

Calculating Title I Data for CEP Schools for SY 21-22

Each year, Title I utilizes the free and reduced data on the Free and Reduced Lunch (FRL) Report to determine funding allocations for non-CEP schools. For Title I to determine funding allocations for CEP schools, the School Nutrition Program (SNP) must annually provide the number of directly certified students to Title I. The SNP will use Part 2 of the Determination Worksheet (DW) to calculate the number of directly certified students based on the requested FTE (enrollment) month and year from Title I. The data calculated in Part 2 of the Determination Worksheet must be recorded on the Title I Data for CEP Schools Form. The form must be signed and dated by the SNP Official and Title I Official. Copies of the form must be maintained as documentation by both departments.

Step 1: Title I determines which enrollment data will be used and communicates selection to SNP.

- Enrollment Data October 2019 (FRL Report SY 20)
- Enrollment Data October 2020 (FRL Report SY 21)
- March FTE 2021
- Other

Step 2: SNP utilizes Part 2 of the Determination Worksheet to calculate the number of directly certified students based on the enrollment data selected by Title I in Step 1.

- Locate the correct FRL Report for the requested enrollment data. Please note, if March FTE 2021 data or Other data was requested, contact your Title I Official.
- Enter the total enrollment and pre-k enrollment from the FRL Report into Part 2 of the DW.
- Part 2 of the DW will calculate the current year directly certified data for total enrollment and pre-k enrollment.

Step 3: SNP completes the Title I Data for CEP Schools Form.

- Enter each CEP school's code and name in columns 1 and 2.
- Enter the selected FTE month and year at the top of columns 3 and 4.
- Enter the total number of directly certified students by school from Part 2 of the DW in column 3.
- Enter the number of pre-k directly certified students by school from Part 2 of the DW in column 4.
- SNP Official signs and dates the form.

Step 4: SNP provides Title I Data for CEP Schools Form to Title I Official.

- Title I Official must sign and date the form after reviewing the completed form.
- Title I and SNP must keep a copy of the form as documentation.