

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

State agency: Wyoming Department of Education

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** if 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 cepnotification@fns.usda.gov by **DATE** to publish the list of school receiving CEP eligibility notices on your website. This information will be linked to FNS' CEP web site.

1	2	3	4	FOR THE ISP, ONLY USE COLUMN 5 OR 6		COLUMNS 7 & 8 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per School)		9	FOR PARTICIPATING CEP SCHOOLS ONLY (Only Mark One)			13	FOR NEAR-ELIGIBLE, ELIGIBLE, AND PARTICIPATING CEP SCHOOLS ONLY	15
				5	6	7	8		10	11	12		14	
LEA ID	LEA Name	School ID	School Name	Identified Student Percentage (ISP)	Proxy Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Currently Participating	Participating as an Individual Site	Participating as part of a Group of Schools	Participating as Part of an Entire District	Participating in Year 4 and Eligible for a Grace Year	Student Enrollment in Near-Eligible, Eligible, and Participating CEP Schools	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 school. All schools in the LEAs provided in the 'LEA wide Notification Report' tab should be listed.	Enter the school-level ISP as of April 1, 2016. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50% DO NOT INCLUDE THE 1.6 MULTIPLIER An ISP greater than 100.00% will result in an error and the cells will be highlighted red until corrected.	If the actual ISP is unavailable, enter the proxy ISP, as of April 1, 2016. Proxy ISP = # of directly certified students with SNAP divided by total enrollment. Refer to 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 4 is eligible to participate in CEP. (ISP in column 5 or 6 is >=40%)	An "X" will appear in this column if the school in column 4 is nearly eligible to participate in CEP. (ISP in column 5 or 6 is >=30% and <40%)	Place an "X" in this column if the school in column 4 is currently participating in CEP. Note: The "X" is not 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 not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place a "G" in this column if the school in column 4 is currently participating in CEP as part of a group of schools. Mark this column using G1, G2, G3, etc. to distinguish between CEP groupings, if applicable. Note: The "G" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place a "D" in this column if the school in column 4 is currently participating in CEP 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 not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	Place an "X" in this column if the school in column 4 is currently in the 4th year of the participation and is eligible for a Grace Year. (ISP>=30% and <40%). Note: The "X" is not case sensitive. Using any other letter or icon will result in an error and the cells will be highlighted red until corrected.	If the school in column 4 is currently participating in CEP, eligible to 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 school-level total enrollment to clear the cell color.	
	Femont 6		Wind River Learning Academy	50.00%		X							2	
	Fremont 25		Ashgrove Elementary	32.12%			X						165	
	Fremont 25		Aspen Early Learning Center	37.80%			X						251	
	Fremont 25		Jackson Elementary	32.35%			X						170	
	Fremont 25		Rendevous Elementary	32.97%			X						370	
	Fremont 14		Wyoming Indian Elementary	66.37%		X							339	
	Fremont 14		Wyoming Indian Middle School	59.33%		X							150	
	Fremont 14		Wyoming Indian High School	51.66%		X							151	
	Albany 1		Centennial Elementary	38.00%			X						8	
	Albany 1		Linford Elementary	33.00%			X						341	
	Albany 1		Rock River Jr. High School	33.00%			X						15	
	Albany 1		Whiting High School	30.00%			X		I				46	
	Fremont 25		Frontier Academy	28.00%					I				34	
	Laramie 1		Fairview Elementary	31.30%			X						131	
	Laramie 1		Goins Elementary	30.68%			X						339	
	Laramie 1		Hebard Elementary	36.00%			X		I			X	150	
	Laramie 1		Rossman Elementary	32.86%			X						350	
	Laramie 1		Afflerbach Elementary	33.00%			X		I			X	400	
	Laramie 1		Alta Vista Elementary	33.57%			X						277	
	Laramie 1		Arp Elementary	35.39%			X						356	
	Laramie 1		Cole Elementary	31.52%			X						184	