

Procedures to Commit to Participation in Community Eligibility Provision (CEP)

Local Education Agencies (LEAs) that plan to participate in the CEP **MUST** complete the application process. Your commitment to participate is part of the Application Packet and is available via the School Nutrition Programs (SNP) Web Application. Your application packet must be completed in its entirety and must include CEP information. Provided below are screen shots of the CEP required information.

1. SNP LEA Application

Question 36 – Check “Other” and indicate “CEP” as the description.

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

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

2. SNP Building Application

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)	Pricing	1.35	0.40	2.50
School Breakfast Program (SBP)	Pricing			2.25
Afterschool Snack Program (ASP)	Non-Pricing - CEP			1.00
	Reduced Charge Waived			

3. Community Eligibility Provision (CEP) Schedule

If participating in CEP, the Community Eligibility Provision Schedule must be completed. This item is automatically added to the Application Packet screen when “Yes” is answered to question 37 on the SNP LEA Application.

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		

On the Application Packet page click “Add” to access the Community Eligibility Provision (CEP) Schedule.

Upload the ISP Calculation Worksheet (see #5 below)

4. Community Eligibility Provision (CEP) Schedule

All sites identified on the Building Application as participating in CEP, via the Pricing Information section, will be displayed in the “Grouping” section of CEP schedule. The “Number of Identified Students” and “Enrollment” displayed are retrieved from the April Data previously reported by the LEA in the CEP Site List.

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										
<p>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.</p> <p>For each building, identify whether the site will qualify based on its individual numbers (“Individual”) or as a group (“Group #”).</p>										
Grouping										
Bldg Number	Building Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid	
1100	ABC School	<div style="border: 1px solid black; padding: 2px;"> Unassigned Individual Group 1 Group 2 Group 3 Group 4 Group 5 </div>	XXXX	XXXX	380	674	56.37	90.19	9.81	
<p>Internal Use Only</p> <p>Date Received:</p>										

For each building, under the Group column, select whether the building will qualify based on its own site data by selecting “Individual” or if the building will qualify by being 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.

If currently participating in CEP and there are no changes, data will automatically populate.
 If currently participating in CEP and a new building data has been added, a Group must be selected.

5. Attachment List

Participation in CEP requires DESE staff to validate the data entered in the CEP Site List. In order to do that, the ISP Calculation Worksheet must be uploaded to the Attachment List in the Application Packet. **The backup documentation MUST be maintained at the Local Education Agency (LEA) and made available upon request.**

- 1) Click Details under Action

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		

- 2) Click Add Attachment

School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Attachments >

Attachments

123-456
ABC SCHOOL
Address
City, State, Zip
Authorized Representative
Phone
Email

Action	File Name	Type	Date	Comment
No data to display.				

Total Attachments: 0

< Back | Add Attachment

- 3) Click Browse to locate the worksheet that is saved on your computer.
- 4) Click Save then click Finish.

School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Attachments >

Attachment Detail

123-456
ABC SCHOOL
Address
City, State, Zip
Authorized Representative
Phone
Email

Attachment Detail

1. File To Attach: Browse...

2. Comment:

Save | Cancel

If you have any questions please contact Food and Nutrition Services at (573) 751-3526 or Karen Wooton - Karen.Wooton@dese.mo.gov (573) 751-2954 or Jill Rehagen - Jill.Rehagen@dese.mo.gov (573) 751-4402