>	1024	Direct Certification	Processed	4/9/2015 4:34 PM	4/9/2015		5,174
>	1022	Direct Certification	Processed	3/13/2015 4:44 PM	3/13/2015		5,116
>	1021	Direct Certification	Processed	2/12/2015 5:09 PM	2/12/2015		5,065
>	1017	Direct Certification	Processed	1/15/2015 4:22 PM	1/15/2015		4,981
>	1015	Direct Certification	Processed	12/17/2014 3:45 PM	12/17/2014		4,903
>	1012	Direct Certification	Processed	11/14/2014 3:36 PM	11/14/2014		4,817
>	1009	Direct Certification	Processed	10/10/2014 3:39 PM	10/10/2014		4,698
>	1005	Direct Certification	Processed	9/11/2014 6:11 PM	9/11/2014		4,578
>	1004	Direct Certification	Processed	8/14/2014 4:52 PM	8/14/2014		4,233
>	1003	Direct Certification	Processed	7/30/2014 10:55 PM	7/30/2014		3,418

View Direct Approval								
« Back to Direct Approval List								
Summary		Matched Students			Unmatched Students			
Matched Students <input type="checkbox"/> Exclude Previously Notified Students <input type="checkbox"/> Exclude Previously Free Students								
ID	Last Name	First Name	Site	Grade	Match Date	Effective Date	Match Method	Notified On
>		Vaneza	0005	04	3/13/2015	3/13/2015	System	
>		Brenda	0023	05	3/13/2015	3/13/2015	System	
>		Luis	0032	09	3/13/2015	3/13/2015	System	
>		Skyy	0032	09	3/13/2015	3/13/2015	System	

DOCUMENTATION OF MIGRANT

A child is considered categorically eligible if the child is identified as meeting the definition of migrant in section 1309 of the Elementary and Secondary Education Act of 1965, 20 U.S.C. 6399, by the State, regional, or local MEP director, coordinator, or local educational liaison.

Acceptable documentation consists of:

- Migrant list from Compass; or
- A dated list with each child's name and the signature of the MEP official or local educational liaison; or
- A letter from an MEP official or local educational liaison provided by a household, which confirms that a child currently meets the definition of migrant.

DOCUMENTION OF HOMELESS

A child is considered homeless if the child is identified as lacking a fixed, regular, and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act by the LEA liaison or residing in a homeless shelter by an official of the shelter.

Acceptable documentation consists of:

- Child's name or a list of names of participating children;
- Effective dates; and
- Signature of the school district's homeless liaison or other designated officials.

DOCUMENTATION OF RUNAWAY/HOMELESS

A child or youth who is identified by the local educational liaison as a runaway receives assistance through a program under the Runaway and Homeless Youth Act (RYHA). The programs for runaways are established by the Family and Youth Services Bureau (FYSB) of the U.S. Department of Health and Human Services.

Acceptable documentation consists of:

- Child's name or a list of names of participating children;
- Effective dates; and
- Signature of the school districts homeless liaison or other designated officials.

DOCUMENTATION OF FOSTER CHILD

A foster child is a child whose care and placement is the responsibility of a State or local welfare agency or who is placed by a court with a caretaker household. This applies only to foster children who are formally placed by the State welfare agency or court. It does not apply to informal arrangements, such as caretaker arrangements or to permanent guardianship placements, which may exist outside of or as a result of State or court based systems.

Acceptable documentation may consist of:

- A letter from the State or local welfare agency or court confirming the child's status as a foster child;
- Documents from the welfare agency or court stating that the courts have taken legal custody of a child who has been placed in the foster care system; or
- A list of children in foster care from the welfare agency or court.

DOCUMENTATION OF HEAD START

Children enrolled in federally-funded Head Start are considered categorically eligible for free meals.

Acceptable documentation consists of:

- A statement of a child's enrollment in Head Start; or
- A list of children enrolled in Head Start.

Although not required by USDA, documentation should include the signature of the Head Start Representative.

***All documentation used to establish the Identified Student Percentage (ISP) during the base year must be maintained for the entirety of the CEP cycle, plus 3 additional years.