

Division of School and Community Nutrition

School Nutrition Program April DC Data

CNIPS Quick Reference Series

Targeted Audience: SNP Sponsors – Private and Public Schools

March 10, 2014
Version: 2.0

Preface

About the CNIPS QuickReference Series

The Division of School and Community Nutrition recognizes the need for sponsors to have up-to-date information when completing the required information for submission to SCN. To accommodate that need a CNIPS QuickReference Series has been initiated. These brief guides will offer the essential information to sponsors on completing a desired task and will be updated as needed. Sponsors should regularly check to see that they have the most current version. The major advantage to issuing QuickReference guides is that sponsors can obtain the information they need to complete an item without printing out the entire CNIPS sponsor user manual.

Obtaining Help

Sponsors can always obtain assistance through the SCN Help Desk or their program consultant. SCN can be reached at (502) 564-5625.

Version History

Version	Date	Description	Author
V1.0	3/26/2012	Original	Angela Voyles/Brad Blunt
V1.1	3/28/2012	Included additional questions and answers; minor formatting changes	Angela Voyles/Brad Blunt
V1.2	3/26/2013	Included CNIPS screenshots for reporting April DC data	Brad Blunt
V2.0	3/10/2014	Revised to reflect the most recent guidance issued by USDA.	SCN Programmatic Delivery Section

Minor versions are designated by version updates 1.X, which includes minor clarifications, correcting typographical errors, etc.

Major version revisions are designated by X.0, which includes significant additions or changes.

Section 1: Introduction

Introduction

Every year in April, all private and public schools participating in School Nutrition Programs (SNP) must report their direct certification (DC) and total enrollment counts. From this information the sponsors can determine their site's potential eligibility or full eligibility for the Community Eligibility Provision. The purpose of this document is to provide guidance on April DC reporting within CNIPS: obtaining the data, recordkeeping requirements, and a providing a helpful checklist.

Basic Overview

The following provides a basic overview of the process that food service directors should follow for the April DC reporting process:

- **Identification:** Identify all the students who qualify as directly certified using the criteria noted later in this document. Ensure that you maintain this documentation for subsequent review by SCN.
- **Reporting:** Enter the information into CNIPS on the Community Eligibility Option site list.
- **Recordkeeping:** Maintain an archived copy in secure location per the guidelines shown later in this document.

Section 2: Identifying DC Students

Definition of DC

The USDA has issued guidelines on what constitutes a directly certified student. The clearest indication of a directly certified type is as follows:

Direct Certification: A state or locally provided list of students who meet the eligibility criteria for one of the following programs or statuses:

- KTAP/SNAP
 - Homeless/ runaway/migrant
 - Head Start
 - Foster Children (if you have a list from an authoritative agency)
 - Medicaid
-

NOTE: If the list is obtained from the LEA (e.g., homeless liaison, Head Start Coordinator) then the list must be signed and dated. A household application is insufficient documentation to prove the child is homeless, runaway, migrant or a foster child. The signed lists must be dated on or before April 1st. **Any list that is not signed and dated by the proper official within the**

district cannot be utilized for D.C. reporting or used in calculating an identified student percentage in CEP.

Section 3: Reporting April DC Data

Source of April DC Data: POS

All April DC reporting will be taken from your POS. Print the reports from your POS that will show total DC students and total enrollment. Use this information to key it into CNIPS. **The reports should be run on April 1st or the last operating day in March that school is in session.**

Entering Data into CNIPS

Districts should enter their DC data into CNIPS. Detailed instructions for entering that information are contained in the CNIPS Sponsor User Manual.

Entering Data into CNIPS

Districts should enter their DC data into CNIPS by April 15th. Detailed instructions for entering that information are contained in the [CNIPS Sponsor User Manual](#). Screenshots are included below for your reference.

1. Login to CNIPS
2. Navigate to **Applications>Community Eligibility Option**

Action	School Year	Reporting Date	Status
Detail	2013 - 2014	April 1, 2014	Not Started

3. Click **Detail** on the applicable school year.

General Information

Reporting Date: April 01, 2014

Due Date: April 15, 2014

Instructions

The Community Eligibility Option (CEO) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Sites that elect this option agree to serve all students free lunches and breakfasts for four successive school years and claim the meals based on a percentage of identified students multiplied by a factor of 1.6. Sites which have a 40% or greater percentage of Directly Certified (DC) students are eligible for this option. Sites whose percentage is between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Directly Certified (DC) students and Enrollment as of April 01, 2014

Site ID	Site Name	Nbr of DC Students	Enrollment	DC % of Enrollment	Eligible?	Potentially Eligible?
1	Elementary School	<input type="text" value="0"/>	<input type="text" value="0"/>			
2	High School	<input type="text" value="0"/>	<input type="text" value="0"/>			

Total Sites: 2

- Key in the number of DC students and total enrollment for all students who are part of the School Nutrition Program for each site.
- Click Save.

Section 4: Recordkeeping

Required Documentation

Districts must maintain documentation to validate the April data reported annually. The following documentation must be maintained:

- Rosters for all schools used in April reporting. (All should be the same date. Dated April 1 or the last operating day in March whichever was used).
- The March history DC list (the last DC download completed prior to the April 1st reporting date).
- Copies of the signed and dated homeless list, runaway list, migrant list, Federally Funded Head Start list and Foster Child list (if provided from authoritative agency outside of the direct certification download).
- Records that can validate the children who are directly certified through an extension of eligibility of another household member. These should be the same records that are used to identify and confirm the household composition that enabled the extension of eligibility. For public school sponsors, a student census report from Infinite Campus should provide this information and can be electronically archived. (Location in IC: Census>Reports>Census Verification; recommend including SSID and SSN on the report).

Records may be printed, maintained electronically or a combination of both. If records are saved electronically using an alternate data storage device (such as a flash drive or CD), additional copies should be maintained that are either printed or saved on a secure server (should not be specific to an individual to ensure long-term access availability). All records used to compile April data reporting must be maintained for 3 years plus the current year for non CEP sponsors. For CEP sponsors, this documentation must be maintained for 3 years after the completion of their four year cycle.

April DC Checklist

BEFORE YOU BEGIN:

- ___1. Verify that your DC counted are updated to reflect an effective status of April 1st in your POS system. (March D.C. history file downloaded).
- ___2. Ensure all your local DC documentation (homeless, runaway, migrant, etc.) has been **signed** and **dated** (April 1st date or earlier).

ENTERING YOUR DATA:

- ___1. Key in your data into the CNIPS CEO Site list screen.
- ___2. Verify the accuracy of your information.

ARCHIVING YOUR INFO:

- ___1. Please archive your information organized by site:
 - a. POS rosters
 - b. All DC lists (March DC history file, homeless list, etc.)
- ___2. Store these in secure location for 3 years plus the current year (longer if you are CEO/Provision 2).

Due Date: Record the data in CNIPS by **April 15th** of each year.

Section 4: Q & A's

1. Who are the students that are to be reported as directly certified for April data reporting?

Directly certified students are those who have been identified as eligible for free meals through means other than an income application. Students who are categorically eligible based on information, such as a case number, submitted through a free and reduced price application are **NOT** included.

Students to include in Directly Certified counts are those identified through:

- Direct certification lists from the State Agency that is downloaded monthly for SNAP, TANF, Medicaid and Foster Children.
- Children, who have been certified as homeless or runaway, identified on a **signed** list from the Homeless Liaison.
- Children, who have been certified as migrant, identified on a **signed** list from the Migrant Coordinator.
- Children, who have been identified as a fully federally funded Headstart student, identified on a **signed** list from the Headstart Director.
- Foster Children certified through means other than a household application and the Direct Certification downloads.

Only students who have a directly certified status on or before April 1st should be included in the April data reported in CNIPS.

2. What number should be used as the total enrollment in April data reporting?

Enrolled students are those who are enrolled and are in attendance at an identified school on April 1st. This number should include only those who have access to the NSLP or SBP and not just students that participate in a program or receive services from the district.