Letter of Intent to Participate in CEP

[Date]

Rosie Krueger, State Director of Child Nutrition

Vermont Agency of Education, Child Nutrition Programs

1 National Life Drive, Davis 5

Montpelier, VT 05620-2501

Dear Rosie,

[Insert School Food Authority name] intends to [begin participating in or begin a new 4-year cycle in] the Community Eligibility Provision in the 2023-2024 School year, starting with December 2023. As of September 30, 2023, our number of identified students and enrollment were as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Site Name | Number of Identified Students | Enrollment | Identified Student Percentage |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

[Complete table using information from the above date. The SFA will later be required to submit back-up documentation substantiating this data.]

Sincerely,

[Superintendent, Business Manager, or Food Service Director]