

Important Data Request Requirement:

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 list of [Eligible and Potentially Eligible LEAs for 2015-2016](#) 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*. The number of Identified Students is divided by the enrollment and multiplied by 100% to determine the ISP.

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, 2015. The data from the April direct certification downloads should be used to develop the number of Identified Students. 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 and submit by April 30, 2015.**

If currently participating in CEP, school level data must also be entered. If your LEA does not plan to increase the ISP, please enter the data submitted last year (Identified Students and Enrollment for April 2014). The data is available in the [SY 2014-2015 CEP Participation with Identified Student Percentages](#) spreadsheet provided on our website. The numbers are also available on the CEP Site List on the Web Application System. Select "View" next to the "2013-2014" School Year, "April 1, 2014" Reporting Date. If your LEA plans to increase the ISP, new school level data (reflective of April 1, 2015) must be provided.

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 on the Application tab (bottom of list)
- 3) Select "Add" next to the "2014- 2015" School Year on the Community Eligibility Provision (CEP) site list
- 4) A list of your school buildings will be displayed
- 5) Enter each buildings Number of Identified Students as of April 1
- 6) Enter each buildings Enrollment as of April 1
- 7) Select "Save." A pop up message will appear. Select "Finish"
- 8) The CEP Site List Status will indicate "Submitted"

The actual enrollment for CEP is conducted when completing the Web Application Agreement for the 2015-2016 School Year. By August 31, 2015, 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.

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.

Please note there are two financial resource tools under the Resources heading on the [Community Eligibility Provision](#) page to assist in deciding if CEP would be beneficial for your LEA:

- 1) Traditional vs CEP Comparison
- 2) 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, Pre-K Even Start, or non-applicant approved by local officials.

If you have any questions please contact Karen Wooton at 573-751-2954, Karen.Wooton@dese.mo.gov or Jill Rehagen at 573-751-4402, Jill.Rehagen@dese.mo.gov