

**COMMUNITY ELIGIBILITY PROVISION (CEP)
PROGRAM PACKET**

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
FOOD AND NUTRITION SERVICES

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COMMUNITY ELIGIBILITY PROVISION GENERAL GUIDANCE

The Healthy, Hunger Free Kids Act of 2010 established the Community Eligibility Provision (CEP) to allow high poverty local educational agencies (LEAs) and schools to serve free meals to all enrolled students for a period of four consecutive school years. This option is available to LEAs and schools participating in both the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The design of this provision eliminates the burden of collecting household meal applications while improving access to free school meals in eligible high-poverty areas.

Instead of household applications, schools use claiming percentages based on the number of identified students for reimbursement. Identified students are those students certified for free meals without an application and not subject to verification. This includes students certified with direct certification, extended eligibility with direct certification, homeless lists, migrant lists, foster lists, runaway lists and Head Start lists. LEAs or schools must have an identified student percentage (ISP) of at least 40 percent to participate in CEP.

The LEA must have approval from the Missouri Department of Elementary and Secondary Education, Food and Nutrition Services (DESE-FNS) prior to implementation. LEAs must provide the state agency with raw-data showing how the ISP was derived for each school that wishes to implement CEP. It is important for schools implementing CEP to consider if the provision is a viable choice for their entire LEA. This will include being prepared to pay the difference between federal reimbursement and the cost of providing all meals at no charge, from sources other than federal funds, such as the general fund.

The LEA must comply with the following:

- Notify DESE-FNS as to which school or group of schools is implementing CEP by June 30th, in order to begin CEP in the school year beginning July 1st.
- Provide breakfast and lunch to all students at no charge by participating in the NSLP and SBP.
- Notify the public as to the availability of breakfast and lunch meals at no charge.
- Eliminate distribution & collection of free and reduced price meal applications to households enrolled at a participating CEP school(s).
- Accurately determine ISP data as of April 1st of the previous year and calculate free and paid claiming percentages based on this data.
- Count reimbursable meals at the point of service (or approved alternate) and claim those meals according to the free and paid claiming percentages based on the ISP.
- Retain all records for the entire period that the school operates under CEP plus three years, or longer if there are audit findings and until resolution of the findings.
- Agree to pay the difference between federal reimbursement and the cost of providing all meals at no charge, from sources other than federal funds.

Schools participating in year four of the four-year CEP cycle will be allowed to continue CEP for a grace year (one year outside of the four-year cycle) if the ISP falls within 30-40 percent as of April 1. Those that do not meet this threshold would be required to return to regular program administration, including collecting household applications in the following school year.

The LEA must inform DESE-FNS of the intent to implement CEP by June 30th, in order to begin CEP in the school year beginning July 1st. This is completed by submitting the CEP Policy Statement Form, ISP Calculation Worksheet(s), and a completed FNS Web-Application Packet. LEAs may elect to operate CEP for all schools, a group of schools, or at an individual school. Each electing entity, as a whole, must meet the eligibility criteria listed on the previous page. Participating LEAs and schools can end CEP participation at any time, or can begin a new four-year cycle early if the ISP increases. If the LEA elects to begin a new four-year cycle for any reason, including take advantage of a higher ISP, then the LEA will need to follow the same guidelines.

The LEA must complete the following steps to implement CEP:

- Submit the April 1st Community Eligibility Provision (CEP) Site List report by April 15th.
- Submit the ISP raw-data supporting documentation reflective of the April 1st CEP Site List Report to DESE-FNS by June 30th prior to the year of implementation.
- Submit the CEP Policy Statement Form, ISP Calculation Worksheet(s) and a completed FNS Web-Application Packet to DESE-FNS by June 30th prior to the year of implementation.
- Notify households that the LEA is participating in CEP and that meals will be served at no charge to all students, upon approval from DESE-FNS.

COMMUNITY ELIGIBILITY PROVISION (CEP) POLICY STATEMENT

The Community Eligibility Provision (CEP) was established to provide free school meals in eligible high poverty local educational agencies (LEAs) and schools to all students at no charge while eliminating the burden of collecting household applications. To determine eligibility LEAs or schools must have an identified student percentage (ISP) of at least 40 percent to participate in this option. This ISP threshold is determined by the number of students being identified as free lunch eligible with direct certification, homeless lists, migrant lists, foster lists, runaway lists, and Head Start lists as of the April 1st preceding the school year.

Upon submission of a completed CEP Policy Statement Form to the Missouri Department of Elementary and Secondary Education, Food and Nutrition Services (DESE-FNS) the LEA is choosing to implement this provision and accepts responsibility to comply with the operating requirements listed below. The federal regulation establishing CEP can be reviewed in the *National School Lunch Program and School Breakfast Program: Eliminating Applications through Community Eligibility as required by the Healthy, Hunger-Free Kids Act of 2010*. The LEA may implement the provision by district, group of schools, or for an individual school.

Requirements:

- The LEA agrees to complete a direct certification file as of April 1st prior to the school year and to submit accurate ISP data via the Community Eligibility Provision Site List by April 15th of that same year to DESE-FNS.
- The LEA acknowledges that schools implementing CEP will be reimbursed through claiming percentages based on the ISP.
- The LEA acknowledges that the LEA and/or schools participating in CEP must have at least a 40 percent ISP as of April 1st of the year prior to implementation.
- The LEA agrees to notify DESE-FNS as to which school or group of schools is implementing CEP by June 30th, in order to begin CEP in the school year beginning July 1st. This is completed by submitting the CEP Policy Statement Form, ISP Calculation Worksheet(s), ISP Supporting Documentation, and the FNS Web-Application Packet in its entirety.
- The LEA will count reimbursable meals at the point of service (or approved alternate) and claim those meals according to the free and paid claiming percentages based on the ISP. The claiming percentage is valid for up to four consecutive school years unless a new ISP is recalculated and reported to the state agency.

The opening of a new school or any change to the grade structure of an existing school could cause the LEA to be required to reestablish an ISP. Notification of any change to the structure will require the LEA to notify the state agency before the start of the school year.

- The LEA agrees to provide breakfast and lunch to all students at no charge by participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).
- The LEA will eliminate distribution & collection of free and reduced price meal applications to all affected households.
- The LEA will notify the public as to the availability of breakfast and lunch meals at no charge.

- The LEA agrees to retain all records for the entire period that the school operates under CEP plus three years after the final claim submission, or longer if there are audit findings and until resolution of the findings. This includes retaining required records that support the calculation of the base year ISP.
- The LEA agrees to pay the difference between federal reimbursement and the cost of providing all meals at no charge, from sources other than federal funds.
- The LEA acknowledges that other educational funding could be affected by participating in CEP.
- The LEA agrees to update its policy statement to reflect participation in the CEP.
- Although the LEA is not required to conduct verification efforts on school buildings participating in CEP, the LEA agrees to complete the Verification Collection Report (VCR) as instructed every year.

Renewal or Extension:

At the end of the four-year cycle, the state agency will contact the LEA and participating schools may opt to revert to standard meal counting and claiming procedures or begin a new four-year cycle. Regardless of the option chosen, the LEA must inform DESE-FNS in writing of the planned activity at the end of the CEP cycle and no later than June 30th prior to the school year.

Schools participating in year four of the four-year cycle will be allowed to continue CEP for a grace year (one year outside of the four-year cycle) if their ISP falls within 30-40 percent as of April 1st.



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

COMMUNITY ELIGIBILITY PROVISION (CEP) POLICY STATEMENT

Local Education Agency Name (LEA)

Agreement Number

DIRECTIONS:

Email the completed form to: Food and Nutrition Services Section at foodandnutritionservices@dese.mo.gov

All LEAs electing to participate in CEP must amend its Free and Reduced Price Policy Statement, specified in 245.10, for all schools listed as participating in the provision. The signature of the Authorized Representative shall certify that the school(s) meet the criteria for participating in CEP and acknowledges the risks associated.

The Identified Student Percentage* (ISP) will be validated during the enrollment period. All supporting documentation MUST be kept on-site. **In addition to this form, the LEA will need to complete the application packet and submit the ISP raw-data to DESE-FNS no later than June 30 prior to the school year beginning July 1. Completion and approval of ALL documents is a requirement to implement CEP.**

Questions regarding this form contact (573) 751-3526 or foodandnutritionservices@dese.mo.gov

School Building Name	Initial Year (Month/Year)	Number of Identified Students (as of April 1)	Number of Students Enrolled (as of April 1)	Number of Years Cycle Is Expected to Remain In Effect	Year Provision Must Be Reconsidered (school year)	Data Year Used to Support Reconsideration

ISP (AS OF APRIL 1, ____)

DISTRICT-WIDE IMPLEMENTATION

YES NO

AUTHORIZED REPRESENTATIVE SIGNATURE

DATE

*The ISP is established using the number of identified students and total students enrolled as of the April 1 of the school year prior to implementing CEP. The identified students are the number of students who are directly certified for free school meals **without an application** and are not subject to verification. This includes students who are directly certified through SNAP (Supplemental Nutrition Assistance Program), TANF (Temporary Assistance for Needy Families), FDPIR (Food Distribution Program on Indian Reservations), as well as, homeless students on the liaison list, Head Start, pre-K Even Start, migrant youth, runaways, foster children certified through means other than an application.

Continue CEP for a grace year (1 year outside of the 4 year cycle) if ISP falls within 30-40 percent.

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INSTRUCTIONS TO SUBMITTING THE COMMUNITY ELIGIBILITY SITE LIST
DUE APRIL 15th of EVERY YEAR

Per federal regulation it is required that all local educational agencies (LEAs) that are currently participating, eligible, or potentially eligible for the Community Eligibility Provision (CEP) must submit their school level data by April 15th of every year. The data report must reflect the number of identified students as of April 1st. It is important that the data be collected from the direct certification downloads as of April 1st to develop the identified student percentage (ISP).

The identified students are the number of students who are directly certified for free school meals without an application and are not subject to verification. This includes students who are directly certified through SNAP (food stamps), TANF (temporary assistance), FDPIR (Food Distribution Program on Indian Reservations), as well as, homeless students on the liaison list, Head Start, migrant youth, runaways, and foster children certified through means other than an application.

Submitting school level data does not commit you to implementing CEP nor does it re-establish a new four-year cycle. The actual enrollment for CEP is conducted when submitting the Web-Application packet for the upcoming school year. LEAs must notify the state agency if they plan to implement or of any changes to implementing CEP in some or all of their schools by June 30th, prior to the school year. Provided below is more information on the process to complete the school level data via a form in the School Nutrition Program Web-Application system.

If you have any questions please contact Lisa Percival at 573-751-6341, Lisa.Percival@dese.mo.gov, Jill Rehagen at 573-751-4402, Jill.Rehagen@dese.mo.gov, or Karen Wooton at 573-751-2954, Karen.Wooton@dese.mo.gov.

1. Log – in to Web-Application system, click **Food and Nutrition Services**. The following screen will appear then click **Applications** in the top dark blue bar.

School Nutrition Programs

Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Welcome to the School Nutrition Programs



Due to the change in the timing for processing the Food and Nutrition claim for payment you will be receiving your monthly payment around the 25th of each month rather than with the regular School Payment from DESE. This payment will have a separate Deposit Date on the Payment Transmittal. Payment Transmittals for Non-Publics will remain the same.

News & Updates

- **Web System Application Instructions:**
<http://dese.mo.gov/sites/default/files/SNPInstructionsForWebSystem.pdf>
- **USDA Flexibilities:**
<http://dese.mo.gov/sites/default/files/USDAFLEXIBILITIES.pdf>

2. Click on **Community Eligibility Provision**.

School Nutrition Programs Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > School Year:

Item	Description
LEA Profile	SNP LEA's Profile Information
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by LEA Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for LEAs selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits (to be completed by Non-Public and Non-Public RCCIs)
Annual Audit Status Summary	Annual Audit Status Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Grants	Fresh Fruit and Vegetable Grants
Fresh Fruit and Vegetable Grant Overview	Fresh Fruit and Vegetable Grant Overview
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Capital Expenditure Request	Capital Expenditure Request
Building Enrollment	Building Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
CEP Calculator	CEP Calculator
Generate Email Module	Application Contact Listing Summary

3. Click **Add** next to the current school year.

School Nutrition Programs Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > CEP Year List > School Year:

Community Eligibility Provision (CEP) Site List

PERFORMANCE BASED REIMBURSEMENT

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	####-####	####-####	####-####	January 1, 1900	Not Started
View Modify Admin	####-####	####-####	####-####		Approved
View Modify Admin	####-####	####-####	####-####		Approved
View Modify Admin	####-####	####-####	####-####		Approved
View Modify Admin	####-####	####-####	####-####		Submitted

< Back

- Enter the data in the **Number of Identified Students** and **Enrollment** fields as appropriate for each building. The number of identified students should NOT include those certified by application alone. The “SNAP” column should include students listed to be participating in SNAP through the direct certification file, near-match file or those students who qualify as extended-eligible SNAP students. The “other” column will include all other students that are officially documented as TANF, foster children, homeless students, runaway students, migrant students, or Head – Start students.

The “enrollment” column will include every student enrolled in the school building who has access to at least one school meal a day as of April 1st. It is important to use the April 1st enrollment.

Entire district is eligible for CEP								
Bldg Number	Building Name	Nbr Identified Students			Enrollment	ISP	Eligible?	Potentially Eligible?
		SNAP	Other	Total				
6995	BUILDING A	113	2	115	195	58.97 %	X	
6996	BUILDING B	100	3	103	130	79.23 %	X	
6997	BUILDING C	95	5	100	131	76.34 %	X	
LEA Totals		308	10	318	456	69.73 %		

Total Sites: 3

Once the LEA enters the data in the appropriate fields for each building the ISP will be calculated automatically. This will also populate an “X” in “Eligible” or “Potentially Eligible” columns.

- Once completed, click **Save**. A pop-up message will appear. Click **Finish**. The CEP Site List Status will indicate submitted.

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INSTRUCTIONS TO SUBMITTING ISP SUPPORTING DOCUMENTATION

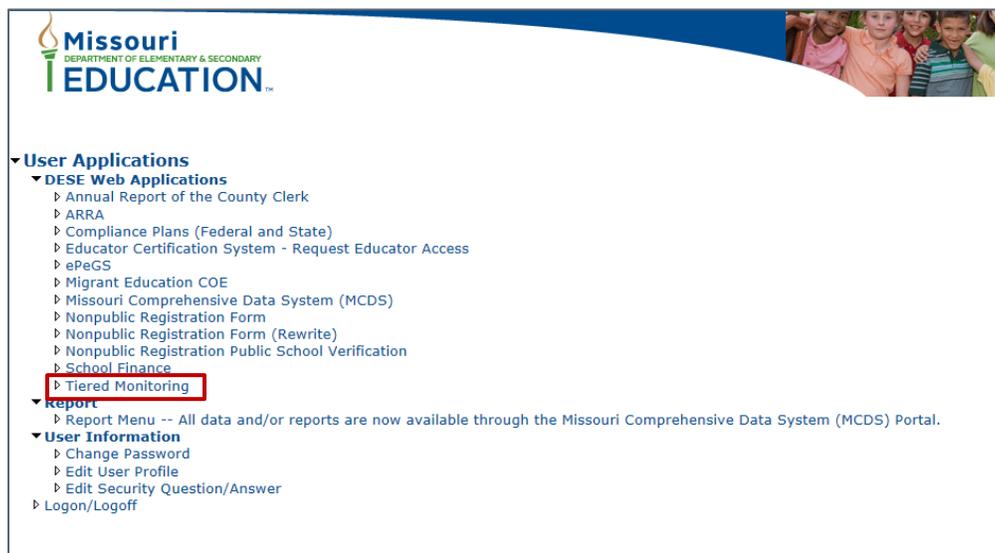
DUE JUNE 30th

Local Education Agencies (LEAs) that are electing to participate in the Community Eligibility Provision (CEP) for the first time or those re-starting a new four-year cycle must upload their identified student percentage (ISP) supporting documentation under Tiered Monitoring in the Web-Application system. Please follow the steps below to complete this task:

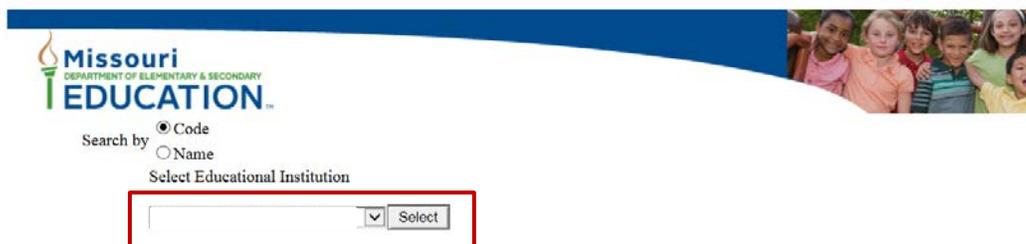
If you have any questions please contact Lisa Percival at 573-751-6341, Lisa.Percival@dese.mo.gov, Jill Rehagen at 573-751-4402, Jill.Rehagen@dese.mo.gov, or Karen Wooton at 573-751-2954, Karen.Wooton@dese.mo.gov.

REMINDER: The backup documentation MUST be retained for the entire period the school operates under CEP plus three years after the final claim submission under this claiming percentage. This includes retaining required records that support the calculation of the base year ISP.

1. Log – in to Web-Application System. Click on **Tiered Monitoring**.



2. Select your Educational Institution.



- Next, click **Global Document Repository (Uploads)** under the “Utilities” box on the right side of the screen.

Tiered Monitoring - LEA Home

Desk Monitoring Assignments

There are no Desk Monitorings to display.

Pending On-Site Monitorings

Listed below are the On-Site Monitorings that your district/LEA has been selected to receive. The Department contact for each applicable program will be contacting your district/LEA to schedule the exact date(s) and time(s) of the on-site review. If any documentation is required from the district/LEA, the "Go to Uploads" link will provide additional information regarding the specific documentation required. After the On-Site Monitoring visit, the district/LEA will be notified of any Corrective Action Plans (CAPs) issued. The On-Site/Phone Monitoring will then appear under the "Desk Monitoring" section above for the district/LEA to provide any additional information/documentation requested or indicate how the district/LEA will correct deficiencies and/or implement procedural changes in the "LEA Response" field for each CAP issued.

Monitoring	Required Documents
No Child Left Behind (NCLB) On-site/Phone Monitoring	n/a

Financial Audit

"Missouri public schools: the best choice...the best results!"

Utilities

- Calendar view
- Global document repository (uploads)**
- Maintain user security
- Correspondence

- On the next screen click **Upload a File**.

Tiered Monitoring - LEA Home >

Global Document Repository

 [+ Upload a file]

Missing Required Uploads: _____
All required documents have been uploaded.

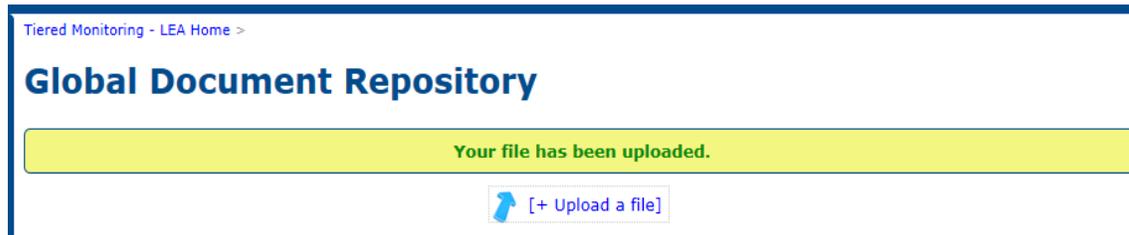
5. The following box will appear on the screen to upload the ISP supporting documentation for each building participating in CEP. The supporting documentation to be uploaded will include the direct certification list(s) or other list(s) used to certify students categorically eligible for free meals and the enrollment list used to complete each building's ISP.

The screenshot shows a 'File Upload' dialog box with the following elements highlighted by red boxes:

- Document Type:** A dropdown menu currently showing 'Food and Nutrition Services'.
- File:** A text input field with a 'Browse...' button next to it.
- File Description:** A text input field for providing a description of the file.
- Buttons:** 'Upload' and 'Close' buttons at the bottom right.

- Click on **Document Type** drop down box and select **Food and Nutrition Services**.
- Click **Browse**, Select your document.
- State a file description.
- Click **Upload**.

6. A yellow box will appear confirming that your file has been uploaded. Complete steps 4 & 5 for each document to be uploaded into Tiered Monitoring.



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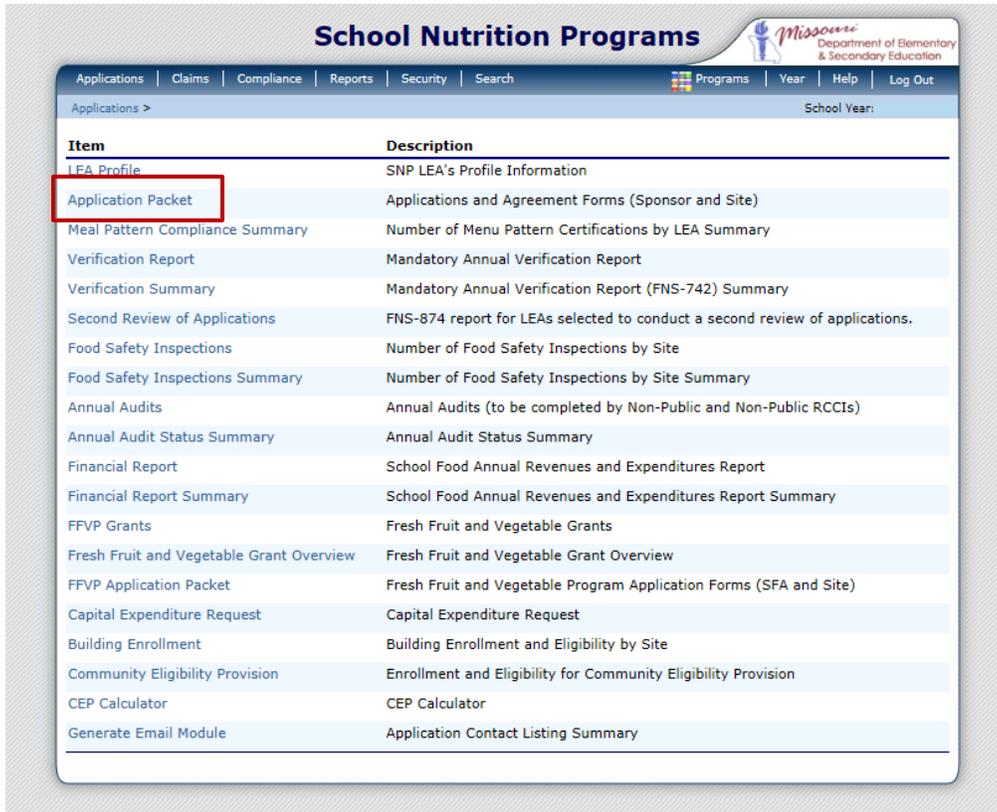
INSTRUCTIONS TO COMPLETING AND SUBMITTING
THE SCHOOL NUTRITION PROGRAMS (SNP) WEB-APPLICATION PACKET
DUE JUNE 30th

LEAs that plan to elect the Community Eligibility Provision (CEP) must complete the application process via the School Nutrition Programs (SNP) Web-Application Packet by June 30th prior to the school year. The application packet must be completed to its entirety and include the CEP information. Following the submission of the packet, the Missouri Department of Elementary and Secondary Education, Food and Nutrition Services (DESE-FNS) will review the information along with the ISP supporting documentation and determine for approval.

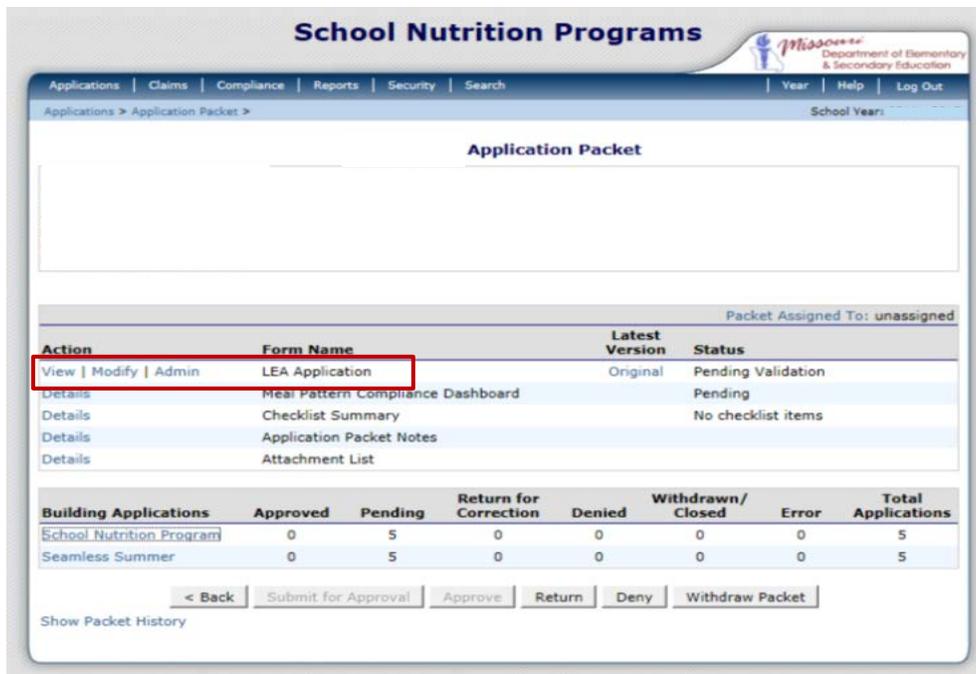
1. Log-in to Web-Application system, click **Food and Nutrition Services**. The following screen will appear, click **Applications** in the top dark blue bar.



2. Click **Application Packet**. Click on the upcoming school year.



3. Click **Modify** next to LEA Application.



4. Complete the LEA application in its entirety and include the CEP information. Once all fields are updated, click **Save**, then click **Finish**.
- a. LEA application – Question 36 – Check “**other**” and indicate “**CEP**” as the description. If you implementing CEP partially, check all other boxes that indicate how students qualify for free or reduced meals at your LEA.

36. What documentation is used to qualify day students for free and reduced price meals?
(Check all that apply.)

N/A (residential only)
 Free and Reduced Price Application
 Direct Certification
 Homeless Liaison
 None (all day students claimed at paid rate)
 Other

If Other, please describe:

CEP

- b. LEA application – Question 37 – Click “**Yes**” to participate in CEP.

37. Will any of your buildings be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?

Yes No

5. If a red arrow is seen next to the Checklist Summary, click on **Details** next to Checklist Summary.

School Nutrition Programs

Missouri Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > School Year: _____

Application Packet

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	LEA Application	Original	Pending Validation
Details	Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary		No checklist items
Details	Application Packet Notes		
Details	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	5	0	0	0	0	5
Seamless Summer	0	5	0	0	0	0	5

[< Back](#) | [Submit for Approval](#) | [Approve](#) | [Return](#) | [Deny](#) | [Withdraw Packet](#)

Show Packet History

- Click on the **LEA name**. Click the image of a **paperclip** to upload required documents listed (i.e. Civil Rights Training Documentation). Check the “Document Submitted to State Agency” box. Click **Save**, then click **Finish**.

Required Forms/Documents to send to State Agency	Document Submitted to State Agency	Date Submitted to State Agency	Document on File w/State Agency	Status	Status Date	Last Updated By
Prior School Year Annual Civil Rights Training Documentation/Attendees	 <input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	Approved		

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Prior School Year Annual Civil Rights Training Documentation/Attendees		

- Click on **School Nutrition Program**.



Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Application Packet > School Year: _____

Application Packet

Packet Assigned To: unassigned

Action	Form Name	Latest Version	Status
View Modify Admin	LEA Application	Original	Pending Validation
Details	Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary		No checklist items
Details	Application Packet Notes		
Details	Attachment List		

Building Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
<u>School Nutrition Program</u>	0	5	0	0	0	0	5
Seamless Summer	0	5	0	0	0	0	5

[Show Packet History](#)

8. Click **Modify** next to the school building name. The LEA will need to complete a building application for each building listed.

Building Application Summary

Action	Bldg ID / Bldg Name	Prep Ctr	LUN	BRK	BSC BRK	SNK	NAE SNK	AE SNK	SMP	FFVP	Version/Status	Oct F/R%
												or CEP%
		Totals	1	2	1	1	0	2	0	0		
View Modify Admin	<input type="checkbox"/> SCHOOL A	<input checked="" type="checkbox"/>	X		X			X			Original / Not Submitted	68.18
View Modify Admin	<input type="checkbox"/> SCHOOL B	<input type="checkbox"/>	X	X				X			Original / Not Submitted	67.39

Add Building Application

Print Selected Building Applications

Total Buildings Enrolled: 2

[< Back](#) [Save](#)

9. Complete the building application(s). Include CEP information for each building participating in the provision. Once all fields are updated, click **Save**, then click **Finish**. Once all building applications are completed, click **Save** on the Building Application Summary.

- a. For buildings participating in CEP, select **Non-Pricing CEP** for each individual CEP building.

Pricing Information

8. **PRICING:** Insert prices charged for each program in which this building will participate (e.g. if the full price for lunch is \$2.00, insert \$2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals.

REDUCED CHARGE WAIVED: Only paid students and adults are charged for meals.

NOTE: The maximum charge for reduced-price meals is \$0.40 for lunch, \$0.30 for breakfast, and \$0.15 cents for snacks.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Non-Pricing - CEP	0.00	0.00	2.61
School Breakfast Program (SBP)	Non-Pricing - CEP	0.00	0.00	1.54
Afterschool Snack Program (ASP)	Non-Pricing			0.69

10. Next, click **Add** to begin the Community Eligibility Provision (CEP) Schedule.

Packet Assigned To: unassigned				
Action	Form Name	Latest Version	Status	
View Modify Admin	LEA Application	Original	Error	
Add	Community Eligibility Provision (CEP) Schedule		Not Started	
Details	FSMC Contracts			
Details	Meal Pattern Compliance Dashboard		Pending	
Details	Checklist Summary		No checklist items	
Details	Application Packet Notes			
Details	Attachment List			

This will allow the LEA to complete grouping information for CEP. This section must be completed and will become added to the application if the LEA answers “yes” to Question 37 in the LEA Application. All sites identified on the Building Application as participating in CEP, via Pricing Information, will be displayed in the “GROUPING” section of the CEP Schedule. The data is pulled from the CEP Site-List completed in April.

If the LEA has participated in CEP in the year prior and no changes have occurred then the data will automatically populate. However, if there has been a change, the ISP has increased over the year, or if a new building has been added, then a group must be selected.

Summary										Total Sites: 1
Group Name	Show Detail	Number of Buildings	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid	
Unassigned	<input checked="" type="checkbox"/>	1			380	674				
Individual	<input checked="" type="checkbox"/>	0			0	0				
Group 1	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 2	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 3	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 4	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	
Group 5	<input checked="" type="checkbox"/>	0			0	0	0.00	0.00	100.00	

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Buildings, or group of Buildings, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Building, group of Buildings (e.g., Group 1), or across the district. The information in the following table identifies all Building applications that have selected CEP, and the respective Building’s identified student data.

For each building, identify whether the site will qualify based on its individual numbers (“Individual”) or as a group (“Group #”).

Grouping										
Bldg Number	Building Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid	
1100		<div style="border: 1px solid black; padding: 2px;"> Unassigned ▾ Unassigned Individual Group 1 Group 2 Group 3 Group 4 Group 5 </div>			380	674	56.37	90.19	9.81	

Internal Use Only

Date Received:

For each building, under the Group column, select whether the building will stand on its own based on its own site data by selecting “Individual” or if the building will be grouped with other sites by selecting a “Group Number”. If the LEA qualifies district-wide, all buildings must be assigned to “Group 1”. Initially all buildings will be unassigned.

Once completed, click **Save**. Click **Finish**.

11. Upload the **ISP Calculation Worksheet(s)** for each building if the LEA is implementing CEP for the first time or starting a new four-year cycle.

A worksheet needs to be uploaded for each building participating in CEP. This is required for validation of the data entered in the CEP site list. The supporting documentation MUST be maintained at the LEA and uploaded to the Tiered Monitoring system.

- a. Click **Details** under the Action Column, next to Attachment List.

Packet Assigned To: unassigned			
Action	Form Name	Latest Version	Status
View Modify Admin	LEA Application	Original	Error
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	FSMC Contracts		
Details	Meal Pattern Compliance Dashboard		Pending
Details	Checklist Summary		No checklist items
Details	Application Packet Notes		
Details	Attachment List		

- b. Click **Add Attachment.**

School Nutrition Programs

Mississippi Department of Elementary & Secondary Education

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Attachments >

Attachments

Action	File Name	Type	Date	Comment
No data to display.				

Total Attachments: 0

- c. Click **Browse** to locate the worksheet on your computer.
- d. Click **Save**, then click **Finish**.

12. If packet is completed and updated to its entirety, click **Submit for Approval**.

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MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 DIVISION OF FINANCIAL AND ADMINISTRATIVE SERVICES – FOOD AND NUTRITION SERVICES

IDENTIFIED STUDENT PERCENTAGE (ISP) CALCULATION WORKSHEET FOR COMMUNITY ELIGIBILITY PROVISION PARTICIPATION

LOCAL EDUCATION AGENCY NAME:		AGREEMENT NUMBER:	
MAILING ADDRESS:		CITY:	ZIP:
CONTACT PERSON:		CONTACT TITLE:	
CONTACT EMAIL ADDRESS:			
CONTACT PHONE NUMBER:		FAX NUMBER:	

INSTRUCTIONS:
 Complete one form for each building participating in the Community Eligibility Provision.
 Authorized Representative must upload this form under “Details-Attachment List” in the “Application Packet” on the Food and Nutrition Services, Web Application System.
 All supporting documentation **MUST** be kept on-site. The ISP will be validated during the enrollment period.
 Contact Food and Nutrition Services, 573-751-3526, foodandnutritionservices@dese.mo.gov.

CALCULATE THE NUMBER OF IDENTIFIED STUDENTS:

BUILDING NAME:	BUILDING NUMBER:
----------------	------------------

IDENTIFIED STUDENT STATUS	Documentation reflective of April 1, _____. (Indicate year used to establish current ISP.)	NUMBER OF IDENTIFIED STUDENTS
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)	• Directly Certified SNAP students	
	• Directly Certified Near Match SNAP students (MOSIS file)	
	• Extended eligible SNAP Students	
TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)	• Directly Certified TANF students	
	• Directly Certified Near Match SNAP students (MOSIS file)	
	• Extended eligible TANF students	
HEAD START OR EARLY HEAD START	• Students enrolled in Head Start or Early Head Start	
MIGRANT STUDENT	• Students with effective dates and signatures of the Migrant Education Program (MEP) official local education liaison	
HOMELESS/RUNAWAY STUDENT	• Students with effective dates and signature of homeless liaison or other designated official	
FOSTER CHILD CERTIFIED THROUGH MEANS OTHER THAN AN APPLICATION	• Directly Certified foster children	
	• Documentation from state and local foster agencies confirming foster care status	
NON-APPLICANT CHILDREN CERTIFIED THROUGH MEANS OTHER THAN AN APPLICATION	• Non-applicant children. When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status known to the official.	
TOTAL NUMBER (BY BUILDING) OF IDENTIFIED STUDENTS		
TOTAL NUMBER (BY BUILDING) OF ENROLLED STUDENTS		
ISP (calculated field)		

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[Insert School District Letterhead]

LETTER TO HOUSEHOLDS

SY ####-####

Community Eligibility Provision

Dear Parent/Guardian:

(Name of School) is participating in a Universal Lunch and School Breakfast Program for the current school year (School Year). If your children attend (Name of School), breakfast and lunch will be available to them at no charge. All students enrolled at this school may participate in the breakfast and lunch program at no charge to them.

Studies have shown that children who are not hungry perform better in school. By providing lunch to all children at no charge, we are hoping to create a better learning environment for our students.

The school breakfasts and lunches that we serve follow U.S. Department of Agriculture guidelines for healthy school meals. The School Breakfast and Lunch Programs cannot succeed without your support; please encourage your children to participate in the school meal programs.

Meals will be served to all students at no charge regardless of the eligibility status.

If you have any questions about the program please feel free to contact us at (phone #).

Sincerely,

(Name and Title)

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

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[Insert School District Letterhead]

PUBLIC RELEASE

SY ####-####

Community Eligibility Provision

(Name of School/Schools) is participating in a Free Breakfast and Lunch Program for the current school year (School Year). This alternative is referred to as the Community Eligibility Provision. All students enrolled at this school may participate in the breakfast/lunch program at no charge. Household applications for free and reduced price meals will not be collected.

Studies have shown that children who are not hungry perform better in school. By providing breakfast/lunch to all children at no charge, we can create a better learning environment for our students.

The school breakfast and lunch that we serve follows U.S. Department of Agriculture guidelines for healthy school meals. The Free Breakfast and Lunch Program cannot succeed without your support. Please encourage your children to participate in the school meal programs.

All meals will be served to all students at no charge.

Non-discrimination Statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;(2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

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