

COMMUNITY ELIGIBILITY PROVISION (CEP)

Is CEP the right decision for my LEA?



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2017 SUMMER
WORKSHOP

Missouri Department
of Elementary and Secondary Education

COMMUNITY ELIGIBILITY PROVISION (CEP)

- OVERVIEW & TERMINOLOGY
- FINANCIAL CONSIDERATIONS
- SUCCESS IN MISSOURI
- ENROLLMENT PROCESS



WHAT IS CEP?

- Allows high poverty LEAs & schools to serve free meals to all enrolled students for a period of 4 consecutive school years without using school meal applications.
- Can be Implemented:
 - District Wide
 - Individual Schools
 - Groups of Schools



WHAT ARE THE BENEFITS?

STUDENTS

- All students enjoy free, healthy meals at school.
- With all students eligible for a free meal, there is no stigma attached.
- Students have the potential to come to class better nourished and ready to learn.
- Allows for less time spent in cashier lines.

PARENTS

- No need to fill out an individual household application.
- No worry about meal accounts or wondering if their child has the opportunity to eat at school.

SCHOOLS

- Reduces paperwork and administrative costs.
- Streamlines meal service operation.
- Potential increase in participation.
- Potential increase in learning because the students are nourished.



WHO IS ELIGIBLE FOR CEP?

- Have an Identified Student Percentage (ISP) of **at least 40%** as of April 1st;
- Provide breakfast and lunch to **all students at no charge** by participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP);
- Will be reimbursed using a formula based on the ISP;
- Count total breakfasts and total lunches served to students daily;
- Agree that the school will not collect household applications from parents;
- Agree to cover any costs exceeding reimbursement through non-federal funds.

WHAT IS THE DEFINITION OF AN “IDENTIFIED STUDENT”?

- Identified Student: Students who are directly certified for free school meals **without an application** and are not subject to verification.
- **This includes:**
 - Students directly certified through SNAP, TANF, or in foster care and are listed on the direct certification or near-match files (MOSIS/ZIP CODE FILES)
 - Students who are directly certified through classification by
 - SNAP & TANF extended eligibility,
 - Homeless & Runaways on the liaison lists,
 - Migrant Youth,
 - Enrolled in Head Start.



HOW IS ISP CALCULATED?

$$\text{Identified Student \%} = \frac{\text{\# of Identified Students}}{\text{Total \# of Enrolled Students}} \times 100$$

- Identified Students who have been identified as directly certified for free meals not through the submission of a household application. (do not duplicate students)
- Enrolled Students are those enrolled & attending schools, and who have access to **at least one meal service daily.**

Remember that ALL documentation must be kept on file



WHAT ARE THE RECORDKEEPING REQUIREMENTS?

- RECORDKEEPING:

Retain records **used to develop the ISP** during the entire period CEP is in effect and three years after submission of the final claim for reimbursement under that claiming percentage.

- Includes:

- ★ DC Lists or other lists to certify students categorically eligible for free school meals.

- ★ Enrollment list(s)

- *Final Rule also requires that LEAs electing CEP will submit documentation supporting their ISP to DESE.*

NOTE: All LEAs that are currently participating, eligible, or near-eligible for CEP are required to conduct a data match between SNAP records & student enrollment every April.



HOW ARE MEALS CLAIMED AND REIMBURSED?

ISP X 1.6 = % of the total meals served reimbursed at the FEDERAL FREE RATE.

- The remaining % of meals are reimbursed at the **FEDERAL PAID RATE**.
- 1.6 multiplier is used to approximate free and reduced percentages if applications were collected.
- If the ISP \geq 62.5%, all meals are reimbursed at FEDERAL FREE RATE.
(Meals reimbursement will not exceed 100%)
- Meal cost exceeding Federal Reimbursement must be covered through non-federal funding sources.

EXAMPLE: School ABC has an ISP of 50% with a meal count of 2000/mo

	% of Meals Reimbursed		# of Meals
Federal Free Rate	$50 \times 1.6 = 80\%$ ISP X 1.6 = Total	$2000 \times .80 = 1600$ # of meals X % = # of meals	1600
Federal PAID rate	$100\% - 80\% = 20\%$	$2000 \times .20 = 400$	400

HOW ARE MEALS CLAIMED AND REIMBURSED?

- Ensure that reimbursement is only claimed for one meal per student per meal service.
 - CEP schools are still required to take an accurate count of reimbursable meals served to students at each meal service.
- Still required to perform edit checks
- Meal claims must be made in whole numbers
- CEP schools can continue to charge students for non-reimbursable meals through a la carte sales



HOW LONG IS THE ISP USED?

- Schools that elect to utilize CEP, will begin a 4 year claiming cycle based on the ISP that is established April 1.
- School may elect to implement a new ISP during the four year cycle at any point during the April reporting a higher ISP is identified. This will restart the four year cycle.



IS MY ISP HIGH ENOUGH FOR MY PROGRAM TO BE SUCCESSFUL?

CEP is designed to be financially viable for schools in high poverty communities.

- **When considering CEP take in consideration:**
 - ISP (required to be at least 40%)
 - Consider grouping options for your district
 - **≥ 62.5% ISP = 100 % of meals are paid at the federal FREE rate**
 - Utilize the comparison tool (standard vs CEP)
 - Non-federal funding sources
 - Possibility of savings
 - Expected increase in participation
 - Fridge/storage space
 - Other impacts on service
 - Possibility of public/community support



CEP COMPARISON CALCULATOR TOOL

Approved for \$0.06	Yes (Y) or No (N)	y	Anticipated % Increase in Breakfast	0%
Severe Need Lunch	Yes (Y) or No (N)	y	Anticipated % Increase in Lunch	0%
Severe Need Breakfast	Yes (Y) or No (N)	y		

Traditional Method			
Breakfasts		Lunches	
Total Meals Claimed		Total Meals Claimed	
Free		Free	
Reduced		Reduced	
Paid		Paid	
Total Breakfasts Claimed	0	Total Lunches Claimed	0
FED Breakfast Reimbursement	\$0.00	FED Lunch Reimbursement	\$0.00
Student Prices		Student Prices	
Reduced-Price		Reduced-Price	
Paid		Paid	
CASH Breakfast Revenue (student payments)	\$0.00	CASH Lunch Revenue (student payments)	\$0.00
Total Breakfast Revenue	\$0.00	Total Lunch Revenue	\$0.00
Total Revenue Based on Traditional Claiming: \$0.00			

Community Eligibility Provision (CEP) Method					
1	Enrollment Identified Students		5	Total Breakfasts Claimed	0
2	% of Identified Students	#DIV/0!	0	Total Lunches Claimed	0
3	% of Meals Reimbursed at Free Rate	#DIV/0!	7	Total Breakfast Revenue	#DIV/0!
4	% of Meals Reimbursed at the Paid Rate	#DIV/0!	8	Total Lunch Revenue	#DIV/0!
Total Revenue Based on CEP Claiming: #DIV/0!					
Traditional Claiming = \$0.00			vs.	CEP Claiming = #DIV/0!	
#DIV/0!					



SNP WEB APPLICATION CEP CALCULATOR

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CEP Calculator

PERFORMANCE BASED REIMBURSEMENT

000-000
LEA NAME
ADDRESS
CITY, MO ZIP
REPRESENTATIVE
000-0000
_email

Summary

CEP			
Sites	ISP	Free %	Paid %
0	0	0	100.00

Estimated Income Comparison

Standard	\$36,624.69
CEP	\$36,624.69

Settings

Anticipated Participation Increase

Lunch: %

Breakfast: %

Check/Uncheck All Sites

USDA Reimbursement Rates

USDA Reimbursement Rates											
Lunch						Breakfast					
< 60%			>= 60%			Non-Severe Need			Severe Need		
Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid	Free	Reduced	Paid
\$3.16	\$2.76	\$0.30	\$3.18	\$2.78	\$0.32	\$1.71	\$1.41	\$0.29	\$2.04	\$1.74	\$0.29

Default Pricing

Default Pricing											
Elementary				Middle/Junior High				High			
Lunch		Breakfast		Lunch		Breakfast		Lunch		Breakfast	
Reduced	Paid	Reduced	Paid	Reduced	Paid	Reduced	Paid	Reduced	Paid	Reduced	Paid
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Entered prices can be applied to any \$0.00 prices for the sites determined to be within the respective grade grouping.

Count: 1

Sites

Site Nbr	Site Name	ISP	CEP	Meal Pricing				Income						
				Lunch		Breakfast		(Reimbursement + Meal Price)			CEP			
				Redc	Paid	Redc	Paid	Lunch	Breakfast	Total	Lunch	Breakfast	Total	
4020		61.40	<input type="checkbox"/>	\$0.40	\$1.25	\$0.30	\$0.85	\$22,433.25	\$14,191.44	\$36,624.69		\$22,433.25	\$14,191.44	\$36,624.69

(WEB APPLICATION, APPLICATIONS, CEP CALCULATOR)

HOW DOES GROUPING WORK?

- An LEA may participate in CEP for the entire district, in a group of schools, or in an individual school.
- Grouping allows for schools that not would be eligible individually to participate as a group.
 - The group ISP must be at least 40% to be eligible.
 - To calculate the group ISP, always use the raw data and not the simple average of the proportion.
 - Any schools not participating in CEP must follow the traditional/normal counting and claiming procedures.
(F/R apps, verification, etc.)



HOW DOES CEP WORK WITH OTHER EDUCATION FUNDING AND CHILD NUTRITION PROGRAMS?

1. The Basic Funding Formula Calculation:

- The FRL count used in the Funding Formula is based on the numbers reported by the district in the year prior to participating in CEP .
- This calculation is determined the year an LEA elects to become CEP in at least one building.

For more information contact the School Finance Section at DESE.



HOW DOES CEP WORK WITH OTHER EDUCATION FUNDING AND CHILD NUTRITION PROGRAMS?

2. Title I:

- In Missouri, LEAs operating under CEP are directed to use the prior year's ISP and multiply by 1.6 to determine the measure of poverty by building.

For more information contact the Federal Financial Management Section at DESE (ESEA/NSCLB Finance).



HOW DOES CEP WORK WITH OTHER EDUCATION FUNDING AND CHILD NUTRITION PROGRAMS?

3. E-Rate:

- All LEAs operating under CEP will replace the free and reduced-eligible numbers with their ISP, by building.
- The calculation used for E-rate will multiply the ISP by the USDA multiplier of 1.6.



HOW DOES CEP WORK WITH OTHER EDUCATION FUNDING AND CHILD NUTRITION PROGRAMS?

4. Fresh Fruit and Vegetable Program:

- ISP multiplied by 1.6 is used to award funds
- District – wide CEP will use the individual school level $ISP \times 1.6$ to award funds

5. Afterschool Snacks:

- After first year, CEP use claiming percentage of the $ISP \times 1.6$
- District-wide CEP will use individual school level $ISP \times 1.6$ to determine area eligibility



HOW DOES CEP WORK WITH OTHER EDUCATION FUNDING AND CHILD NUTRITION PROGRAMS?

6. The Summer Food Service Program (SFSP):

- Must use individual school level data rather than district wide or group ISP data. If equal to or greater than 50%, the school is area eligible.

Contact DHSS for more information.

7. Seamless Summer Option (SSO):

- Use same meal service rules and claiming percentages
- District-wide CEP must use the individual school level ISP X 1.6 to determine area eligibility



SUCCESS IN MISSOURI

	2014-2015	2015-2016	2016-2017
LEAS participating	75	84	94
LEAS participating – districtwide	64	67	72
Buildings participating	298	338	374
Number of students participating	106,126	113,599	123,590

Data Source for National Data is from FRAC Report for 2016–2017 school year, “Community Eligibility Continues to Grow in the 2016-2017 School Year”, Food Research & Action Center, March 2017 (see report for full data notes).

SUCCESS IN MISSOURI*

* Not all LEAs participating in CEP are listed on this map.

Northwest Region:

- St. Joseph
- Miami R-I
- Malta Bend R-V
- Slater

West Region:

- Hickman Mills C-1
- Kansas City 33
- Center 58
- Pettis Co. R-XII
- Sedalia 200

Southwest Region:

- Rich Hill R-IV
- Warsaw R-IX
- Macks Creek R-V
- El Dorado Springs R-II
- Everton R-III
- Calhoun R-VIII
- Leesville R-IX
- Morgan Co. R-I
- Fair Play R-II
- Humansville R-IV
- Sheldon R-VIII

Southwest Central Region:

- Shell Knob 78
- Laclede Co. C-5
- Lutie R-VI
- Richland R-IV
- Crocker R-II
- Galena R-II
- Kirbyville R-VI

Southeast Central Region:

- Salem R-80
- Malden R-I
- Holcomb R-III
- Clarkton C-4
- Senath- Hornersville C-8
- Southland C-9
- Couch R-I
- North Pemiscot Co. R-I
- Hayti R-II
- South Pemiscot Co. R-V
- Caruthersville 18
- Reynolds
- Bismarck R-V
- Eminence R-I
- Success R-VI
- Cabool R-IV
- Kingston K-14
- Potosi R-III
- Richwoods R-VIII

Northeast Region:

- Adair Co. R-I
- Mexico 59
- Columbia 93
- Boonville R-I
- Spickard R-II

East Region:

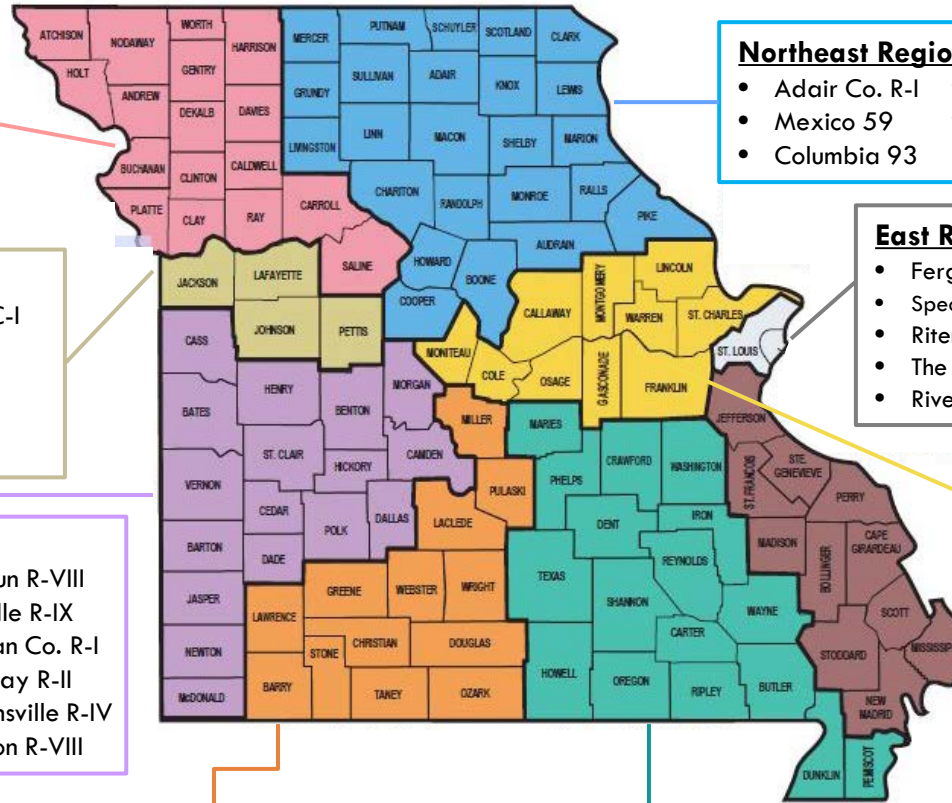
- Ferguson-Florissant R-II
- Specl. Sch. Dst. St. Louis Co.
- Ritenour
- The Freedom School
- Riverview Gardens
- University City
- St. Louis City
- Hancock Place
- Jennings
- Normandy

Central Region:

- Jefferson City

Southeast Region:

- Delta R-V
- Marquand – Zion R-VI
- Charleston R-I
- Gideon 37
- Chaffee R-II
- Scott Co. Central



SY 2016-2017

67 PUBLIC
22 CHARTERS
5 NON-PUBLIC

SUCCESS IN MISSOURI

▪ Hickman Mills

- District Wide Implementation
 - FIRST CEP SY : 2014-2015 (62.50)
 - ISP = 62.50
 - 1 Group, 13 sites
- **Participation has increased since implementing CEP**

<u>SY</u>	<u>CEP</u>	<u>ADA</u>	<u>NSLP # Meals Served</u>	<u>NSLP % Participation</u>	<u>SBP # Meals Served</u>	<u>SBP % Participation</u>
13-14	N	5,723	828,704	80.61%	629,637	61.10%
14-15	Y	6,222	948,742	86.68%	695,917	63.11%
15-16	Y	5,848	926,629	90.41%	731,379	71.19%
16-17	Y	5,867	807,014	89.26%	622,833	68.68%



SUCCESS IN MISSOURI

▪ Bismarck R-V

- District Wide Implementation (started w/ 46.32 ISP)
 - FIRST CEP SY = 2014-2015
 - CURRENT ISP = 48.30
 - 1 group, 2 Sites
- **Community Supporting CEP**
- **Has seen a significant increase in participation**
 - Added staff, purchased new ovens and milk boxes for participation increase

<u>SY</u>	<u>CEP</u>	<u>ADA</u>	<u>NSLP # Meals Served</u>	<u>NSLP % Participation</u>	<u>SBP # Meals Served</u>	<u>SBP % Participation</u>
13-14	N	498	58,050	72.73%	37,504	45.91%
14-15	Y	499	82,862	98.78%	75,849	90.48%
15-16	Y	502	84,393	96.32%	73,581	83.87%
16-17	Y	471	71,666	94.38%	73,119	96.25%



SUCCESS IN MISSOURI

- Mexico 59
 - Partial Implementation
 - FIRST CEP SY = 2014-2015 (44.34)
 - CURRENT ISP = 45.64
 - 1 group, 3 sites (all elementary are CEP)
 - **Positive Feedback from community and school staff/administration**
 - **Allowed for a more relaxed, stream-lined service (↑ Participation)**

<u>OCT/ YEAR</u>	<u>CEP</u>	<u>ADA</u>	<u>NSLP # Meals Served</u>	<u>NSLP % Participation</u>	<u>SBP # Meals Served</u>	<u>SBP % Participation</u>
2013	N	1,112	18,817	77.06%	9,323	38.22%
2014	Y	1,149	20,860	82.68%	11,253	44.65%
2015	Y	1,124	17,838	79.54%	10,152	45.28%
2016	Y	1,100	16,372	78.45%	9,928	47.73%

**Comparing OCTOBER claim entry data only



SUCCESS IN MISSOURI

▪ Salem

- Partial Implementation
 - FIRST CEP SY = 2014-2015 (45.61)
 - CURRENT ISP = 49.00
 - 1 group, 3 sites (all elementary and middle school)
- **Positive impact financially and helped increase participation**


<u>OCT/ YEAR</u>	<u>CEP</u>	<u>ADA</u>	<u>NSLP # Meals Served</u>	<u>NSLP % Participation</u>	<u>SBP # Meals Served</u>	<u>SBP % Participation</u>
2013	N	577	9,971	78.68%	4924	38.82%
2014	Y	764	13,509	84.42%	9,191	57.46%
2015	Y	757	13,024	82.17%	8,965	56.54%
2016	Y	794	10,0442	81.74%	8,590	57.18%

**Comparing OCTOBER claim entry data only



ENROLLMENT PROCESS: Now What?

1. Determine if your LEA or school is eligible for CEP.
2. Determine if CEP is right for your LEA or school
3. If Eligible, submit required documentation:

April 1st	The ISP must be established for determining the eligibility and the claiming percentages to be used.
April 15th	School Level Data is collected. State agencies notify LEAs of districtwide eligibility status and provide guidance and information
May 1st	State agencies post the LEA districtwide and school level lists on website and send a link to FNS.
 June 30th	Interested and eligible LEAs must notify DESE of their intent to participate in CEP via FNS-Web Application

COMMUNITY ELIGIBILITY PROVISION (CEP)

REFERENCES & ADDITIONAL RESOURCES:

oUSDA- Food and Nutrition Services: Community Eligibility Provision Center. (2017, January 13). Retrieved from <https://www.fns.usda.gov/school-meals/community-eligibility-provision>

oDESE-Community Eligibility Provision. (2017, January 25). Retrieved from <https://dese.mo.gov/financial-admin-services/food-nutrition-services/community-eligibility-provision-cep>

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