# Information

Beginning with the 2024-2025 school year, and as part of the Annual Audit Review, 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 **December 11, 2024**.

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
	+ https://www.cde.state.co.us/cdefinance/auditunit\_atrisk\_freeandreduced
* [2024 At-Risk Count Audit Resource Guide](https://www.cde.state.co.us/cdefinance/2024_atrisk_audit_resource_guide)
	+ https://www.cde.state.co.us/cdefinance/2024\_atrisk\_audit\_resource\_guide
* [At-Risk Interchange](https://www.cde.state.co.us/datapipeline/inter_atrisk) Webpage
	+ https://www.cde.state.co.us/datapipeline/inter\_atrisk

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.

# Contact Information

## Organization Information

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

## Questionnaire Completer Information

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

## Primary At-Risk Count Audit Contact Information

Provide the following contact 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 |  |

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| Did the audit contact review the 2024 At-Risk Count Audit Resource Guide? |  |
| How long has the audit contact been in their current role? |  |
| Has your organization had staff turnover during the past year that would have impacted the organization’s ability to follow its documented eligibility processes? If so, please explain. |  |

## Trainings

Did your organization have staff members who attended or reviewed the following trainings hosted by the School Auditing Office or CDE At-Risk Measure group in preparation for the 2024 Student October Count data collection?

|  |  |
| --- | --- |
| Training Session | Attended/Reviewed (Yes/No) |
| At-Risk Funding & CEP for Business Officials (training session date: 5/21) |  |
| At-Risk Count Audit Overview (training session date: 8/8)  |  |
| Overview of the Geocode Tool (training session date: 8/13) |  |
| Overview of the Data Pipeline At-Risk Interchange File (training session date: 8/20) |  |

## Questions

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| **Question 1:** Describe the process (if any) your organization has for verifying that its documented eligibility processes are being followed and reported correctly within Student October. |
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| **Question 2:** Describe the type of support or oversight (if any) your organization provides to its charter schools, online schools and programs, or other non-participating National School Lunch Program (NSLP) sites when identifying and reporting students eligible for free or reduced-price lunch within Student October.  |
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| **Question 3:** Does your organization run a direct certification match process for charter schools within your organization that belong to a different school food authority (SFA); who is responsible for running this process? |
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| **Question 4:** How often does your organization’s school food authority (SFA) (if applicable) run the direct certification match process for its participating National School Lunch Program (NSLP) sites; who is responsible for running this process? |
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| **Question 5:** How often does your organization’s school food authority (SFA) (if applicable) run the direct certification match process for non-participating National School Lunch Program (NSLP) sites (i.e., schools within your organization that do not offer school meals); who is responsible for running this process? |
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| **Question 6:** Who at your organization is responsible for gathering required audit documentation and confirming free and reduced-price lunch eligibility as reported in Student October for non-participating National School Lunch Program (NSLP) sites? |
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**Question 7:** Indicate which of the following forms (if any) your organization distributed for the 2024/2025 school year and indicate in what format(s) they were distributed.

|  |  |  |  |
| --- | --- | --- | --- |
| Form | Paper Version | Electronic Version | Both |
| Applications for Free and Reduced-Price Meals |  |  |  |
| Family Economic Data Survey (FEDS) form  |  |  |  |
| Combo Form |  |  |  |

**Question 8:** Describe your organization’s process for identifying and reporting within Student October the following categorically eligible students.

|  |  |
| --- | --- |
| Categorically Eligible Students | Process |
| Foster |  |
| Migrant |  |
| McKinney-Vento |  |

## Community Eligibility Provision (CEP) Sites

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| **Question 9:** Who is responsible at your organization for tracking Community Eligibility Provision (CEP) status for each participating site? |
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| **Question 10:** Describe the process used by your organization for tracking lunch eligibility status for Student October reporting for students transferring between sites/schools. |
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## Student Census Block Data

HB22-1202 created a new at-risk measure in the public school funding formula. Pursuant to SB24-188, this new measure will be implemented starting with the 2025/2026 school year. In preparation for implementation of the new at-risk measure, the Colorado Department of Education is required to begin collecting all necessary data starting with the 2024/2025 school year. This new data includes student-level census block data and, for any student reported as free lunch eligible within the Student October Count data collection, the documentation the organization used to confirm the reported lunch eligibility.

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| **Question 11:** Who at your organization was responsible for obtaining student-level census block data? |
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| **Question 12:** When obtaining student-level census block data, did the district use the Geocode Tool or its own GIS system? |
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# Disclaimer

During the Annual Audit Review, the School Auditing Office will review and evaluate the completed questionnaire and the student-level data submitted by each district, CSI and BOCES during the 2024 Student October Count data collection. No later than April 1, 2025, the School Auditing Office will contact all districts, CSI and BOCES with a list of additional required audit documentation (organizational, school, program, and/or student-level)—as described in the Audit Resource Guide—that must be uploaded within 30 calendar days following receipt of the request as part of an expanded (i.e., “Focused” or “Comprehensive”) audit.

# Attestation

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

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| Completer Signature |  |
| Date |  |