

Provisional Programs and At-Risk Funding Documentation Matrix - June 2015

	At-Risk Funding Documentation ¹	Child Nutrition Programs Documentation ¹
Participating in Child Nutrition Programs (not through an alternative provision)	Application for Free and Reduced Price Meals Direct Certification District migrant, homeless, runaway or foster lists	Application for Free and Reduced Price Meals Direct Certification District migrant, homeless, runaway or foster lists Head Start documented participation
Participating in Community Eligibility Provision (CEP) Base Year	Family Economic Data Survey form ² Direct Certification ² District migrant, homeless, runaway or foster lists ²	Direct Certification District migrant, homeless, runaway or foster lists Head Start documented participation
Participating in Provision 2 Base Year	Application for Free and Reduced Price Meals Direct Certification District migrant, homeless, runaway or foster lists	Application for Free and Reduced Price Meals Direct Certification District migrant, homeless, runaway or foster lists Head Start documented participation
CEP/Provision 2 Years 2, 3, 4 for NEWLY ENROLLED students after Base Year	Family Economic Data Survey form ² Direct Certification ² District migrant, homeless, runaway or foster lists ²	None
Years 2, 3, 4 for students documented in Base or Subsequent Year	Evidence that the students documented in base year remain included in the district's pupil enrollment ²	None
Not Participating in Child Nutrition Programs	Family Economic Data Survey form ² Direct Certification ² District migrant, homeless, runaway or foster lists ²	Not Applicable

1. Pursuant to 1 CCR 301.39 2254-R-8.02, districts should retain all required documentation in a central location until audited by the Department or until five years from the certification due date (November 10) whichever comes first.

2. The district's food service fund cannot be used for any processing or maintenance of documentation not associated with eligibility for the child nutrition programs as it is an unallowable cost. Other district resources must be used. If the district wishes to have food service personnel process the surveys, the food service fund must be reimbursed for the cost of this processing.