2016-17 CEP Concurrence Process

(4)*Community eligibility provision procedures.*

(i)*Election deadline.* A local educational agency that intends to elect the community eligibility provision for the following year or all schools or on behalf of certain schools must submit to the State agency documentation demonstrating the LEA or school meets the identified student percentage, as specified under paragraph (f)(3)(i) of this section. Such documentation must be submitted no later than June 30 and must include, at a minimum, the counts of identified students and enrolled students as of April 1 of the prior school year.

(ii) *State agency concurrence.* A local educational agency must obtain State agency concurrence to elect the community eligibility provision.

To fulfill the above requirement as outlined in the purposed rules the following procedure for Georgia

Community Eligibility Provision (CEP) districts/schools is implemented.

1. Complete the Community Eligibility Provision Letter.

2. Complete the CEP – Identified Student Percentage (ISP) Determination Worksheet for participating schools.

3. Complete the CEP Monthly Federal Reimbursement Estimator or a CEP Feasibility Worksheet for at least one month expenses showing revenues to be generated.

4. If a decrease of revenues is generated a letter of Explanation must be attached as to why it would still be feasible to pursue CEP for school/schools/district.

5. Include most current Cash Resource Management Report with the Explanation.

6. Attach a copy of the BOE minutes if presented to and approved by the local BOE. (only needed if a decrease in revenue is generated when adopting CEP)

7. Signed Assurance in SAM for CEP by the Superintendent.

8. Set-up a date with your AC for confirmation and validation of the CEP-ISP Determination Worksheet.

The above items should be provided to your GaDOE Area Consultant for collection and review.  
The area consultant will then review all information and discuss with the local SFA any clarification needed. Afterwards the consultant will either concur with the local district decision or provide explanation as to why proceeding with CEP isn’t a feasible idea.

All must be provided prior to SAM (School Approval Module) approval of each school involved  
in CEP.

Due May 1st

• Letter of Interest

• Completed Identified Student Percentage Determination Worksheet(s)

• Completed CEP Federal Reimbursement Estimator or CEP Feasibility Worksheet

Due on or before June 30th

• Attachment G signed by the Superintendent

• Explanation of feasibility if decrease in revenue on CEP Fed. Reim. Estimator or CEP Feasibility Worksheet

• Most current Cash Resource Management Report

• Copy of BOE minutes approving CEP if decrease is noted on the estimator

Please print and review the attachments included. The attachments needed to complete the concurrence requirements are provided. Attachments included are:

A. Letter of Interest

B. SP 45-2015

C. SP19-2016

D. CEP Federal Reimbursement Estimator

E. CEP Feasibility Worksheet

F. Joint Letter about CEP

G. Identified Student Percentage Determination Worksheet

**Please call your area consultant or Cindy Ham at (404) 482-7069, Paige Holland at (404) 938-9671   
or Marian Bone at (404) 615-2348.**