

Important Data Request Requirement:

Your Local Education Agency (LEA) is receiving this email because you currently participate in the Community Eligibility Provision (CEP) or at least one of your schools is eligible or may be eligible to participate. CEP is an option available to high poverty LEAs to help improve access to free school meals and to eliminate the burden of collecting household applications. Provided is the list of [Eligible and Potentially Eligible LEAs](#) for the 2016-2017 School Year (SY) to participate in CEP for the National School Lunch Program (NSLP) and School Breakfast Program (SBP). LEAs with an Identified Student Percentage (ISP) of 40% or greater are eligible and LEAs with greater than 30% but less than 40% are potentially eligible to participate. Provided below is a definition for Identified Students*.

To determine eligibility, preliminary LEA data has been obtained from the information reported on your Verification Report. The Verification Report only captures LEA-wide data and USDA requires obtaining individual school data for CEP eligibility and potential eligibility. LEAs that are eligible or potentially eligible to elect CEP must submit Identified Student and Enrollment data, by individual school, **reflective of April 1, 2016**. Submitting school level data does not commit you to implementing CEP. School level data MUST be collected even if your LEA does not plan to implement CEP. Please complete the school level data request and submit by April 15, 2016.

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 steps below to access the form:

- 1) Select Applications in the dark blue bar
- 2) Select Community Eligibility Provision (bottom of list)
- 3) Select "Add" next to the "2015- 2016" School Year on the Community Eligibility Provision (CEP) site list. A list of your school buildings will be displayed. (If currently participating in CEP, current eligibility data will be displayed. Your LEA will need to update if starting a new cycle or increasing your ISP for financial benefit.)
- 4) Enter each buildings Number of Identified Students as of April 1
- 5) Enter each buildings Enrollment as of April 1
- 6) Select "Save." A pop up message will appear. Select "Finish"
The CEP Site List Status will indicate "Submitted"

The actual enrollment for CEP is conducted when completing the Web Application Agreement for the 2016-2017 SY. By August 31, 2016, LEAs should decide if they plan to implement CEP in some or all of their schools. Additional instructions will be provided on the enrollment process.

LEAs/schools must maintain source documentation used to develop the ISP with data reflective of April 1, 2016.

Documentation Includes:

- Direct Certification list used to establish the identification student number
- Near match Direct Certification list
- Extended eligibility list for students directly certified for SNAP or TANF benefits
- Head Start or Early Head Start students
- Migrant Students
- Runaway Students
- Homeless Students
- Foster Children certified through means other than an application
- Non-applicant students certified through means other than an application
- Enrollment

IMPORTANT NOTE: It is beneficial to conduct Direct Certification annually as of April 1. This allows LEAs to determine if their ISP increases which would be a financial benefit. It could also allow LEAs to determine individual eligibility for students transferring to non-CEP sites between school years and allow for directly certified students to receive free meals for a 30 day carryover period at non-CEP sites. Also, a new ISP must be calculated if there is a change in the student population (ex: school closures or adding grades to an existing school).

In order to obtain the identified student data reflective of April 1, complete the Direct Certification process the week of March 28 and/or April 4. As a reminder, an updated Direct Certification file is available each Monday by noon.

If CEP is elected, your LEA agrees to serve all students lunch and breakfast at no cost for four consecutive years and claim the number of free meals based on the ISP multiplied by a factor of 1.6. The remaining percent of total meals are reimbursed at the paid rate. Information is available under [Community Eligibility Provision](#) on our website.

Helpful resources include:

- [Community Eligibility Provision: Planning and Implementation Guidance](#)
- [Community Eligibility Provision: Guidance and Updated Q & As](#)

Financial Resource Tools under Resources on the [Community Eligibility Provision](#) Page:

- Traditional vs CEP Comparison tool
- CEP Federal Reimbursement Estimator

* Identified Students:

- Low income students who are certified for free school meals without an application
- Students directly certified with SNAP (Supplemental Nutrition Assistance Program, referred to as Food Stamps in Missouri), TANF (Temporary Assistance for Needy Families, referred to as Temporary Assistance in Missouri), FDPIR (Food Distribution Program on Indian Reservations), and students documented as homeless, migrant, runaway, foster, Head Start or Early Head Start, or non-applicant approved by local officials.
- The number of Identified Students is divided by the enrollment and multiplied by 100% to determine the ISP.

If you have any questions please contact Karen Wooton at 573-751- 2954,

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