Verification Instructions – Operating CEP Districtwide

School districts operating CEP at *all sites* should report the following items on the Verification Report.

1-1.A: Total number of school sites

1-2.B: Total number of students enrolled as of October 31st

2-3.A: Number of school sites operating CEP

2-3.B: Number of students enrolled at CEP Sites as of October 31st

3-1: Check the box – CEP schools are not required to do direct certification activities

5-1: Check the box – CEP schools are exempt from the household verification process

Then click the 'Save' button at the bottom.

Section 1 – Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**	A. Number of Schools OR Institutions	B. Number of Students
	1-1: Total schools (Do not include RCCIs):		
	1-2: Total RCCIs (Do not include schools counted in 1-1):		
	1-2a: RCCIs with day students (Report ONLY *day* students in 1-2aB):		
	1-2b: RCCIs with NO day students:		

Section 2 – SFAs with schools operating alternate provisions	**ONLY SFAs with alternate provisions must report Section 2**	A. Number of Schools AND Institutions	B. Number of Students
	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		
	2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		
	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		
	2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
	2-3: Operating the Community Eligibility Option:		
	2-4: Operating other alternatives for NSLP and SBP:		
	2-5: Operating an alternate provision(s) for only SBP or only NSLP:		

ALL SFAs must report Section 3 or check box 3-1 if applicable

3-1: [X] Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with **SNAP** (i.e. NON BASE year Provision 2/3 for all schools)

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1: [X] Check the box if ALL schools and/or RCCIs are exempt from verification (*see instructions for list of exemptions*). If 5-1 is checked, no further reporting in Section 5 is required.