**Edit Check**

Participation in CEP does not change the requirement to conduct edit checks. The edit check must ensure the daily meal counts are correct and do not exceed the Attendance Adjusted Enrollment at each site. If Attendance Adjusted Enrollment is exceed, schools must provide documentation to demonstrate the reason (e.g. visiting students). An Excel edit check form is available on the NCDPI School Nutrition website. Software systems that have built in edit checks, should be assessed for compatibility and accuracy before using.

**Financial Management and Non-Program Foods**

Non-program foods include non-reimbursable meals, extra milk, second entrees, adult meals, and any other a la carte items provided outside of the reimbursable meal.

* Students that take a non-reimbursable meal must be charged for each item accordingly
* Students that buy extra milk must be charged the cost of the milk accordingly
* Students that would like seconds must purchase the second entrée for a price that covers the cost of the food, the labor, and any other costs involved in the production of the food item.
* IF SFAs do not want to charge for these non-program food items, then items given away to students must be tracked and the associated costs must be covered by non-federal funds.

**Free/Reduced Meal Applications**

Sites that participate in CEP will not distribute or collect free/reduced priced household meal applications forms from households during the period of participation.

**Household Notification**

This communication informs households that the students enrolled in a CEP school with access to breakfast and/or lunch will receive no cost meals for the current school year. This communication should state that no cost meals are not contingent on submitting any type of alternative income form.

Households where students are directly certified must be notified of their eligibility. The LEAs public notification cannot fulfill this requirement.

**Individual School Identified Student Percentage (ISP)**

The ISP is used to qualify CEP sites for Severe Need Breakfast (data from two years prior). Areas Eligible Afterschool Snack Program, the Fresh Fruit and Vegetable Program, Equipment Grants, and for other programs that request an estimate of the total number of students eligible for free and reduced priced meals a the school level, the individual school ISP multiplied by 1.6 is intended to provide an estimate of the total number of students eligible for free and reduced priced meals at the school level. The individual school ISP is not used for claiming.

**Meal Service**

Provide breakfast and lunch to all participating students at no charge.

**On-Site Monitoring**

On-site monitoring is required. Complete on-site monitoring forms and keep on file for all sites in the SFA, including CEP sites. Complete monitoring visits and documentation results, including any follow up, for all sites by deadline given.

**Point of Service (POS)**

During meal service, schools are required to keep accurate meal counts and maintain a POS system that ensures federal reimbursement are claimed only once for each student served a reimbursable meal. No tally marks are to be used. A meal must be attached to a student.