The Community Eligibility Provision (CEP) is a non-pricing meal service program that allows schools and school districts who participate in the National School Lunch Program (NSLP) to serve breakfast and lunch at no cost to all enrolled students regardless of economic status. (*Healthy, Hunger Free Kids Act 2010*)

**Benefits**: No cost meals for all enrolled students, no household meal applications, no unpaid meal charges, reduced administrative burden, streamlined meal service, reduced social stigma.

**Requirements:** Those participating in CEP must

1. Provide breakfast and lunch to all participating students at no charge
2. Maintain a count of reimbursable meals served to students daily
3. Cover the costs of providing no cost meals to all enrolled students that exceed the Federal reimbursement locally with non-federal funds
4. Comply with all program requirements
5. No collection of free and reduced priced household meal applications forms for households in participating schools during the period of participation in CEP
6. Provide Direct Certification notice to households

**Implementation:** CEP can be implemented for up to four (4) consecutive years. School Nutrition Administrators must notify the Office of School Nutrition of their intent to participate in CEP by June 30.

**Eligibility:** To be eligible to participate, a district, individual school, or a group of schools from the same district must have an identified student percentage (ISP) of at least 25% as of April 1, prior to the first year of implementation. Each school does not have to meet the 25% threshold individually if the entire district or a group of schools within a district participates and meets at least the 25% requirement when averaged together.

**Enrolled Students:** Students that are actively enrolled at the participating site. Students who do not have access to either breakfast or lunch to other schools are not counted in the enrollment numbers. (Enrolled Pre-K students may be included if they are offered at least one meal service)

**Identified Students:** Students that are directly certified for free meals based on documentation on their receipt of benefits from Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), Medicaid Free; or their status as a foster, homeless, migrant, or runaway child; or Head Start enrollee; or non-applicant.

**Calculating ISP**: $ISP=\frac{\# Identifed Students}{\# Enrolled Students}x 100$

**Example:** 230 (Identified students) ÷ 420 (enrolled students) = 0.5476 x 100= 54.76 ISP

**Increasing ISP:** Perform direct certification matches as often as possible, extend eligibility to students living in the same household with other students who are directly certified, and connect with school support staff.**Calculating Claiming Percentage:**

 Free rate % = Identified Student Percentage (ISP) x ISP Multiplier (1.6)

The USDA regulates the ISP multiplier which is currently 1.6. On average, for every ten (10) identified students, six (6) students would have been certified through household meal applications if collected.

Meals will only be reimbursed to 100%. The claiming percentage is applied to the total number of meals.

**Example**: 54.76 x 1.6 =87.62

88% of meals would be reimbursed at the Free rate & 12% would be reimbursed at the Paid rate.

If the ISP increases for a site or group on the next data pull on April 1 for thefollowing school year, then the SFA can reapply with new claiming percentages, extending the CEP approval for an additional four (4) years

**Groupings:** There is no limit of groupings, there can be many scenarios, and ~~consider~~ all factors should be considered including financial viability.

**Example:**

|  |  |  |
| --- | --- | --- |
| **School** | **ISP** | **X 1.6** |
| School A | 23.43% | 37.49% |
| School B | 58.67% | 93.87% |
| School C | 48.12% | 76.99% |
| School D | 87.23% | 139.56% |

Option 1: 1 Group (All schools) = 86.98% Free Rate

Option 2: 2 Groups (Schools B, C, & D) =100% Free Rate & (School A) =37.49%

Option 3: 2 Groups (Schools A & D) = 88.52% & (Schools B & C) =85.43%

**Source Documentation:** USDA requires State Agencies to ensure the accuracy of SFAs Identified Student Percentages (ISP) and that the SFA meet all participation requirements. The following information must be on file while operating under CEP and for three (3) years after the submission of the final claim for reimbursement for the last fiscal year of CEP.

* Direct Certification list from SNTS
	+ *The DC list from SNTS may have more DC students than are enrolled. These additional students were once in the school; however, they have been unenrolled from the school as of April 1st. These students are “sitting” in the DC list and cannot be counted in the SFAs ISP as they are no longer enrolled as of April 1st. These students will remain in the DC list until they have been associated with another SFA.*
* Extended Benefits Spreadsheet with documentation that student(s) are members of a household where another student receives SNAP, TANF, or FDPIR (Addresses must match), date when benefits were extended, name of student from where benefits were extended, and name of student and school receiving extending benefits.
* Migrant, Homeless, & Runaway with documentation from Local Education Agency (LEA) liaison or designated official verifying student(s) name and effective dates.
* Foster documentation that must include a letter, document, or list of students from the State or local welfare agency or court confirming the student’s status as a foster child. (**Household application stating foster would NOT qualify as documentation**)
* Head Start Enrollment
* Non-applicant
* Student Information System enrollment for each site of date of pull
* School Nutrition Software report