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POLICY UPDATE



11.30.2015 CEP State Agency Procedures to Ensure Identified Student Percentage Accuracy

With the aim of preventing incorrect Identified Student Percentages (ISPs) calculations, this [memorandum](#) clarifies the steps State Agencies must take to determine the accuracy of an LEA's ISP(s) at the time the LEA elects CEP, or when an LEA otherwise recalculates an ISP and submits to their State Agency for review. This additional guidance is intended to avoid situations in which a State Agency finds that an ISP is incorrect during an Administrative Review and has to assess fiscal action and retroactively adjust claims for reimbursement. USDA also provides this [ISP calculations worksheet](#) for LEA's, and this [ISP Checklist](#) for State Agencies.

11.27.2015 Flexibility for CEP Certification Document Review During SY15-16 Administrative Reviews

As part of the certification documentation review for CEP schools, State Agencies may select 10% of identified student names at random or a statistically valid sample ([see sample size chart in the memorandum](#)). However, if more than 10% of the reviewed sample cannot be properly verified on source documentation, the SFA must still be required, as part of their Corrective Action Plan, to provide source documentation for every student used to establish the free claiming percentage

11.27.2015 SY 2015-16 CRE Procedures Manual, forms and Instructions

This [memorandum](#) provides guidance to State Agencies conducting School Year (SY) 2015-2016 administrative reviews using the revised Coordinated Review Effort (CRE) procedures. [Click here](#) to access the accompanying forms and instructions.



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