

Primary vs. Secondary Documentation

When electing Community Eligibility Provision (CEP), it is important to note the difference between Primary documentation and Secondary documentation. Primary documentation must be provided as the backup documentation to CEP election applications. Secondary documentation may be accepted in certain instances when Primary documentation is not available but will often require further investigation and validation.

Primary documentation is documentation that is straight from the source and has not been altered in any way. These documents are required as backup documentation to CEP election.

- Examples of Primary Source Documentation:
- Enrollment lists downloaded directly from student services software (ex. Synergy, PowerSchools, etc.)
- Direct Certification lists downloaded directly from ODE Direct Certification website
- Emails sent from district homeless/McKinney Vento liaison or Migrant Education liaison OR list of students to include:
 - Names of participating students
 - Effective dates
 - Signature of the school district's homeless liaison or migrant education liaison
- A letter from the State or local welfare agency or court confirming the child's status as a foster child OR
- Documents from the welfare agency or court stating that the courts have taken legal custody of a child who has been placed in the foster care system; or
- A list of children in foster care from the welfare agency or court.
- A roster of HeadStart student enrollment with enrollment dates

Secondary Documentation is information pulled from a source to which primary documentation has been uploaded or altered in some way. These documents may need further investigation or validation.

Examples of Secondary Documentation:

- Student Eligibility document with method of certification downloaded from Point of Service or Meal service software.(ex. Mealtime, NutriKids, PrimeroEdge).
- Indication of foster as listed in Student Services software.
- Extended eligibility documentation (screen shots of student connections to directly certified students – identical guardian name, address, or listing of siblings in student records).