**SFA ISP Validation Checklist (Optional)**

This checklist is optional and designed to assist School Food Authorities (SFA) to ensure that all source documentation is available for each school participating in CEP. Please refer to the CEP Step by Step Guide document for in-depth information.

Please complete this checklist by placing a check for each of the items. This checklist should be kept with your CEP documentation for review purposes.

**Site Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Number of Identified Students at Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Number of Student Enrollment at Site:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ISP:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of Information Pull:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist Items:

* SFAS with SN Software: Import Direct Certification (DC) into the SN software and save file;
* SFAs without SN Software: Download the DC list in excel format and remove transfers, Medicaid reduced, and duplicate students
* School Nutrition Software Reports with
	+ Student ID
	+ Last Name
	+ First Name
	+ School Code
	+ Grade
	+ DC Type
	+ No Medicaid Reduced Students
* Extended benefits spreadsheet, by site, with documentation, for each Identified Student
	+ DC Extended Attachments with DC documentation
	+ Homeless, Runaway, and Migrant List (Official list)
	+ Foster Children without an application (Official list)
	+ HeadStart (Official List)
	+ Non-applicant
* Students counted only once if in multiple categories (if applicable)
* Enrollment Summary from Student Information System for each site with information pull date