Attachment A

State Agency Template
Community Eligibility Provision (CEP) Annual Notification of Local Educational Agencies (LEA)

State agency: Wyoming Department of Education

Instructions:
- *In **columns 1-3,** enter the LEA ID, LEA name, and district-wide identified student percentage (ISP) for every LEA with at least one eligible school.*
- *An "X" will appear in the appropriate **column 4 or 5** to indicate that the LEA is eligible or near eligible to participate in CEP. Only one column should be marked between columns 4-5.*
- *Follow the instructions in row 7 to complete **columns 6-11.***
- *An "A" will appear in **column 12** if all the schools in the LEA in column 2 are participating in CEP (the # of schools entered in columns 8 and 10 should match).*
- *An "S" will appear in **column 13** if one or some schools in the LEA in column 2 are participating in CEP (the # of schools entered in column 10 is less than the # of schools entered in column 8).*
- *Provide additional comments or clarifications in **column 14.***
- *Submit completed template to cepnotification@fns.usda.gov by May 1 to publish the list of LEAs receiving CEP eligibility notices on your website. This information will be linked to FNS' CEP web site. LEAs receiving notices for district-wide eligibility must be reported in the columns below.*

			COLUMNS 4 & 5 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per LEA)				INFORMATION FOR ENTIRE LEA ONLY		INFORMATION FOR PARTICIPATING CEP SCHOOLS ONLY		FOR LEAS PARTICIPATING IN CEP IN AT LEAST ONE SCHOOL (Columns 12 & 13 Automatically Populate - Only One Column Should Be Marked per LEA)		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
LEA ID	**LEA name**	**District-wide Identified Student Percentage (ISP)**	**Eligible to Participate District-wide**	**Near Eligible to Participate District-wide**	**Currently Participating in CEP**	**Participating and Eligible for a Grace Year**	**Total Number of Schools in Participating, Eligible, and Near-Eligible LEAs**	**Total Student Enrollment in Participating and Eligible LEAs**	**Total Number of CEP Schools in the LEA**	**Total Student Enrollment at CEP Schools**	**Currently Participating in CEP District-wide**	**Currently Participating in CEP in One or Some Schools (Not District-wide)**	**Comments**
Enter the LEA ID, as reported on the FNS-742, for each LEA with at least one school eligible to participate in CEP. Entering duplicate LEA IDs will result in an error and the duplicate cells will be highlighted in red until corrected. Yellow cells will clear once data is entered.	Enter the name of each LEA, as reported on the FNS-742, with at least one CEP-eligible school. Yellow cells will clear once data is entered.	Enter the district-wide ISP as of April 1 of the current year. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50% If using the FNS-742 to complete this column, note that data reported in Section 3 of the FNS-742 (Students approved as free eligible not subject to verification) does not include the corresponding data for students in CEP schools or non-base-year Special Provision schools. For a more accurate count of the # of identified students at the LEA-level, States are encouraged to combine the total # of students reported in Section 3 of the FNS-742 for that LEA plus the LEA-level data submitted for inclusion in Data Element #3 of the State-level FNS-834 (The # of SNAP children in CEP schools and non-base-year Special Provision schools). **DO NOT INCLUDE THE 1.6 MULTIPLIER** An ISP greater than 100.00% will result in an error and the cell will be highlighted red until corrected. Yellow cells will clear once data is entered.	An "X" will appear in this column if the LEA in column 2 is eligible to participate in CEP. (ISP in column 3 is >=40%).	An "X" will appear in this column if the LEA in column 2 is nearly eligible to participate CEP. (ISP in column 3 is >=30% and <40%).	Place an "X" in this column if the LEA in column 2 is currently participating in CEP in at least one school. 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 "X" in this column if the LEA in column 2 is currently in its 4th year of CEP 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 LEA in column 2 is currently participating in CEP or eligible/near eligible to participate (there is an "X" in column 4, 5 or 6) enter the total # of schools in the LEA. A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.	If the LEA in column 2 is currently participating in CEP or eligible to participate (there is an "X" in column 4 or 6), enter the total # of students enrolled at the LEA (denominator of ISP). A yellow cell in this column indicates missing enrollment data. Enter the total # of CEP schools to clear the cell color.	If the LEA in column 2 is currently participating in CEP (there is an "X" in column 6), enter the total # of CEP schools. For any participating LEA, if the # of CEP schools entered in this column is greater than the total # of schools entered in column 8, this will result in an error in columns 12 and 13 until corrected. A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.	If the LEA in column 2 is currently participating in CEP (there is an "X" in column 6), enter the # of students enrolled at all CEP schools. This is the sum of the total # of students enrolled in all CEP schools entered in column 10. A yellow cell in this column indicates missing enrollment data. Enter the total # enrollment in all CEP schools to clear the cell color.	An "A" will appear in this column if ALL schools in the LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in CEP district-wide, then the # of schools entered in column 8 should match the # of CEP schools entered in column 10.	An "S" will appear in this column if ONE or SOME, but not all, schools in the the LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in CEP in one or some schools, then the # of schools entered in column 8 should be more than the # of CEP schools entered in column 10.	
101000.00	Albany County School District #1	11.00%			x		17	4,101	1	46		S	
701000	Fremont County School District #1	16.90%											
714000	Fremont County School District #14	55.96%	X		x		3	654	3	654	A		
725000	Fremont County School District #25	23.00%			x		8	2,382	1	30		S	
740001	St. Stephens Indian School	75.62%	X		x		1	244	1	244	A		
721000	Fremont County School District #21	92.00%	X		x		3	509	3	509	A		
738000	Fremont County School District #38	82.00%	X		x		2	465	2	465	A		
1901000	Sweetwater County School District #1	12.21%											
402000	Carbon County School District #2	8.53%											

Attachment A

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

State agency:

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** is 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 May 1 to publish the list of school receiving CEP eligibility notices on your website. This information will be linked to FNS' CEP web site.*

				FOR THE ISP, ONLY USE COLUMN 5 OR 6		COLUMNS 7 & 8 AUTOMATICALLY POPULATE (Only One Column Should Be Marked per School)			FOR PARTICIPATING CEP SCHOOLS ONLY (Only Mark One)				FOR NEAR-ELIGIBLE, ELIGIBLE, AND PARTICIPATING CEP SCHOOLS ONLY	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
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 or near 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 of the current year. 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 of the current year. 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.	
101000	Albany County School District #1	2	Centennial Elementary	50.00%		X							12	
101000	Albany County School District #1	3	Harmony Elementary	30.00%			X						26	
101000	Albany County School District #1	4	Valley View School	33.00%			X						6	
101000	Albany County School District #1	5	Whiting High School	28.00%				x	I				46	
301000	Campbell County School District #1	1	Westwood High School	36.00%			X						144	
701000	Fremont County School District # 1	1	Pathfinder High School	47.50%		X							40	
706000	fremont County School District # 6	1	Crowheart Elementary	36.00%			X						14	
725000	Fremont County School District #25	3	Jackson Elementary	30.49%			X						164	
725000	Fremont County School District #25	2	Aspen Early Learning Center	38.14%			X						236	
725000	Fremont C'ounty School District # 25	1	Frontier Academy	27.00%				x	I				30	
1101000	Laramie County School District #1	1	Afflerbach Elementary	30.20%			X						394	
1101000	Laramie County School District #1	2	Alta Vista Elementary	32.81%			X						253	
1101000	Laramie County School District #1	3	Arp Elementary	31.91%			X						329	
1101000	Laramie County School District #1	4	Hebard Elementary	34.21%			X						114	
1101000	Laramie County School District #1	5	Rossman Elementary	33.73%			X						332	
1301000	Natrona County School District #1	1	Journey	32.54%			X						470	
1301000	Natrona County School District #1	3	Lincoln Elementary	34.76%			X						475	
1301000	Natrona County School District #1	4	Roosevelt High School	32.31%			X						208	
721000	Fremont County School District #21	1	Fort Washakie Elementary School	96.00%		X		x			D		318	
721000	Fremont County School District #21	2	Fort Washakie MIddle School	92.00%		X		x			D		92	
721000	Fremont County School District #21	3	Fort Washakie High School	88.00%		X		x			D		99	
738000	Fremont County School District #38	1	Arapahoe Elementary K-8	83.00%		X		x			D		442	
738000	Fremont County School District #38	2	Arapahoe Charter High School	78.00%		X		x			D		23	
1901000	Sweetwater County School District #1	1	Desert Middle School (Wamsutter)	66.67%		X							3	
2101000	Uinta County School District #1	1	Horizon Jr/Sr High School	36.00%			X						55	
714000	Fremont County School District #14	1	Wyoming Indian Elementary	61.54%		X		x			D		338	
714000	Fremont County School District #14	2	Wyoming Indian Middle School	55.13%		X		x			D		156	
714000	Fremont County School District #14	3	Wyoming Indian High School	45.00%		X		x			D		160	
7401000	St. Stephens Indian School	1	St. Stephens Indian School	75.82%		X		x			D		244	
402000	Carbon County School District #2	1	Medicine Bow Elementary School	44.40%		X							9	