

# Data Reporting Guidance for Identified Student Percentage



## What is the Identified Student Percentage

The Community Eligibility Provision (CEP) uses the percentage of identified students in a school to determine eligibility and how much federal reimbursement each school receives.

Identified students include any student who has been certified for free school meals without the use of a household income application. These students have been determined to be eligible for free meals through their participation in any one of the following programs:

- Supplemental Nutrition Assistance Program known as SNAP
- Extended eligibility with SNAP
- Temporary Assistance for Needy Families known as TANF
- Food Distribution Programs on Indian Reservations (or FDIPIR)

As well as:

- Foster Status (certified through means other than a household income application)
- Migrant Status (certified by a migrant coordinator)
- Homeless/Runaway Status as defined under the McKinney-Vento Homeless Act or under the Runaway and Homeless Youth Act
- Head Start participation or
- Medicaid Free status

These identified students are counted at each school as of April 1 and reported to the School Nutrition Unit every April. By comparing the number of Identified Students to the number of enrolled students, each school is assigned an Identified Student Percentage or "ISP".

All sponsors operating the National School Lunch and School Breakfast Programs must report this information each year.

## For More Information

More information about CEP and required data reporting can be found on the Provisional Programs webpage:

<https://www.cde.state.co.us/nutrition/provisional-programs>

## Enrolled Students

An enrolled student is defined as any student who is enrolled in and attending schools that participate in the National School Lunch Program and/or School Breakfast Program and who have access to at least one meal service daily. This includes half day students who have access to at least one meal service.

## Alternate Date Request

If April 1 does not fall on a business day, data should be reported from the next following business day. Sponsors that are unable to provide data as of April 1, or the next following business day, may request an alternate deadline. Contact your School Nutrition team member for guidance.

## Notification

The School Nutrition Unit will notify sponsors that are eligible or potentially eligible for CEP by April 15.

All eligible or potentially eligible CEP sites are publicly posted by May 1.



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## Step 1: Log in to the Colorado Nutrition Portal

**Returning Users: Log On**

User ID:  
username  
Password:  
\*\*\*\*\*  
[Forgot Your Password?](#)

**Log On**

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**Welcome to the Colorado Nutrition Portal**

If you have been locked out, please click on the "Forgot Your Password?" link to reset your password.

If you need access for a new user, please complete this form. (Do not use this form to request a password reset.)

**CACFP Only:** Find CACFP 2023 claim due dates [HERE](#).

**CDE Only: Claim Upload Errors:** The claim upload feature is now fixed and should be working as intended. If you experience issues with claiming, please contact your CDE Point of Contact.

**CDE Only:** If you need to add a new site, please complete this form.

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## Step 2: Select School Nutrition Programs

**School Nutrition Programs**

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

**Programs**

School Nutrition Programs	Accounting	Child and Adult Care Food Program
	Maintenance and Configuration	Direct Certification
Summer Food Service Program	Security	

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Step 3: Select Applications at the top of the screen and then Community Eligibility Provision from the drop-down list

**School Nutrition Programs**

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > School Year: 2022 - 2023

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Application Manager Dashboard	Application Management Tool
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Sponsor Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Audit Status Summary
Food Service Management Contracts	Manage Food Service Management Contract and Sponsor to Sponsor Agreements
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Site List	Fresh Fruit and Vegetable Program Site List
Capital Expenditure Request	Capital Expenditure Request
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Professional Standards	Professional Standards
Download Forms	Forms Available for Downloading

Step 4: On the Community Eligibility Site List, Select 'Add' under the action heading for the current school year

**School Nutrition Programs**

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > CEP Year List > School Year: 2022 - 2023

**Community Eligibility Provision (CEP) Site List**

NOT ON NDL  
0010 Status: Active  
**MAPLETON 1**  
DBA: Mapleton Public Schools  
7350 BROADWAY  
DENVER, CO 80221-3610

Type of Agency: Educational Institution  
Type of SNP Organization: Public

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2022 - 2023	April 1, 2023	April 10, 2023	April 14, 2023	Not Started
View   Modify   Admin	2021 - 2022	April 1, 2022	April 1, 2022	September 5, 2022	Submitted
View   Modify   Admin	2020 - 2021	April 1, 2021	April 1, 2021	June 18, 2021	Submitted
View   Modify   Admin	2019 - 2020	April 1, 2020	May 1, 2020	June 15, 2020	Approved
View   Modify   Admin	2018 - 2019	April 1, 2019	April 1, 2019	April 12, 2019	Approved
View   Modify   Admin	2017 - 2018	April 1, 2018	April 1, 2018	April 15, 2018	Approved

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Step 5: For each school site listed, enter the number of Identified Students and Enrolled Students as of April 1

**School Nutrition Programs**

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > CEP Year List > CEP Site Eligibility > School Year: 2022 - 2023

VIEW | MODIFY | DELETE | INTERNAL USE ONLY

### Community Eligibility Provision (CEP) - Site Eligibility For School Year: 2022 - 2023

NOT ON NDL  
0010 Status: Active  
**MAPLETON 1**  
DBA: Mapleton Public Schools  
7350 BROADWAY  
DENVER, CO 80221-3610

Type of Agency: Educational Institution  
Type of SNP Organization: Public

#### General Information

Reporting Date: April 01, 2023  
Due Date: April 01, 2023

#### Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.  
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

**Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.**

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
00187	MAPLETON EXPEDITIONARY SCHOOL OF THE ARTS	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
00212	MAPLETON EARLY CAREER PREPARATION	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
00263	GLOBAL LEADERSHIP ACADEMY	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
00309	ACADEMY HIGH SCHOOL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
00501	MONTEREY COMMUNITY SCHOOL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
00502	MEADOW COMMUNITY SCHOOL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		

The Identified Student Percentage will automatically populate and the Eligible and Potentially Eligible columns will populate with an X if applicable. Sites that have an ISP of 25% or greater are eligible for CEP.

Once you have confirmed the information entered is accurate and complete, click the red 'save' button and exit the portal.

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