

Prep Data for the Annual CEP Eligibility Snapshot April 1st

CEP Snapshot Data April 1st

Direct Certification and enrollment counts are captured April 1st for qualification in the Community Eligibility Provision (CEP) the following SY. The OPI utilizes the [DCA](#) system for the April 1st CEP snapshot data. To be eligible for CEP, 40% or more of the enrolled students must be identified as directly certified as of April 1st prior to implementing. For additional information on CEP, please see the [CEP Fact Sheet](#) or contact OPI-School Nutrition Programs at (406) 444-4413.

Before April 1st – Prep Data in DCA *(see steps below)*

Follow the steps below to maximize direct certification counts in DCA before the April 1st snapshot. The April 1st ISP snapshot data will be captured and displayed within MAPS's 'Community Eligibility Provision' form located in the SNP application menu by April 3rd. Please review the April 1st snapshot data in MAPS and report any corrections by April 15th.

DCA - Current Direct Certification Rates

Locate current direct certification rates within the 'Direct Certification Report' or the 'DC Activity Source Percentages by SFA' report in DCA.

CEP Participating Schools: Compare Current DCA Rates to the Approved CEP Schedule in MAPS

Participating LEA/schools can locate their established CEP ISP data within the CEP Schedule of the current school year's Application Packet in [MAPS](#). CEP rates are locked in for a period of 4 school years. However, if the latest direct certification rates are higher than those already established, schools may have the opportunity to increase their CEP reimbursement rate by starting a new 4-year cycle. Updates can be made to the new school year's CEP Schedule in MAPS. *New SY App Packets available early April.*

Participation in CEP for the upcoming SY

All schools wanting to participate in CEP for the upcoming SY must complete the CEP Schedule/Application Packet within MAPS by June 30th. MAPS Application Packets will be available early April for the upcoming SY.

Complete pertinent CEP related questions on the Sponsor/Site Application forms first for the CEP Schedule to display properly.

Prep DCA Data Before April 1st to Optimize Direct Certification Counts

Steps to ensure data in DCA is accurate, up-to-date and includes all students that should be directly certified

Detailed DCA instructions related to matching and manually certifying students can be found in MAPS download forms.

1. AIM Enrollments

- **Ensure AIM enrollments/un-enrollments are updated.**
 - DCA utilizes student data from AIM and matches to potential eligibility sources. In determining direct cert percentages, the total enrollment count serves as the denominator in the calculation.
- **Confirm Homeless and Migrant indicators are updated in AIM.**
 - Homeless and Migrant flags will automatically directly certify a student record in DCA.

2. DCA - Manual Certifications

- **Extended Eligibility - Applies to SNAP, TANF & FDPIR households.**
 - Review the Direct Certification Report - Are all students residing in the same household listed on the report?
 - If any child in a household is directly certified through SNAP/TANF/ FDPIR, the eligibility can be extended to all students in the household. Applicable student records can be saved as manually directly certified due to extended eligibility in DCA.
- **Manually Directly Certify Students** - Students in DCA can be manually certified when documentation is confirmed (agency records).
 - Direct Certification Eligibility Sources include: SNAP, TANF, FDPIR, Homeless, Migrant, Runaway, Head Start and Foster.
 - SNAP letters do not count as direct certification.

3. DCA - Match Students to Eligibility Sources

- Review list of 'Students with Potential Matches' - Link applicable matches
- Review the 'Unmatched Source Report' for your county – Link students that should be matched to their eligibility source.

4. Compare Student Data System to DCA

- Does the total number of students directly certified from your district's student information system match the count of students directly certified in DCA?
 - Analyze data differences
 - Some student information systems automate extended eligibility for SNAP, TANF & FDPIR households. Confirm applicable student records in DCA also have extended eligibility indicated.