

CEP Reporting Timeline

Data Gathering and Reporting

Date/s	Action
March 5	<input type="checkbox"/> Upload CE district-wide roster into Texas ELMS for matching
March 5-20	<input type="checkbox"/> Identify additional students in the same household and extend state-match eligibility <input type="checkbox"/> Request updated local liaison lists to identify directly certified students based on categorical eligibility (direct certification does not extend to other students in the same household) <input type="checkbox"/> Identify non-applicant students approved by local education officials, such as a principal, based on available information <input type="checkbox"/> Confirm site enrollment for date the identified student data is compiled per site <input type="checkbox"/> Prepare and save site rosters that match the number of identified students reported
March 20	<input type="checkbox"/> Last day to submit report in TX-UNPS

Required Records

Identified student rosters per site

- Must match CEP Report data

PEIMS enrollment confirmation per site

- Must match the date identified student rosters were created



Verification Reporting Timeline Actions and Documentation

Date	Action
October 1, 2023	<input type="checkbox"/> Count of approved meal applications on file NOTE: October 1, 2023 is a Sunday. Applications can be counted Monday, October 2nd but should only include applications approved as of October 1 <input type="checkbox"/> Direct Verification module in TX ELMS opens
October 31, 2023	<input type="checkbox"/> Count of enrolled students for Verification Report
November 1, 2023	<input type="checkbox"/> Verification Report Form opens <input type="checkbox"/> The Form is found in TX-UNPS > Download Forms > SNP-123 <input type="checkbox"/> CEs can begin entering data any time after the report opens and complete when verification result data is finalized
November 15, 2023	<input type="checkbox"/> Verification process must be completed <input type="checkbox"/> Notification of results must be sent to selected households not directly verified
End of November, Date TBD by TDA	<input type="checkbox"/> Submission of Verification Report Form is due

Required Records

Completed and signed *Verification Report Individual Household Form* for each selected household

➤ www.SquareMeals.org > NSLP > Administration and Forms

Selected household applications

Selected household notification and results letters

➤ www.SquareMeals.org > NSLP > Eligibility and Verification > Application Verification

