VERMONT
AGENCY OF EDUCATION
CHILD NUTRITION PROGRAMS

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MEMORANDUM

TO: Food Service Managers & Directors
FROM: Rosie Krueger, State Director of Child Nutrition Programs
SUBJECT: Instructions for Completing the Site Enrollment Collection
DATE: November 29, 2021

Site Enrollment Collection

Please follow the below instructions to complete your Site Enrollment Collection online within the [Harvest Child Nutrition System.](#) This process has been simplified and the data collection will take just a few moments of your time. Please complete and submit your Collection by December 15, 2021.

## Instructions Specific to School Year 2021-2022

Per Question 5 of the [SP 22-2021, CACFP 17-2021, SFSP 10-2021 Questions and Answers for Child Nutrition Program Operations in School Year 2021-2022, Q&A #2,](#) 30-day carry-over of prior year benefits will not start to elapse until the National School Lunch Program (NSLP) and School Breakfast Program (SBP) begin to operate. If your School Food Authority (SFA) is operating the Seamless Summer Option (SSO) instead of the NSLP/SBP, your Site Enrollment Collection should include all free and reduced-eligible children from School Year 2020-2021 and/or School Year 2019-2020 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 (in School Year 2022-2023). You should also include in your Site Enrollment Collection any children who have been approved for free and reduced meals through applications submitted this school year (as of the last operating day in October 2021), 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 should not include home-study students without access to the school meals program or students who have graduated or are otherwise no longer receiving educational services from this school.

Completing the Collection

1. Log in to the [Harvest Child Nutrition System](). Click the Data Collections tab at the top of the screen. Under Site Enrollment, click on "Create Collection for 2021-2022".
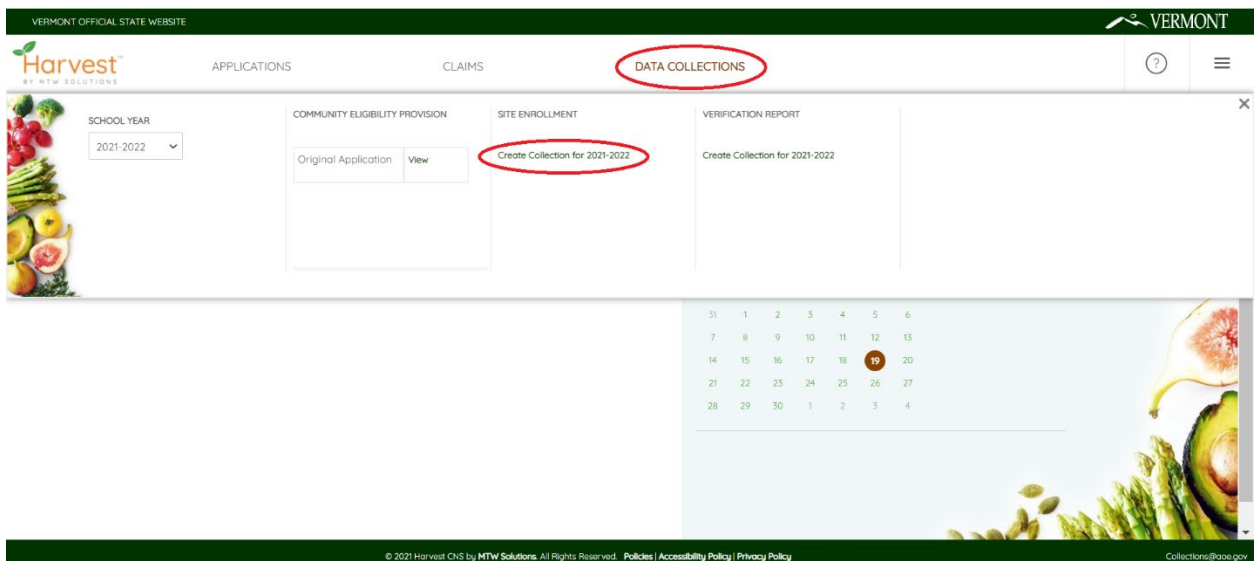
2. Next to each approved site from your School Nutrition Program Application packet, you will have a link to "Start." After clicking Start you will be prompted, "Are you sure you want to create the site application?" Select, "Yes" to open the data collection for that site.

   Note: Sites participating in the Special Milk Program are not required to enter a data collection.
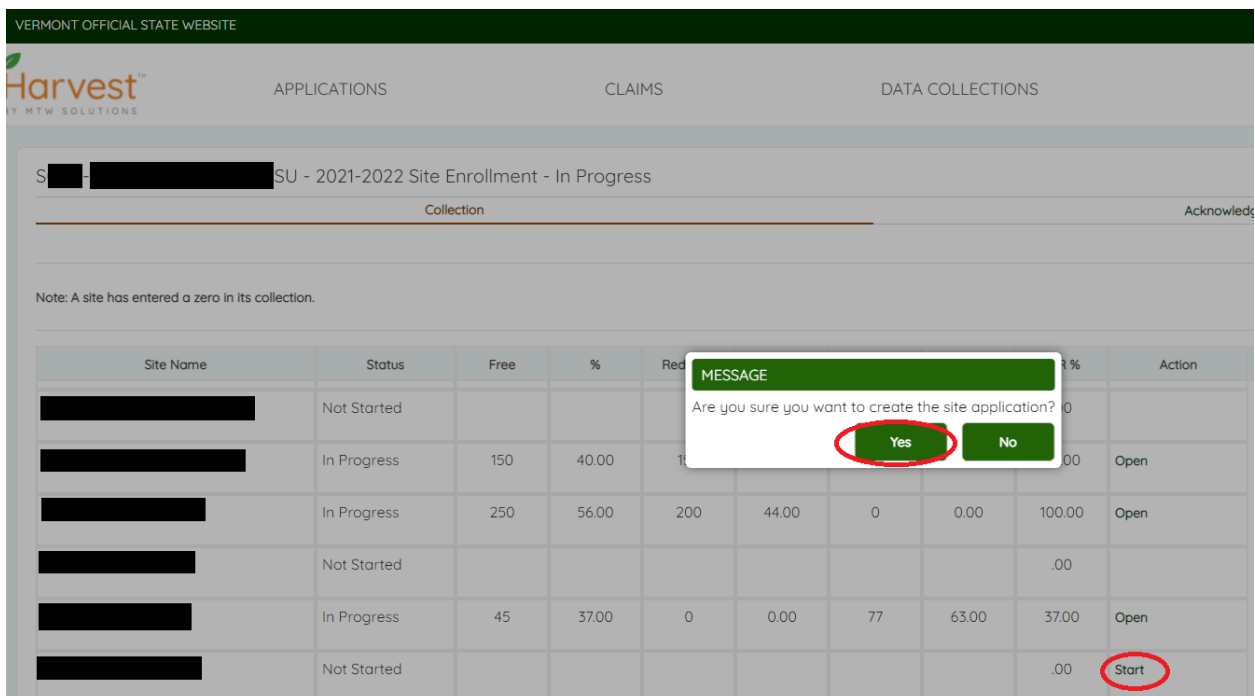
3. Underneath the instructions, the page will display if the site is CEP, Provision 2 - Breakfast Only, or Provision - Breakfast and Lunch. See **Provision 2 Sites** and **CEP Sites** paragraphs below for instructions on how to fill out the report for these non-pricing sites.

4. In **Total Enrollment**, enter the number of students enrolled on the last operating day of October 2021. This should include any students who have access to the school meals program, which may or may not include Pre-K students, depending on the school. For sites that would have been standard counting and claiming NSLP in a normal year, enter the total number **Free**, **Reduced**, and **Paid** students who were enrolled on the last operating day of October 2021. To avoid losing data, click "Save" (if you want to edit the site and before you submit it to AOE) or "Save and Complete" (if you are done editing the site). Click "Return to Application" In the upper right corner of the page to return to the main site list in the data collection.

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5. Enter **Total Enrollment**, **Free**, **Reduced**, and **Paid** students for each of the sites in your SFA. "Save and Complete" each one.

   If there are sites listed which are not typically be a part of your SFA and are only operating under you this year to take advantage of the free meals due to SSO, and they are not collecting free and reduced meal applications, please enter the enrollment in the Total Enrollment field and the same figure in the Paid field. We will be sure to remove these sites from the Free and Reduced Eligibility Report before we publish it on our website.

6. Once data has been entered and you have selected "Save and Complete" in each individual site, go the Acknowledgement and Certification tab of the site summary page. Check the box next to the certification statement and then click "Accept & Submit." If there are errors preventing the submission of your Site Enrollment Collection these will display in the Messages tab listed vertically on the far right of the screen and must be corrected before submitting the Collection.

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Provision 2 Sites

For schools operating Provision 2 - Breakfast and Lunch that are not in their base year, enter the current year Total Enrollment as of the last day of October 2021 and the system will calculate the Free and Reduced numbers based on your base year claiming percentage. Schools operating Provision 2 – Breakfast and Lunch that are in their base year should report the actual Free, Reduced, and Paid numbers.

CEP Sites

For sites operating CEP, please wait until AOE has told you that the system is ready to accept your site enrollment report. Then, enter the Total Enrollment as of the last operating day in October 2021. The system will calculate the Free and Reduced numbers based on the individual sites' claiming percentages (even if the sites are grouped together in a CEP Group normally).

Revisions

If you need to revise the Site Enrollment Collection for any reason, you will have the ability to do so. It is important that the information captured be as accurate as possible because this information is used for a variety of purposes including qualification sites for grants and other funding opportunities.

Questions

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If you have any questions about the Site Enrollment Collection or this document, please contact Rosie Krueger or Ailynne Adams.