



# Oregon Department of Education

Kate Brown, Governor

## Office of Learning/Student Services

255 Capitol St NE

Salem, OR 97310

Voice: 503-947-5600

Fax: 503-378-5156

August 5, 2015

TO: Steve Sugg, Superintendent  
Penny Elliott, District Secretary

RE: Sheridan School District Community Eligibility Provision Approval

The Oregon Department of Education Child Nutrition Programs (ODE CNP) approves the following sites to participate in the USDA Community Eligibility Provision (CEP):

Sponsor	Site(s)	ODE Institution#	CNPweb site#	Identified Students	Enrollment	Identified Percentage	Free Claiming Percentage	Claiming Type
Sheridan SD	Faulconer -Chapman School	1235	13460	347	571	60.77%		
	Sheridan High School	1237	11318	93	244	38.11%		
	Sheridan Spartan Academy	2732	13718	3	14	21.43%		
				<b>443</b>	<b>829</b>	<b>53.44%</b>	<b>85.50%</b>	<b>Group 1</b>

### Claiming Procedures

Please make sure your site application in CNPweb reflects CEP participation for both breakfast and lunch.

### Record Retention

Sponsors must retain and have available upon request records used in the development of the ISP (e.g., records for the initial approval year and all records from the year any updates are made to the ISP –direct certification lists, documentation for extension of eligibility, and lists from homeless/migrant liaisons; see SP 15-2013: Community Eligibility Option for more information on acceptable certification documentation) during the entire period CEP is in effect. In addition, this documentation must be retained for three years after submission of the final Claim for Reimbursement for the last fiscal year of CEP. Failure to maintain and have records available will result in fiscal action from the beginning of the school year to the date of the onsite portion of the Administrative Review.

### Notification Procedures

To notify households of the change in meal counting and claiming procedures at CEP participating site(s), please use the CEP Sample Letter to Households located under Resources on the CEP web page at [www.ode.state.or.us/go/cep](http://www.ode.state.or.us/go/cep).

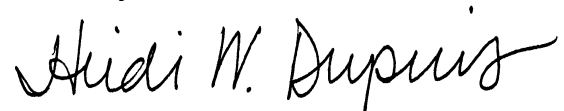
### Agreement

A copy of the signed agreement with ODE CNP for your organization to operate the CEP is attached for your records.

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Penny Elliott, District Secretary  
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If you have any questions, please contact your assigned Child Nutrition Specialist.

Sincerely,

A handwritten signature in black ink that reads "Heidi W. Dupuis". The signature is written in a cursive style with a large initial 'H' and a long, sweeping tail on the 's'.

Heidi Dupuis  
Manager, School Nutrition Programs  
Child Nutrition Programs  
Office of Learning /Student Services

K:\\_SNP\Community Eligibility\Sponsor Submitted\CEP\_Approval\_Ltr\_.doc  
Enclosure: Signed Agreement