

Dear Authorized Representative:

Community Eligibility Provision (CEP) is an option available to high poverty Local Education Agencies (LEAs) to help improve access to free school meals and to eliminate the burden of collecting household applications. Provided is the [Eligible and Potentially Eligible List](#) to participate in CEP for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Participation in both NSLP and SBP is required. LEAs which have an Identified Student Percentage of 40% or greater are eligible and LEAs with greater than 30% but less than 40% are potentially eligible to participate. If CEP is elected, your LEA agrees to serve all students free lunch and breakfast for four consecutive years and claim meals based on a percentage of identified students multiplied by a factor of 1.6. Information is available under Community Eligibility Provision on our website: <http://dese.mo.gov/divadm/food/CommunityEligibilityProvision.html>

To determine eligibility, preliminary district wide data has been obtained from the information reported on your Verification Report. Enrollment data is captured in Section 1 and the number of identified students is captured in Section 3.

The sum of Section 3 is the number of identified students:

3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP)

3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), and those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant approved by local officials.

The verification report only captures LEA-wide data and CEP can be implemented at the LEA level, individual building level or for a group of buildings. LEAs interested in electing CEP for some or all schools must submit updated identified student and enrollment data reflecting April 1 to determine eligibility and participation in CEP. The data from the April direct certification downloads may be used to develop the identified student percentage.

A data collection form is available via the Web Application system for School Nutrition Programs to report the CEP data by school building. Follow the below steps to access the form:

- 1) Select Community Eligibility Provision on the Application tab (bottom of list)
- 2) Select "Detail" on the Community Eligibility Provision (CEP) site list
- 3) A list of your school buildings will be displayed
- 4) Enter each buildings Number of Identified Students as of April 1
- 5) Enter each buildings Enrollment as of April 1

If you have any questions please contact our office at 573-751-3526 or Karen Wooton at 573-751-2954 or email at Karen.Wooton@dese.mo.gov.