**FY2019 Economically Disadvantaged Instructions for Community Eligibility Provision (CEP) Sites/Districts or Provision Site/Districts:**

* Collect an *Economically Disadvantaged Application* form for students annually. Please remember economic disadvantaged is not the same as the lunch status for a student. A student could be at a CEP or Provision site or district but not considered economically disadvantaged and vice versa.
* Use the “template” application linked on the State Aid webpage at [Economically Disadvantaged Application](http://sde.ok.gov/sde/economically-disadvantaged), feel free to modify the form to suit your needs.
* Double-check that all students who qualify as Economically Disadvantaged are marked appropriately in your district’s Student Information System (SIS). If you are unsure of where this is located in your system, please contact your SIS vendor.
* Indicate ‘**Yes**’ or ‘**No**’ in the Economic Disadvantaged field.
* Check the Wave Data Validation Wizard for errors or warnings in the Economic Disadvantaged field.
* Contact Child Nutrition at Child.Nutrition@sde.ok.gov or (405) 521-3327 if you have any questions on CEP.

**FY2018 Economically Disadvantaged Summary Report:**

* For the FY2018 school year, approved economically disadvantaged applications for students without access to a meal shall be reported on your districts [*October Economically Disadvantaged Summary Report*](http://sde.ok.gov/sde/sites/ok.gov.sde/files/FY%202017%20econ%20disadvantage%20form%20web.pdf)*.* This report and the supporting documentation shall be available for your Regional Accreditation Officer’s visit to verify.
* Start or maintain process for collecting an *Economically Disadvantaged Application* form for all students to determine if they qualify. Use the “template” application linked on the State Aid webpage at [Economically Disadvantaged Application](http://sde.ok.gov/sde/economically-disadvantaged), feel free to modify the form to suit your district needs.
* Districts shall review Economically Disadvantaged application(s) to determine eligibility within ten operating days of the receipt of the application.
* Double-check that all students who qualify as Economically Disadvantaged are marked appropriately in your district’s SIS. If you are unsure of where this is located in your system, please contact your SIS vendor.
* Indicate ‘**Yes**’ or ‘**No**’ in the Economic Disadvantage field.
* Check the Wave Data Validation Wizard for errors or warnings in the Economic Disadvantage field.
* All Economically Disadvantaged documentation ***MUST*** be kept secure and on file for a minimum of five years after the fiscal year to which they pertain, and they ***MUST*** be readily retrievable by school site upon audit request.