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

State agency:	Alabama State 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 _SM.FN.cepnotification@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

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

State agency: | **Alabama State 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** 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 SM.FN.cepnotification@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 >=25%)	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 >=15% and <25%)	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>=15% and <25%.) 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.	