



COMMUNITY ELIGIBILITY PROVISION

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Objectives

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- ❑ What is CEP?
- ❑ What are the Eligibility Requirements?
- ❑ How do you define and determine the ISP?
- ❑ What are the notification requirements?
- ❑ What are the meal counting and claiming procedures?
- ❑ What are the record keeping requirements?
- ❑ How does CEP work with other Federal Programs?
- ❑ What to expect during CEP?
- ❑ How is CEP monitored?
- ❑ Determine if CEP is Right for your school?



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What is CEP?

CEP Helps to...

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- ❑ Offer free school meals to all students in eligible high poverty LEAs and schools
- ❑ Eliminate administrative burden of collecting household applications
- ❑ Improve student participation



Benefits of Implementing CEP

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- ❑ Students have access to free lunch and breakfast, with less time spent in line and more time to eat meals
- ❑ Parents no longer fill out applications, which means less paperwork and do not have to worry about lunch accounts
- ❑ School staff can operate a more efficient meal service
- ❑ Administrators will have less paperwork and no need to track unpaid meal charges
- ❑ Reduced chance of overt identification



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Eligibility Requirements

Requirements for Participation

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- ❑ Identified Student Percentage (ISP) of at least **40** % as of April 1st of **prior** school year
 - ❑ May be determined by individual schools, group of schools within the LEA, or the entire LEA
- ❑ Participate in the National School Lunch and School Breakfast Programs
- ❑ Retain records of administering the Programs in accordance with regulations
- ❑ Residential Child Care Institutions may not participate



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Determining the ISP



Determining Identified Student Percentage

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of Identified Students

**Total # of enrolled
students with access to
NSLP/SBP**

x 100 =

**Identified
Student %**



Identified Student vs. Enrolled Student

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❑ Identified Students:

- ❑ Students approved eligible for free meals and are not subject to verification
- ❑ Includes students **directly certified** through SNAP, TANF, FDPIR, and homeless on the liaison list, Head Start, pre-K Even Start, migrant, runaways, non-applicants approved by local officials, and foster children certified through means other than an application
 - Foster children now on DC list
- ❑ The term does **not** include students who are categorically eligible based on submission of a Free & Reduced Application

❑ Enrolled Students:

- ❑ Students attending the CEP school who have access to at least one meal service (breakfast or lunch) daily



Determining Identified Student Percentage

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of Identified Students

**Total # of enrolled
students with access to
NSLP/SBP**

x 100 =

**Identified
Student %**



The ISP and Claiming Percentages

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- ❑ Identified student percentage is multiplied by a factor of 1.6 to determine the % of meals reimbursed at the FREE rate
 - ❑ 1.6 multiplier is used as a way to approximate free and reduced percentages if applications were collected
- ❑ The remaining percentage of meals is reimbursed at the PAID rate
- ❑ If the ISP > 62.5, all meals reimbursed at the FREE rate ($62.5 \times 1.6 = 100$)
- ❑ Any meal costs in excess of the total Federal reimbursement must be covered through nonfederal sources



Example: determining ISP

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- ❑ # of identified students: 580
- ❑ # of enrolled students: 1100

$$\frac{580}{1100} = .527 \times 100 = 52.7\% \text{ ISP}$$



Example: Claiming Percentages

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- ❑ **ISP = 52.7 %**
- ❑ **Free claiming percentage**
 $52.7\% \times 1.6 = 84\%$
- ❑ **Paid claiming percentage**
 $100\% - 84\% = 16\%$



Example: Applying Claiming Percentages

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❑ **Total meals served= 1100**

❑ **# of free meals**

$$1100 \times 84\% = 924$$

❑ **# of paid meals**

$$1100 - 924 = 176$$



ISP Determinations by Grouping

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- Determined eligible by individual schools, a group of schools, or district-wide
 - ISP is calculated using the identified student and enrollment totals for all schools in the group
- Eligible school or group of schools must have a combined ISP of at least 40 %
 - This allows schools that would not be eligible individually to participate as part of a group as long as the ISP is still at least 40%
 - Any schools not participating in CEP must follow normal counting and claiming procedures – F/R apps, verification, etc.



Grouping Benefits

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- ❑ Individual school
 - ❑ Try out CEP
- ❑ Grouping
 - ❑ Lower ISP schools can be grouped with higher ISP schools to allow more schools to participate in CEP
- ❑ Districtwide
 - ❑ Operationally efficient
 - ❑ Easier for parent acceptability
 - ❑ All students eat free



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Notification Requirements

KEY DATES

Date	Requirement
APRIL 1 st	<ul style="list-style-type: none"> State Agency notifies LEAs of district-wide status and provides guidance and information
APRIL 15 th	<ul style="list-style-type: none"> LEAs submit school level eligibility information to State Agency <ul style="list-style-type: none"> State Agencies may exempt LEAs from this requirement if data is already available to state
MAY 1 st	<ul style="list-style-type: none"> State Agencies post the LEA district-wide and school level lists on website and send the link to FNS
JUNE 30 th extended to August 31 st	<ul style="list-style-type: none"> Interested and eligible LEAs must notify State Agency of intent to participate under CEP LEAs must submit identified student and total enrollment data that reflects enrollment on April 1st to the State Agency to participate in the new school year <div style="border: 2px solid black; padding: 5px;"> <ul style="list-style-type: none"> LEAs currently participating in CEP must notify Agency if they intend to drop participation and either: <ul style="list-style-type: none"> Enroll in another provision Return to normal counting and claiming </div>

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Meal Counting and Claiming



Point of Service

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- Regulatory requirements state that any institution participating in the National School Lunch and Breakfast Programs are required to take an accurate count of reimbursable meals served to students at each meal service
 - ▣ Can be in form of student roster, numbered roster, pin numbers, ID cards, etc.



DAILY MEAL COUNT FORM

Community Eligibility Provision Participants

LEA NAME: _____

BUILDING NAME: _____

DATE: _____

MEAL TIME: _____

TYPE: BREAKFAST or LUNCH (CIRCLE ONE)

MARK BOXES WITH AN "X" OR CIRCLE FOR EACH STUDENT THAT RECEIVES A MEAL

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75
76	77	78	79	80	81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135
136	137	138	139	140	141	142	143	144	145	146	147	148	149	150
151	152	153	154	155	156	157	158	159	160	161	162	163	164	165
166	167	168	169	170	171	172	173	174	175	176	177	178	179	180
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241	242	243	244	245	246	247	248	249	250	251	252	253	254	255
256	257	258	259	260	261	262	263	264	265	266	267	268	269	270
271	272	273	274	275	276	277	278	279	280	281	282	283	284	285
286	287	288	289	290	291	292	293	294	295	296	297	298	299	300
301	302	303	304	305	306	307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324	325	326	327	328	329	330
331	332	333	334	335	336	337	338	339	340	341	342	343	344	345
346	347	348	349	350	351	352	353	354	355	356	357	358	359	360
361	362	363	364	365	366	367	368	369	370	371	372	373	374	375

SECOND MEALS SERVED

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

ADULT MEALS SERVED

1	2	3	4	5	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20

TOTAL STUDENT MEALS SERVED: _____

TOTAL SECOND MEALS SERVED: _____

TOTAL ADULT MEALS SERVED: _____

** Ensure that reimbursement is only claimed for one meal per student per meal service*



Rounding Requirements, Edit Checks, & A La Carte Sales

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- ❑ Reimbursement claiming percentage: Round percentages to 1 decimal place. Numbers five and above round up to the next higher number, numbers four and below round down.
- ❑ # of meals reimbursed at free rate: Multiply percentage of free meals reimbursed at the free rate by total number of reimbursable meals in the claiming period. Remaining meals are reimbursed at paid rate.
- ❑ Meal claims: Must be made in whole numbers.
- ❑ Still required to perform edit checks
- ❑ Non-reimbursable meals: Can continue to charge students for non-reimbursable meals through a la carte sales



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Recordkeeping

Recordkeeping Requirements

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- Recordkeeping requirements
 - Must retain records used in development of the ISP during the entire period CEP is in effect
 - Source documentation includes DC lists and/or other lists certifying that students are categorically eligible for free school meals, such as lists of students who are designated as homeless or migrant
 - Must be retained three years after submission of the final claim for reimbursement under that claiming percentage



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CEP & Other Federal Programs

Other Federal Programs

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- ❑ Fresh Fruit and Vegetable Program
 - ❑ ISP multiplied by 1.6 is used to award funds
 - ❑ District wide CEP must use the individual school level $ISP \times 1.6$ to award funds
- ❑ Afterschool Snacks
 - ❑ In first year of CEP, use data from previous October to establish area eligibility
 - ❑ After first year, must use CEP claiming percentage ($ISP \times 1.6$)
 - ❑ District wide CEP must use the individual school level $ISP \times 1.6$ to determine area eligibility
 - ❑ All students eat free if schools $ISP > 31.25\%$



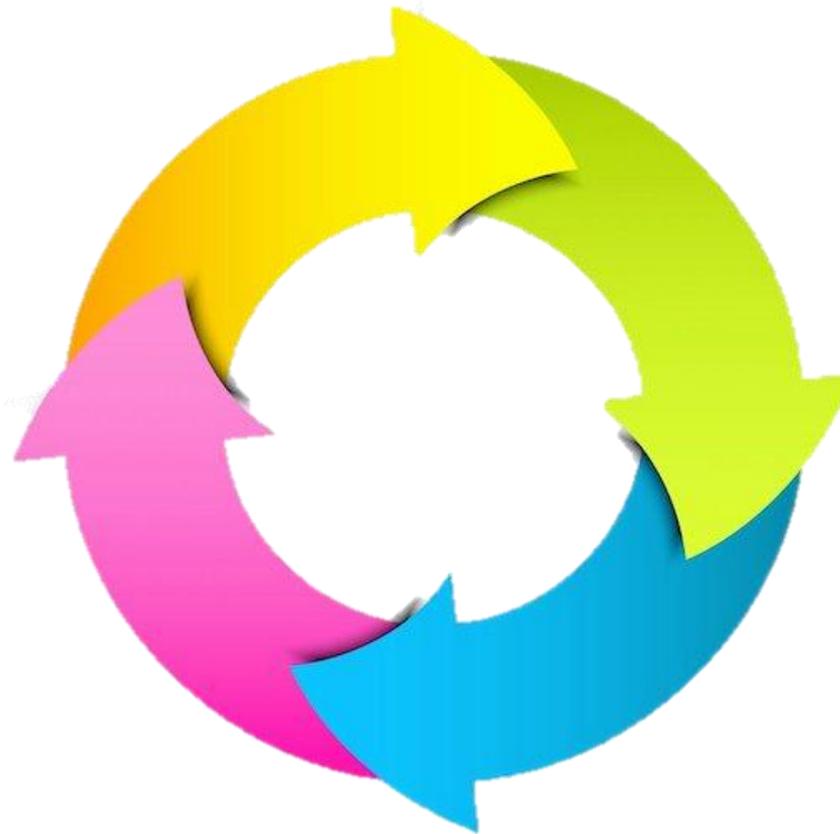
Other Federal Programs

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- ❑ 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
- ❑ 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
 - Closed-enrolled site: apply CEP percentages OR establish ISP and CEP claiming percentage for the SSO
 - Open site: Use standard program operations OR establish ISP and CEP claiming percentage for the SSO



The 4-Year Cycle



Annual Percentage Selection

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- During the 2nd, 3rd and 4th years, the LEA/school may select the higher of:
 - ✓ Identified student percentage from the immediately preceding school year; or
 - ✓ The year prior to the first year of participating in CEP (your original ISP)

- LEAs participating in CEP are not required to conduct Direct Certification during the 2nd, 3rd and 4th years, but it is STRONGLY ENCOURAGED



New 4-Year Cycle

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- ❑ As of April 1st in year four of the 4-year CEP cycle, if a school has an ISP of at least 40% can immediately begin another 4-year cycle with new established ISP
- ❑ Grace year : As of April 1st in year four of the 4-year CEP cycle, if a school has an ISP of less than 40% but at least 30% can participate in CEP for one more year (fifth year)
- ❑ LEAs/schools that do not meet the threshold must return to normal counting and claiming procedures the following School Year



Other LEA Requirements

Other Requirements

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- Verification: Do not have to complete verification process, but still required to complete necessary elements of the form
- **Due by December 15th**



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Monitoring

Administrative Review

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- ❑ Confirm off-site assessment
- ❑ Conduct certification and benefit issuance review
 - ❑ If combination site, applications will be reviewed
 - ❑ For district wide CEP schools, documentation used to determine the ISP and claiming percentages that were submitted for most recent ISP will be reviewed
 - ❑ A list of all students used to derive the ISP will be reviewed by selecting 10% of student names at random to verify that those can be found on source documentation that certifies free eligibility



Administrative Review Cont.

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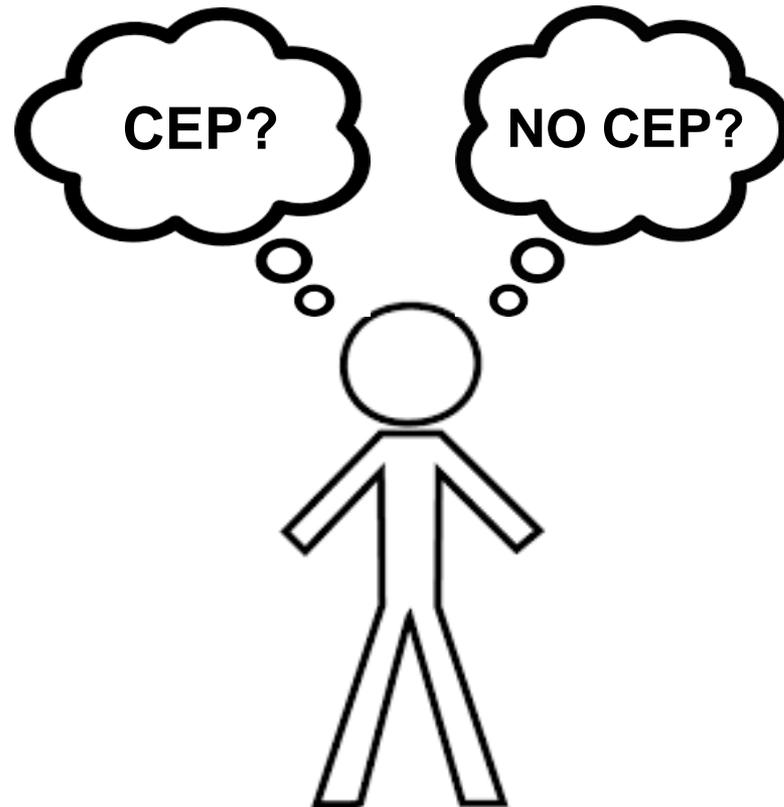
- ❑ Validation of ISP and claiming percentages
 - ❑ Verify claiming percentages identified for the most recent ISP was correctly applied to review period and month of on-site review for current school year

- ❑ Recordkeeping
 - ❑ Are you keeping all your records?

- ❑ Abbreviated Review
 - ❑ For combination site, if CEP school is not selected for review, an abbreviated review will be conducted



Is CEP Right For You?



Determine Your School Eligibility

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- ❑ Not sure if CEP will be financially viable?
 - ❑ Most beneficial for LEAs with an ISP of at least 50%
 - ❑ An evaluation study of pilot states found that the average ISP was around 55%

- ❑ Traditional vs. CEP Comparison tool
 - ❑ Tool will assist in determining if CEP is beneficial for you based on monthly reimbursement
 - ❑ Located on our website under Community Eligibility Provision (CEP)





Test Questions

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- What is CEP?
- What is the Identified Student Percentage?
- List two benefits to CEP.
- What are eligibility requirements?
- How do you determine the ISP?
- What number is the multiplier for claiming?



Test Questions Cont.

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- ❑ What is the maximum number of schools that can be grouped together in CEP?
- ❑ Do you still have to count meals?
- ❑ How many reimbursable meals are each student allowed to take?
- ❑ Does a student get charged for a second meal?
- ❑ Do you keep your development docs?
- ❑ How long do you need to retain records?





QUESTIONS



Contact Us

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Food and Nutrition Services

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Web: <http://dese.mo.gov/financial-admin-services/food-nutrition-services>