#### Attachment A

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

## 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 <a href="mailto:cepnotification@fns.usda.gov">cepnotification@fns.usda.gov</a> 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 <u>OR</u> 6		DMATICALLY POPULATE ld Be Marked per School)			G CEP SCHOOLS ONLY lark One)	-	FOR NEAR-ELIGIBLE, ELIGIBLE, AND PARTICIPATING CEP SCHOOLS ONLY	
1	2	3	4	5	6	7	8	9	10	11	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	• Particinating as an	Participating as part of a Group of Schools	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.		one CEP-eligible or near eligible school. All schools in the LEAs provided in the 'LEA wide Notification Report' tab should be listed.	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	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.	>=40%)	column 4 is nearly eligible to participate in CEP. (ISP in column 5 or 6 is >=30% and <40%)	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.	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	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,	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.	missing enrollment data. Enter the school-	
101000	Albany County School District #1	2	Laramie Montessori	30.00%			X					76	
	Albany County School District #1	3	Whiting High School	31.00%				х		G	x	67	
	Albany County School District #1	4	Centennial Elementary	23.00%				х		G		47	
	Campbell County School District #1	1	Westwood High School	52.14%		X						140	
701000	Fremont County School District # 1	1	Pathfinder High School	29.80%				х	I			7	
706000	fremont County School District # 6	1	Wind River Learning Academy	33.00%			Х					6	
725000	Fremont County School District #25	3	Lincoln Elementary	35.00%			X					491	
725000	Fremont County School District #25	2	Frontier Academy	38.10%				х	ı		х	21	
725000	Fremont C'ounty School District # 25	1	Willow Creek Elementary	30.98%			X					184	
1101000	Laramie County School District #1	1	Afflerbach Elementary	30.29%			Х					416	
1101000	Laramie County School District #1	2	Arp Elementary	30.62%			X					356	
1101000	Laramie County School District #1	3	Hebard Elementary	32.65%			Х					98	
1301000	Natrona County School District #1	1	Journey School	32.85%			X					481	
721000	Fremont County School District #21	1	Fort Washakie Elementary	58.75%		Х		х				284	
721000	Fremont County School District #21	2	Fort Washakie Middle School	57.50%		Х		х				88	
721000	Fremont County School District #21	3	Fort Washakie High School	54.30%		Х		х				93	
738000	Fremont County School District #38	1	Arapahoe School	93.00%		Х		х				402	
738000	Fremont County School District #38	2	Arapahoe Charter High School	48.00%		Х		х				25	

#### 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 PARTIC	CIPATING 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	<u>District-wide</u> 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 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 eported on the FNS-742, or each LEA with at least one school eligible to participate in CEP.	Yellow cells will clear once data is entered.	current year. ISP = # of identified students divided by total enrollment. Enter the ISP as a percentage rounded to two decimals. Ex: 62.50%	column if the LEA in column 2 is eligible to participate in CEP.	column if the LEA in column 2 is nearly eligible to	column if the LEA in column 2 is currently participating in CEP	column if the LEA in column 2 is currently in its 4th year of CEP participation and is		CEP or eligible to participate (there is an "X" in column 4 or 6), enter the total # of	(there is an "X" in column 6), enter the total # of CEP schools. For any participating	(there is an "X" in column 6), enter the # of students enrolled at all CEP schools. This	column if ALL schools in the LEA in column 2 are participating in CEP. If the LEA in column 2 is participating in	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,	
ntering duplicate LEA IDs vill result in an error and he duplicate cells will be highlighted in red until corrected.		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			case sensitive. Using any other letter or icon will result in an error and the cells	Note: The "X" is <u>not</u> case sensitive. Using any other letter or icon	the total # of CEP schools to clear the cell color.	enrollment data. Enter the total # of CEP schools to	schools entered in column 8, this will result in an error in	A yellow cell in this column indicates missing enrollment data. Enter the total #	should match the # of CEP schools entered in column 10.	then the # of schools entered in column 8 should be more than the # of CEP schools entered in column 10.	
ellow cells will clear once data is entered.		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.				will result in an error and the cells will be highlighted red until corrected.		clear the cell color.	A yellow cell in this column indicates missing data. Enter the total # of CEP schools to clear the cell color.	enrollment in all CEP schools to clear the cell color.			
		enterea.											
1000	Albany County School district #1	12.00%			х	х	3	4,054	1	46		S	
00	Fremont County School District #1	16.90%			х		1	1,832	1	47		S	Is n;ot district wide I deleted the A
0	Fremont County School District #14	51.69%	X		х		3	652	3	652	А		
0	Fremont County School District #25	23.74%			х	х	3	2,414	1	30		S	
1	St. Stephens Indian School	66.42%	X		х		1	265	1	265	А		
0	Fremont County School District #21	57.66%	X		х		3	465	3	465	A		
00	Fremont County School District #38	93.00%	X		х		3	427	3	427	A		
000	Natrona County School District #1	14.38%					1	13,479	-	-		S	
00	Carbon County School District #2	8.53%			х		1	587	1	17	А	S	
00	Carbon County School District #1	20.00%					1	1,743	-	-		S	
00	Campbell County School District #1	14.84%					1	8,774	-	-		S	
000	Sheridan County School District #1	28.34%					2	1,006	-	-		S	
00	Fremont County School District #6	22.00%					1	395	-	-		S	
.000	Laramie County School District #1	13.38%					3	14,219	-	-		S	