FTE Enrollment (Month/Year) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| **School Code**  **(1)** | **School Name**  **(2)** | **Total School Enrollment**  **(3)** | **Total Number of Directly Certified Students**  **(4)** | **Pre-K Enrollment Only**  **(5)** | **Number of Directly Certified Students for Pre-K Only**  **(6)** |
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**SNP Official Signature:** Click or tap here to enter text. **Date:** Click or enter text.

**Title I Official Signature:** Click or tap here to enter text.  **Date:** Click or enter text.

**Instructions for Calculating Title I Data for CEP Schools**

Annually, Title I utilizes the free and reduced data from 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 FTE (enrollment) month and year requested by Title 1. The SNP must record the data calculated in Part 2 of the Determination Worksheet on the Title I Data for CEP Schools Form. The SNP Official and Title 1 Official must sign and date the form. Both departments should maintain copies of the form for documentation purposes.

**Step 1: Title I determines the FTE enrollment (month/year) and communicates the selection to SNP.**

* Enrollment Data October 2023 (FRL Report SY 24)
* Enrollment Data October 2024 (FRL Report SY 25 – Please inform your Title 1, Part A Specialist if this option is chosen)
* March FTE (Please inform your Title 1, Part A Specialist if this option is chosen)

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

* Locate the FRL Report for the requested FTE enrollment data.
* Using the enrollment data from the FRL Report, enter the total enrollment (including Pre-K) and Pre-K enrollment for each school in Part 2 of the DW.
* Part 2 of the DW will calculate the current year’s number of directly certified students based on total enrollment (including Pre-K) and Pre-K enrollment.

**Step 3: SNP completes the Title I Data for CEP Schools Form using the data calculated in Part 2 of the DW.**

* Enter the selected FTE month/year at the top of the form.
* In columns 1 and 2, enter the school code and name for all CEP schools.
* In column 3, enter the total school enrollment, including Pre-K.
* In column 4, enter the total number of directly certified students.
* In column 5, enter the Pre-K enrollment.
* In column 6, enter the number of directly certified students for Pre-K only.
* 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.