



# CEP Identified Student Percentage (ISP) Correction & Reporting Form

Submission Deadline: April 15th

**Do not complete if there are NO changes to the annual April 1<sup>st</sup> DCA CEP ISP snapshot proxy data shown on MAPS's 'Community Eligibility Provision' form (App menu).** This information is used to compile the May 1<sup>st</sup> publication report of eligible/nearly eligible CEP schools for the upcoming SY and applies to the following circumstances:

1. Report corrections to the annual April 1<sup>st</sup> DCA CEP ISP snapshot proxy data in MAPS for schools having a free direct cert ISP of at least 15% or higher.
2. Private schools that do not report student data to AIM that have identified at least 15% of the enrolled students are directly certified as free eligible.

CEP ISP calculations are established using the total number of students identified as free directly certified and total students enrolled at each school site as of April 1<sup>st</sup>.

**Identified Students** are directly certified for Free school meals through confirmation of eligible program participant data without the need for a household application.

**Directly Certified** students included in the CEP ISP are eligible for 'Free' school meals based on participation data from eligible programs that have been confirmed in DCA or from the program source & includes: SNAP, TANF, FDPIR, Homeless/Runaway, Migrant, Foster Care, Head Start, Medicaid-Free and Extended Eligibility (Extended Elig applies to SNAP, TANF, FDPIR & Medicaid only).

**Medicaid-Reduced students cannot be included in the ISP count for CEP eligibility, only Free sources. Proof of Medicaid eligibility must be confirmed through DCA and cannot be confirmed any other way.**

To be eligible for CEP, participating schools must have identified at least 25% of the enrolled students are directly certified as free eligible. The 25% minimum ISP threshold to participate can be applied to an individual school, a group of schools, or district-wide. Individual schools with an ISP below 25% may still be eligible if grouping CEP eligibility and the sum of the grouped schools' ISP is at least 25%. CEP reimbursement applies a 1.6 multiplication factor to the ISP to determine the Free reimbursement rate.

**District's wanting to participate in CEP must complete the CEP Schedule of the upcoming SY's MAPS Application Packet by June 30<sup>th</sup>.**

Questions email Alie Wolf at [aliew@mt.gov](mailto:aliew@mt.gov). Fax completed forms (406) 444-1488, or email [SNPInfo@mt.gov](mailto:SNPInfo@mt.gov).

Sponsor/District Name:	Date of ISP Data:
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School Site Name	School Site Number	Total Number of Students Enrolled	Total Number of Students Identified as Free Direct Cert	Identified Student Percent (ISP) (Identified Students / Enrollment x 100)

Districts utilizing this form are reporting direct certification data that has NOT been captured in the OPI DCA snapshot reports. By submitting this form, you certify the information is accurate and that the LEA has saved supportive documentation that includes a list of students certified as of April 1<sup>st</sup> that is retrievable for audit purposes.

LEA Authorized Representative Signature/Title:	Date:
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OPI Use Only	
Approved by OPI School Nutrition Programs _____	Date _____
Comments _____	_____