

# Annual Audit Review: At-Risk Count Questionnaire (Form AUD-110)

July 2025

School Auditing Office

1525 Sherman Street, Suite 309, Denver, CO 80203

[audit@cde.state.co.us](mailto:audit@cde.state.co.us)

## Information

Beginning with the 2024-2025 school year, and as part of the [Annual Audit Review](https://www.cde.state.co.us/cdefinance/school_auditing_office_audit_process), all Colorado public school districts, the Charter School Institute (CSI), and BOCES (that have their own school or programs) must complete this questionnaire. This questionnaire must be submitted to the School Auditing Office via Syncplicity no later than **September 15, 2025.**

When responding to questions contained within this Questionnaire, refer to the following resources:

* [At-Risk Count](https://www.cde.state.co.us/cdefinance/auditunit_atrisk_freeandreduced) Webpage
* [2025 At-Risk Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/2024_atrisk_audit_resource_guide)

To complete this questionnaire, you may download this document, type answers in the provided fields, and upload the completed copy to Syncplicity. Please provide as much narrative information as is necessary in the Question sections below; if more space is needed, you may upload separate documents as part of your submission.

In the questions below, “organization” refers to the school district/CSI/BOCES completing this questionnaire.

Please contact the School Auditing Office if an alternate version of this document is needed, by email at [audit@cde.state.co.us](mailto:audit@cde.state.co.us), or by phone at [303-482-6286](tel:303-482-6286).

## Contact Information

### Organization Information

|  |  |
| --- | --- |
| Code |  |
| Name |  |

### Questionnaire Completer Information

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email address |  |
| Phone Number |  |

### Primary At-Risk Count Audit Contact Information

Provide the following information if the primary At-Risk Count audit contact for your organization is not the same as the individual who completed this questionnaire:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email address |  |
| Phone Number |  |
| Did the audit contact review the 2025 At-Risk Count Audit Resource Guide |  |

Trainings

Does your organization have staff members who attended or reviewed the following trainings hosted by CDE’s School Auditing Office in preparation for the 2025 Student October Count data collection? If so, enter an “X” below.

|  |  |
| --- | --- |
| Overview of the Geocode Tool (7/31/25) |  |
| At-Risk Count Audit Overview (8/05/25) |  |
| Overview of the Data Pipeline At-Risk Interchange File (8/21/25) |  |

## Questions

### A: USDA 30-Day Carryover & Public School Finance Act Flexibility

**Question A1:** The USDA establishes a 30-day carryover provision that allows organizations to use a student’s prior year free or reduced lunch status for the first 30 instructional days of the school year.

List the schools/sites, if any, in your organization that use the USDA 30-Day Carryover Provision and their expiration date(s).

* If your organization does not have **any** schools that use this provision, list “N/A” in the expiration date column.

If **all** schools/sites use this provision and are the same, enter “All” and the expiration date only once.

|  |  |
| --- | --- |
| School Name | 30-Day Carryover Expiration Date |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Question A2:** The Rules for the Administration of the Public School Finance Act (CCR 301-39-6.02(2) establish a flexibility for at-risk reporting purposes only, which allows organizations to use a student’s prior year lunch eligibility documentation for Student October Count reporting if they have NO eligibility document in the current year:

*Absent the current year documentation evidencing any lunch eligibility status, a district may submit the pupil's prior year documentation, which shall be valid evidence through the applicable count date of the current year.*

**Will your organization use the prior year document flexibility as described? Enter an X to choose one of the 5 answers below:**

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Unsure |  |
| All organization expiration dates are after the pupil enrollment count date |  |
| No sites participate in a USDA program |  |

### B: Establishing At-Risk Eligibility at CEP Sites

All students at CEP sites need documentation establishing an at-risk eligibility status. While all students eat free under USDA’s Healthy School Meals for All, a student has a CDE reporting eligibility separate from their ability to eat for free. This reporting eligibility comes from the processing of direct certification matches, other categorical liaison lists, Applications, Combination forms, and/or FEDS forms. CDE uses this reporting eligibility to establish at-risk funding for organizations and other data processes.

For each question, enter an “X” below the answer.

**Question B1: Does your organization have any CEP schools/sites?**

|  |  |  |
| --- | --- | --- |
| Yes | No | Unsure |
|  |  |  |

**Question B2: Has or will your organization run direct certification matching processes to establish at-risk eligibility for students at CEP sites?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Unsure | N/A |
|  |  |  |  |

**Question B3: Has your organization used (or will your organization use) district liaison lists (foster, homeless, runaway, or migrant) to establish at-risk eligibility for students at CEP sites?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Unsure | N/A |
|  |  |  |  |

**Question B4: Has your organization used (or will your organization use) “Combo” forms or FEDS forms to establish at-risk eligibility for students at CEP sites?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Unsure | N/A |
|  |  |  |  |

### C: Establishing At-Risk Eligibility at Non-Participating Sites

All students at schools/sites that do not participate in a USDA program, such as the National School Lunch Program, need documentation establishing an at-risk eligibility status.

For each question, enter an “X” below the answer.

**Question C1: Does your organization have any sites that do not participate in a USDA program?**

|  |  |  |
| --- | --- | --- |
| Yes | No | Unsure |
|  |  |  |

**Question C2: Has (or will) your organization run direct certification matching processes to establish at-risk eligibility for students at non-participating sites?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Unsure | N/A |
|  |  |  |  |

**Question C3: Has your organization used (or will your organization use) district liaison lists (foster, homeless, runaway, or migrant) to establish at-risk eligibility for students at non-participating sites**?

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Unsure | N/A |
|  |  |  |  |

**Question C4: Has your organization used (or will your organization use) Combination or FEDS forms to establish at-risk eligibility for students at non-participating sites?**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | Unsure | N/A |
|  |  |  |  |

### D: Obtaining Student Census Block Coding

Beginning in 2024-2025, each organization is required to submit individual student-level Census block data as part of the at-risk count reporting requirements. This data is submitted via the [At-Risk Interchange](https://www.cde.state.co.us/datapipeline/inter_atrisk).

For each question, enter an “X” below the answer.

**Question D1: Does your organization use the Geocode Tool to obtain student Census block coding?**

|  |  |  |
| --- | --- | --- |
| Yes | No | Unsure |
|  |  |  |

**Question D2: Does your organization use its own GIS to obtain student Census block coding?**

|  |  |  |
| --- | --- | --- |
| Yes | No | Unsure |
|  |  |  |

## Attestation

**I certify, to the best of my knowledge and belief, that the information provided in this questionnaire and in all required documentation is true and correct.**

|  |  |
| --- | --- |
| Completer Name |  |
| Date |  |