Worksheet for LEAs:
Calculating the Identified Student Percentage

An accurate Identified Student Percentage (ISP) is crucial to ensuring local education agencies (LEAs) operating the Community Eligibility Provision (CEP) receive the appropriate Federal reimbursement rate for their School Meal Programs. This requires good reporting practices, both from LEAs to the State agency, and from the State agency to USDA's Food and Nutrition Service. State agencies can share this resource, and the attached reporting form, with LEAs to ensure correct and consistent ISP reporting among all CEP participants.

What is the ISP?

The ISP is the proportion of "identified students," out of total enrolled students, who are directly certified for free School Meals through means other than a household application, and who are not subject to verification. **The ISP is different from the free and reduced-price percentage.**

To determine the ISP, using data as of April 1, first divide the number of "identified students" by the number of "enrolled students" For purposes of calculating the ISP, "enrolled students" are students enrolled in and attending CEP schools who have access to at least one meal service (breakfast or lunch) during the school day. Once the numbers of "identified" and "enrolled" students have been determined, multiply the ratio of identified to enrolled students by 100 to calculate the correct percentage:

$$\frac{\text{Identified Students}}{\text{Enrolled Students}} \quad X \quad 100 \quad = \quad \textbf{Identified Student Percentage}$$

The ISP and the Claiming Percentage

The ISP is multiplied by a factor of 1.6 to determine the total percentage of meals at the school or district that will be reimbursed at the Federal "free" rate.

The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal "paid" rate. LEAs then apply the claiming percentages to the total number of lunches and the total number of breakfasts served to determine the number of meals claimed at the Federal free and paid rates.

Source Documentation Review

The State agency certification documentation review must include obtaining the reports, lists or counts of all identified and enrolled students used to derive the ISP (7 CFR 245.9(f)(4)(ii)).

When submitting the form included on the following pages, <u>LEAs should include source documentation confirming the identified student numbers for schools, or groups of schools, electing CEP.</u> Source documentation may include Point of Service or Student Information System reports, direct certification lists, lists of homeless students, lists of migrant students, etc., and should also include confirmation of total enrollment numbers. Approved source documentation options are included on the following pages.

Additional Information

To be eligible to participate in CEP, a school or district must have an ISP of at least 25 percent, without rounding (e.g., an ISP of 24.98 does not meet the threshold). The 25 percent ISP may be determined by an individual school, group of schools or an entire school district. This allows some schools with an ISP below 25 percent to participate as long as the group ISP is at least 25 percent.

<u>The form should be filled out as follows:</u>

- **Individual School:** Include identified student numbers and source documentation only for the participating school. The "enrolled student" number should only include students enrolled at the participating school.
- **Group of Schools:** Include identified student numbers and source documentation for all schools included in the group. The "enrolled student" number should be the sum of the number of students enrolled at all schools included in the group.
- **District-Wide:** Include identified student numbers and source documentation for all schools in the district. The "enrolled student" number should be the sum of the number of students at each school in the district.

***The ISP Calculation Worksheet**, included on the following pages, includes step-by-step instructions LEAs may use to ensure consistent and accurate reporting.*

ISP Calculation Worksheet for LEAs

STEP 1: Calculate the Number of Identified Students

Identified Student Status	Required Source Documentation *Attach when submitting this form.*	# of Students
Supplemental Nutrition Assistance Program (SNAP) recipient	Documentation including: • Names of children (or any household member) currently certified to receive SNAP benefits; • Statement certifying that the child is a member of a household where someone receives SNAP benefits; • At least one form of identifying information matching each SNAP-eligible child with a child attending a particular school; and • The date.	
Temporary Assistance for Needy Families (TANF) recipient	Documentation including: • Names of children (or any household member) currently certified to receive TANF benefits; • Statement certifying that each child is a member of a household where someone receives TANF benefits; • At least one form of identifying information matching each TANF-eligible child with a child attending a particular school; and • The date.	
Food Distribution Program on Indian Reservations (FDPIR) recipient	Documentation including: • Names of children (or any household member) currently certified to receive FDPIR benefits; • Statement certifying that each child is a member of a household where someone receives FDPIR benefits; • At least one form of identifying information matching each FDPIR-eligible child with a child attending a particular school; • The date; and • The FDPIR official's signature for non-automated local-level data sharing.	
Head Start or Early Head Start participant	Documentation may include: • A statement of a child's enrollment in Head Start or State funded pre-kindergarten; or • A list of children enrolled in Head Start or State funded pre-kindergarten.	
Migrant child	Documentation may include: • A dated list with each child's name and the signature of the Migrant Education Program (MEP) official or local educational liaison; or • A letter from an MEP official or local educational liaison confirming that a child currently meets the definition of migrant for non-automated local-level data sharing.	

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Runaway child	Documentation verifying the child participates in a program under the Runaway and Homeless Youth Act, including: • Child's name or a list of names of participating children; • Effective dates; and • Signature of the school district's homeless liaison or other designated official.	
Homeless child	Documentation verifying the child participates in a program under the Runaway and Homeless Youth Act, including: • Child's name or a list of names of participating children; • Effective dates; and • Signature of the school district's homeless liaison or other designated officials. **OR** Documentation from the local education agency homeless liaison or an official of the homeless shelter where the child resides, including: • Child's name or a list of names of residents; • Effective dates; and • Signature of the local education agency liaison or official of the homeless shelter.	
Foster child certified through means other than an application	Documentation may include: • An electronic match directly indicating the status of the child as a foster child without further application; • A letter from the State or local welfare agency or court confirming the child's status as a foster child; • Documents from the welfare agency or court stating that the courts have taken legal custody of a child who has been placed in the foster care system; or • A list of children in foster care from the welfare agency or court.	
Non-applicant children certified through means other than an application	When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status known to the official.	
Medicaid participants	**Only if LEA is participating in Medicaid Direct Certification pilot and participants are determined as free status via Medicaid participation.**	

TOTAL NUMBER OF IDENTIFIED STUDENTS:

STEP 2: Calculate the ISP

Use this equation:

Identified Students   X   100   =   **Identified Student Percentage**
Enrolled Students

Calculate here:

_____	X	100 =	
_____			

Carry the calculation of the identified students divided by enrolled students to four decimal places using standard rounding (four or less, round down; five or more, round up). Then, multiply the result by 100 to calculate the ISP to two decimal places. The ISP **cannot be rounded to fewer than two decimal places. When determining the ISP, LEAs cannot round up.**

STEP 3: Calculate the Claiming Percentages

- *Free* Claiming Percentage:

    Use this equation:

    Identified Student Percentage x 1.6 = **FREE** Claiming Percentage

    Calculate here:

    [_____] x 1.6 = [_____]

Carry the calculation to a minimum of **two** decimal places using standard rounding; numbers five and above round up to the next higher number, numbers four and below round down (e.g., 86.155% = 86.16%, 86.134% = 86.13%). The percentage rounded to two decimal places is the percentage of meals that will be reimbursed at the Federal "free" rate. The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal "paid" rate. Additional information on rounding is available in *SP 09-2024: Community Eligibility Provision: Guidance and Updated Q&As.*

- *Paid* Claiming Percentage:

    Use this equation:

    100 percent – Free Claiming Percentage = **PAID** Claiming Percentage

    Calculate here:

    100 percent – [_____] = [_____]

STEP 4: Submit the Data

When finished, submit the data to the appropriate State agency. State agency contact information may be found at: http://www.fns.usda.gov/school-meals/school-meals-contacts.