

# **Community Eligibility Provision (CEP) Data Collection Guidance for School-level Eligibility**



Connecticut State Department of Education  
Bureau of Health/Nutrition, Family Services, and Adult Education  
450 Columbus Boulevard, Suite 504  
Hartford, CT 06103-1841

**March 2019**

# CEP Data Collection Guidance for School-level Eligibility

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[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/CEP/CEP\\_Data\\_Collection\\_Guidancepdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/CEP/CEP_Data_Collection_Guidancepdf)



For more information, visit the Connecticut State Department of Education's [CEP](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

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Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
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## CSDE Contact Information

School Nutrition Programs Staff	
County	Consultant
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New Haven County (includes Regions 5, 15, and 16)	Jackie Schipke <a href="mailto:jackie.schipke@ct.gov">jackie.schipke@ct.gov</a> • 860-807-2123
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Other Nutrition Programs Staff	
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Food Distribution Program (USDA Foods)	Allison Calhoun-White <a href="mailto:allison.calhoun-white@ct.gov">allison.calhoun-white@ct.gov</a> • 860-807-2008 Monica Pacheco <a href="mailto:monica.pacheco@ct.gov">monica.pacheco@ct.gov</a> • 860-807-2086
Child Nutrition webpages Healthy Food Certification (HFC) Nutrition Education	Susan Fiore <a href="mailto:susan.fiore@ct.gov">susan.fiore@ct.gov</a> • 860-807-2075
For a complete listing of Child Nutrition Programs staff, see <a href="#">Child Nutrition Staff and Responsibilities</a> .	
 <div style="text-align: center;"> <p><b>Connecticut State Department of Education</b>  <b>Bureau of Health/Nutrition, Family Services and Adult Education</b>  <b>Child Nutrition Programs</b>  <b>450 Columbus Boulevard, Suite 504</b>  <b>Hartford, CT 06103-1841</b></p> </div>	

# 1 — Upload Steps

This guide outlines the steps for uploading the CEP school-level eligibility data in the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System). This data alerts Local Educational Agencies (LEAs) and schools of eligibility for participation in the CEP, a non-pricing meal service option for schools in predominately low-income areas. LEAs are eligible to participate in the CEP if the Identified Student Percentage (ISP) for the entire district, groups of schools, or individual schools meets or exceeds 40 percent. The ISP is calculated by dividing the total number of identified students by the total student enrollment. For questions regarding the data collection process for CEP eligibility, please contact Donna Heins or the school's assigned school nutrition consultant. For more information, see "[CSDE Contact Information](#)" on the previous page.

**Note:** Participation in the CEP is not mandatory, however, the submission of data to identify school-level eligibility is required for all LEAs participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Residential child care institutions (RCCIs) and sponsors of the Special Milk Program (SMP) are exempt from this requirement because they cannot participate in the CEP.

1. Access the CNP System at <https://ct.cnpus.com/prod/Splash.aspx> and enter your user ID and password.
2. Click on the blue box, "School Nutrition Programs."



# 1 | Upload Steps

3. Click on “Applications” at the top left of the screen.

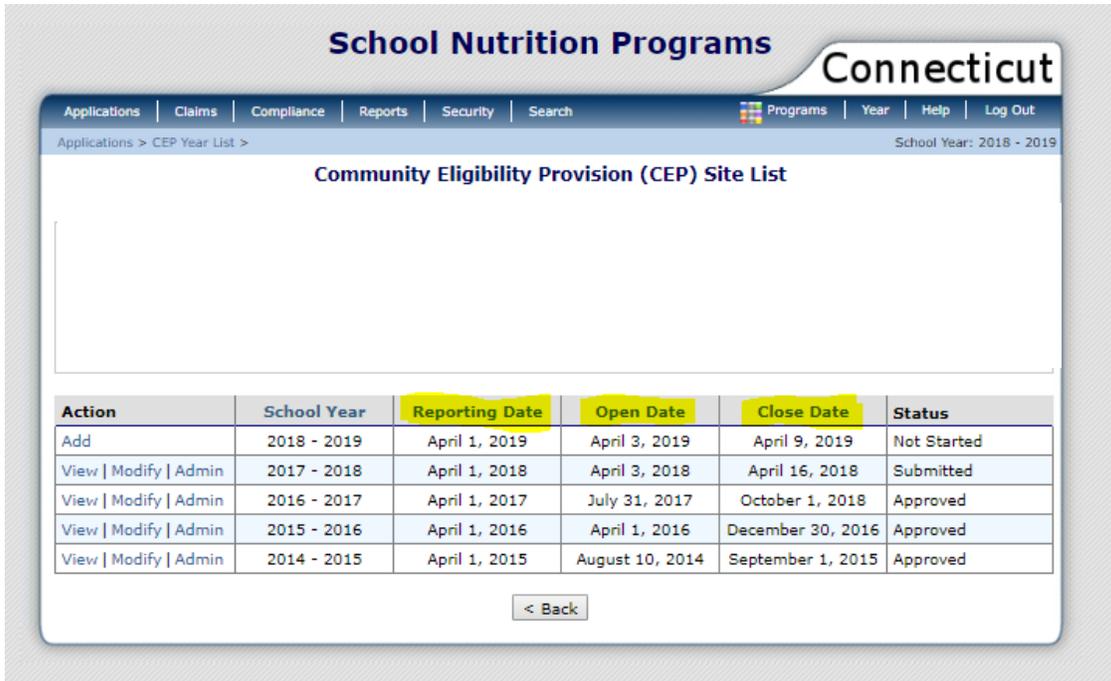


4. Under “Item,” click on “Community Eligibility Provision.”

**Note:** If you have access to more than one Sponsor Application, you will be prompted to select a sponsor before accessing the “Community Eligibility Provision” section of the Application.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading
Healthy Food Certification	Healthy Food Certification

5. Click **“Add”** for the School Year 2018-19.



**School Nutrition Programs** Connecticut

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

Applications > CEP Year List > School Year: 2018 - 2019

**Community Eligibility Provision (CEP) Site List**

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2018 - 2019	April 1, 2019	April 3, 2019	April 9, 2019	Not Started
View   Modify   Admin	2017 - 2018	April 1, 2018	April 3, 2018	April 16, 2018	Submitted
View   Modify   Admin	2016 - 2017	April 1, 2017	July 31, 2017	October 1, 2018	Approved
View   Modify   Admin	2015 - 2016	April 1, 2016	April 1, 2016	December 30, 2016	Approved
View   Modify   Admin	2014 - 2015	April 1, 2015	August 10, 2014	September 1, 2015	Approved

< Back

Please note the following information regarding the dates highlighted on the **“CEP Site List screen”** above.

- **Reporting Date:** Only data from in school year 2018-19, up through and including **April 1, 2019**, should be entered into the CNP System.

## 1 | Upload Steps

- **Open Date: April 3, 2019**, is the date that sponsors should access the CSDE’s [Direct Certification Web Application](#) to run a match between their total school enrollment and the total number of directly certified students to ensure a match of all directly certified students as of April 1, 2019. This is also the date that sponsors can begin to enter CEP notification data into the CNP System.

To obtain a list of all directly certified students to date, click on the “**View All Certified Records**” link, as shown in the example below.

Direct Certification  
Connecticut State Department of Education

Home Review Matched Case Management State Wide Search Upload Settings

School Year: 2018-2019

The table below shows all the files that have been created through the Match or Case Management process. To view the file, click the View link next to the record.

[View All Certified Records](#)

View	Report Date	# of SASID's
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- **Close Date: April 9, 2019**, is the final date that the CNP System will be open for data entry. The school food authority (SFA) should report CEP districtwide and school-level eligibility or near-eligibility status to LEA school officials to determine if a CEP application will be submitted to the CSDE.

The CSDE will post the lists of eligible (ISP  $\geq$  40 percent) and near eligible (ISP  $\geq$  30 percent and  $<$  40 percent) LEAs and schools on the CSDE’s [CEP](#) web page by **May 1, 2019**.

- Enter the requested data elements for each identified site under “SNAP,” “Other,” and “Enrollment.” All other screens will self-populate. For information on the three data entry categories (SNAP, Other, and “Enrollment”), see table 1 on page 8.

## School Nutrition Programs Connecticut

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

Applications > CEP Year List > CEP Site Eligibility >
School Year: 2018 - 2019

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

### Community Eligibility Provision (CEP) - Site Eligibility For School Year: 2018 - 2019

#### General Information

Reporting Date: April 01, 2019  
Due Date: April 09, 2019

#### 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 for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of **Identified Students** multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.  
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are **potentially eligible**.

**Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.**

		Nbr Identified Students						
Site ID	Site Name	SNAP	Other	Total	Enrollment	ISP	Eligible?	Potentially Eligible?
01		<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0.00 %		
02		<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0.00 %		
Sponsor Totals		0	0	0	0	0.00 %		

Total Sites: 2

**Table 1. Guidance for data entry categories**

<p><b>SNAP *</b></p>	<p>For the purpose of this data collection process, this count will include students normally identified on the FNS 742 Verification Collection Report as either SNAP (FS), Free Medicaid (FM), or TANF (AF). These students are considered directly certified (DC) based on information provided by Federal assistance programs. This count will <b>also include</b> those students who are DC through extended eligibility.</p> <p><b>Data Source:</b> CSDE Direct Certification Web Application (accessed April 3, 2019).</p>
<p><b>Other *</b></p>	<p>This count includes students identified as Other (OT) on the FNS 742 Verification Collection Report and may include the following:</p> <ul style="list-style-type: none"> <li>• Homeless children as defined under section 725(2) of the McKinney-Vento Homeless Assistance Act [42 U.S.C. 11434a(2)];</li> <li>• Runaway and homeless youth served by programs established under the Runaway and Homeless Youth Act (42 U.S.C. 5701);</li> <li>• Foster children certified through means other than a household application;</li> <li>• Children enrolled in a Federally-funded Head Start Program or comparable State-funded Head Start or pre-kindergarten program; and</li> <li>• Non-applicant students approved by local education officials, such as a principal, based on available information.</li> </ul> <p><b>Note:</b> Extended eligibility does not pertain to students identified as OT.</p> <p><b>Data Source Examples:</b> Head Start enrollment lists, lists of homeless/runaway or foster children, other source documentation from designated officials, etc.</p>
<p><b>Enrollment</b></p>	<p>Enter the enrollment number <b>only</b> for students who are <b>enrolled</b> in and <b>attend</b> schools where meals are served for each site. For example, if one site serves meals to students enrolled in three different schools, combine the totals from each of the three schools when entering data for that site.</p> <p>Only count students who have <b>access to at least one meal service</b> (SBP and/or NSLP) daily. For example, if a school enrolls Kindergarten students but those students <b>do not</b> have access to at least one meal service daily, do not include those students in the total enrollment for that site.</p> <p><b>Data Source:</b> LEA’s Local Information System (accessed April 1, 2019)</p>

\* Acceptable eligibility dates are between July 1, 2018, and April 1, 2019.

7. After entering the data for each site, click “**Save**” at the bottom of the page.

Created By: CEP on: 12/19/2017 9:17:12 AM

8. Correct any errors. Click “**Finish.**”

**Save Confirmation**

Congratulations!

The form has been validated without errors.

Make note of the ISP for your LEA and schools. This information serves as notice of districtwide eligibility for participation in the CEP. Some LEAs, not previously participating in the CEP, may decide to participate for the next school year based on the ISP. Currently participating LEAs may decide to recalculate if they now identified a higher ISP. The SFA should discuss CEP eligibility with school officials.

**Participation in the CEP is not mandatory, even if an LEA meets eligibility requirements.**

## 2 — Next Steps for CEP Application

This section provides information in the next steps only for LEAs planning on CEP participation for school year 2019-20. The deadline to apply for CEP participation for school year 2019-20 is **June 30, 2019**.

LEAs must formally apply for the CEP for school year 2019-20 if they meet at least one of the following criteria:

- LEAs/schools electing CEP participation for the first time;
- LEAs/schools in the mid-cycle of CEP participation that are requesting changes to their currently approved ISP;
- LEAs/schools currently in the fourth year of CEP participation with an ISP greater than or equal to 40 percent; and
- LEAs/schools currently in the fourth year of CEP participation with an ISP greater than or equal to 30 percent but less than 40 percent (eligible for one “grace” year).

During a “grace” year, the percentage of meals reimbursed at the free rate will be based on the lower ISP, as determined using April 1, 2019, data. The LEA or school will have to return to standard counting and claiming, or to provision 2 or 3, if the ISP calculated using data from April 1, 2020, is less than 40 percent.

The CEP application process requires the submission of three documents, which include:

- CEP Participation Worksheets (located on CSDE’s CEP webpage);
- List of Identified Students (located on the CSDE’s CEP webpage); and
- LEA master enrollment file (Excel document provided by the LEA’s Local Information System).

The CSDE will validate this data to establish the final approved ISP and associated meal claiming percentages. The LEA must upload the three application documents into the CNP System. Do not send any application documents by e-mail.

Before uploading any documents to the CNP System, LEAs should contact Donna Heins, Education Consultant at the CSDE, to discuss the CEP application process.

### 3 — Primary Source Data Retention

All sponsors planning to formally apply for CEP participation for school year 2019-20 **must** save a copy of all primary source data, as summarized in table 2. If an interschool agreement is in place, this includes data from any recipient sites that will be participating in the CEP.

LEAs can *only use primary source data* to apply for CEP participation.

<b>Table 2. Guidance for primary source data retention</b>	
<b>Categorically Eligible Student List (FS, FM, AF) *</b>	<p>Download and save a copy of the Direct Certification Data Match File (from July 1 through April 1, 2019) in an Excel file, of <b>all</b> students in the LEA that are directly certified on April 1, 2019.</p> <p><b>Data Source:</b> CSDE Direct Certification Web Application (saved on <b>April 3, 2019</b>)</p>
<b>Other Source Categorically Eligible Student Lists (OT) *</b>	<p><b>Note:</b> Extended eligibility does not pertain to students identified as OT.</p> <p>Collect and save proof of eligibility on April 1, 2019, for other source categorically eligible students.</p> <p><b>Data Source:</b> Examples include Head Start enrollment records, and lists provided by district homeless liaisons or other state or local agencies. This documentation must be dated and signed. <b>Eligibility dates must be noted on all documentation.</b></p>
* Acceptable eligibility dates are between July 1, 2018, and April 1, 2019.	

**Table 2. Guidance for primary source data retention, continued**

<p><b>Enrollment</b></p>	<p>Download and save in Excel the LEA’s entire master enrollment file from April 1, 2019. The list must contain the following:</p> <ul style="list-style-type: none"> <li>• school name;</li> <li>• school facility code (assigned by the state Public School Information System (PSIS));</li> <li>• student last name;</li> <li>• student first name;</li> <li>• student date of birth;</li> <li>• student grade; and</li> <li>• state assigned student identifier (SASID) number for students in public schools.</li> </ul> <p>The CSDE encourages sponsors to work with the LEA’s central office staff to ensure enrollment data can be collected appropriately and saved in an Excel file.</p> <p><b>Data Source:</b> The LEA’s Local Information System (saved on <b>April 1, 2019</b>)</p>
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## 4 — Resources

Community Eligibility Provision (CEP) (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Community-Eligibility-Provision>

Community Eligibility Provision: Increasing Your ISP with Direct Certification (USDA):

<https://fns-prod.azureedge.net/sites/default/files/cn/CEPincreasing%20ISPwithDirectCert.pdf>

Direct Certification for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Direct-Certification>

Eligibility Manual for School Meals (USDA):

<https://www.fns.usda.gov/2017-edition-eligibility-manual-school-meals>

Important Reminders for Completing Direct Certification (CSDE webpage):

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/DCReminders.pdf>

USDA Memo SP 54-2016: Community Eligibility Provision: Guidance and Updated Q&As:

<https://fns-prod.azureedge.net/sites/default/files/cn/SP54-2016os.pdf>







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