

MEMORANDUM

TO: Food Service Managers & Directors
 FROM: Rosie Krueger, State Director of Child Nutrition Programs
 SUBJECT: Instructions for Completing Site Enrollment Reports
 DATE: December 2, 2020

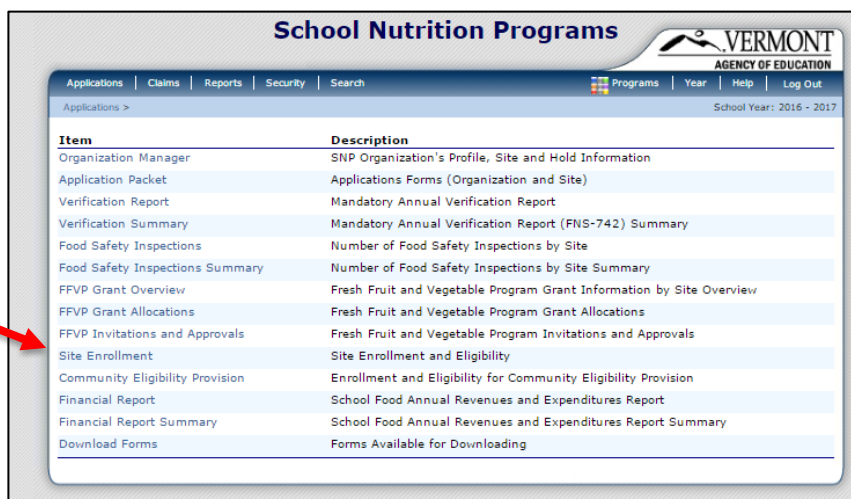
Please follow the below instructions to submit your Site Enrollment Reports online as part of the VT-CNP Web Program. The process is quite simple and will take just a few moments of your time. Please submit your reports between November 1 and November 16.

School Year 2020-2021 Specific Instructions:

Per Question 4 of the [USDA O & A's issued on October 14th](#), the 30 day carry-over of prior year benefits will not start to elapse until the National School Lunch Program and School Breakfast Program begin to operate. If your School Food Authority is operating the Summer Food Service Program instead of the NSLP/SBP, your site enrollment report should include all free and reduced-eligible children from the prior school year who are currently enrolled in your school, unless a more recent determination has been made about them because they submitted a new application or appeared on the direct certification list. These students will continue to be eligible until thirty operating days after you begin operating the NSLP/SBP (not until next school year). You should also include in you report any children who have been approved for free and reduced meals through applications submitted this school year (as of October 31, 2020), as well as any children who have appeared on the Direct Certification list from AOE, are in the same household as a child who appeared on the list from AOE, or who are directly certified because they are state-placed foster, homeless, runaway, migrant, or head-start.

Enrolled students include students who are attending school in-person as well as those who are attending school remotely/virtually. It should not include home-study students or students who have graduated or are otherwise no longer receiving educational services from this school.

- Go to the applications screen for your SFA. Click on the **Site Enrollment** line to access the report.



School Nutrition Programs	
Item	Description
Organization Manager	SNP Organization's Profile, Site and Hold Information
Application Packet	Applications Forms (Organization and Site)
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
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
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
Download Forms	Forms Available for Downloading



- Click on **Detail** for the current school year.

School Nutrition Programs VERMONT AGENCY OF EDUCATION

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

Applications > Site Enrollment Year List > School Year: 2016 - 2017

Site Enrollment

S001 Status: Active
Addison Northeast Supervisory Union
 DBA:
 56 Munsil Avenue
 Bristol, VT 05443
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	School Year	Reporting Month	Sites Entered
Detail	2016 - 2017	October 2016	6
Detail	2015 - 2016	October 2015	6
Detail	2014 - 2015	October 2014	6
Detail	2012 - 2013	October 2012	0

< Back

- Click on **Modify** to open the report for the selected school

S001 Status: Active
Addison Northeast Supervisory Union
 DBA:
 56 Munsil Avenue
 Bristol, VT 05443
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Reporting Month: October 2016

Action	Site ID	Site Name	Type	Lunch Free	Lunch Reduced	Lunch Paid	Lunch Total	% Free & Reduced
View Modify	0001	Beeman Elementary School	Eligibility Meals Participation	0 337 18	0 190 10	0 686 37	0 1,213 65	0.0000 % 43.4460 % 43.0769 %
		Bristol	Eligibility	0	0	0	0	0.0000 %

- For the month of October, enter the number of **Operating Days**.

Enter the total number of students **Enrolled** on the last day of month (10/31).

Enter the total number of **Free** and **Reduced** students who were enrolled on the last day of the month (10/31). The paid number will self-populate.

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

Applications > Site Enrollment Year List > Site Enrollment Site Detail > VIEW | MODIFY

2016 - 2017 Site Enrollment

S001 Status: Active
Addison Northeast Supervisory Union
 DBA:
 56 Munsil Avenue
 Bristol, VT 05443
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

0001 Status: Active
BEEMAN ELEMENTARY SCHOOL
 50 North Street
 New Haven, VT 05472

General Information

Reporting Month: October 2016
 Type of SNP Agency: Public

Enrollment and Eligibility

	Lunch
Operation and Enrollment	
Operating Days	19
Enrollment	0
Eligibility	
Free	0
Reduced	0
Paid	0

5. Enter this information for each of the sites in your SFA, click **Save** and then click **Finish**. **Note:** Enter information only for those sites that provide school lunch. Your SFA may list additional sites that do not offer school lunch. Sites participating in the Special Milk Program are not required to enter a report.

The **“Direct Certified”** section is erroneously named. This section simply populates with your claims data from October in ‘Number of Meals Served’ and calculates the rates below, based on that information. This year, most SFAs did not submit an October 2020 School Nutrition Programs claim because most were operating SFSP. For this reason, it is likely your ‘Number of Meals Served’ will populate with ‘0’s.

Provision 2 Schools:

For schools operating Provision 2 for both breakfast and lunch that are not operating in their base year, take the current year total enrollment as of October 31st and multiply it by their base year Free and Reduced percentages to calculate the information for the report.

Schools operating Provision 2 that are in their base year should report the actual free and reduced status of the students.

Updated 11/5/20: CEP Schools:

Sites operating CEP should use the individual sites' claiming percentages to complete the Site Enrollment Report. Even if the sites are grouped together in a CEP Group normally, we want to use the individual site data for this report. Navigate to the Application Packet in CNPWeb and click ‘CEP Schedule.’ From there, scroll down to the section titled ‘Grouping.’ This is where you will find the claiming percentage for each site.

Multiply the “Claim % Free” for each site by their enrollment as of October 31st to find the number of students that should be reported in the free category.

Enter a ‘0’ in the reduced category, and the paid number will self-populate.

If you have any questions, contact [Rosie Krueger](#) or [Ailynne Adams](#).