

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** 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 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.

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)			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 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 <u>not</u> 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 <u>not</u> 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 <u>not</u> 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 <u>not</u> 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	Laramie Montessori	30.00%			X					76	
101000	Albany County School District #1	3	Whiting High School	31.00%				x		G	x	67	
101000	Albany County School District #1	4	Centennial Elementary	23.00%				x		G		47	
301000	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%				x	I			7	
706000	Fremont County School District # 6	1	Wind River Learning Academy	33.00%			X					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%				x	I		x	21	
725000	Fremont County School District # 25	1	Willow Creek Elementary	30.98%			X					184	
1101000	Laramie County School District #1	1	Afflerbach Elementary	30.29%			X					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%			X					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%		X		x				284	
721000	Fremont County School District #21	2	Fort Washakie Middle School	57.50%		X		x				88	
721000	Fremont County School District #21	3	Fort Washakie High School	54.30%		X		x				93	
738000	Fremont County School District #38	1	Arapahoe School	93.00%		X		x				402	
738000	Fremont County School District #38	2	Arapahoe Charter High School	48.00%		X		x				25	

