Template Letter Intent to Participate in CEP

[Date]

Rosie Krueger, State Director of Child Nutrition

Vermont Agency of Education

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

Dear Rosie,

[Insert School Food Authority (SFA) name] intends to [begin participating in/begin a new 4-year cycle in] - choose one the Community Eligibility Provision for the 2024-2025 school year. As of April 1, 2024, our enrollment and number of identified students were as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Site Name** | **Number of Identified Students** | **Enrollment** | **Identified Student Percentage** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Complete table using information from the above date. The SFA will later be required to submit back-up documentation substantiating this data.]

Sincerely,

[Superintendent, Business Manager, or Food Service Director]