

Community Eligibility Provision (CEP) Edit Check Worksheet

Site: _____ B/L: _____ Month/Year: _____

A	B		C		D		E	F
Date	Enrollment	x	Attendance Factor Percentage	=	Adjusted Eligible Attendance		Number of Meals Claimed	If Column E exceeds Column D on 50% OR MORE of the monthly serving days, provide an explanation
<i>Example</i>	750	x	.942 %	=	707 <i>(always round up)</i>		712	<i>High participation: Pizza day</i>
1		x		=				
2		x		=				
3		x		=				
4		x		=				
5		x		=				
6		x		=				
7		x		=				
8		x		=				
9		x		=				
10		x		=				
11		x		=				
12		x		=				
13		x		=				
14		x		=				
15		x		=				
16		x		=				
17		x		=				
18		x		=				
19		x		=				
20		x		=				
21		x		=				
22		x		=				
23		x		=				
24		x		=				
25		x		=				
26		x		=				
27		x		=				
28		x		=				
29		x		=				
30		x		=				
31		x		=				
TOTAL MEALS CLAIMED FOR THE MONTH								

Signature: _____ Date: _____

Community Eligibility Provision (CEP) Edit Check Worksheet Instructions

According to the National School Lunch Program (NSLP) Code of Federal Regulations (7 CFR) §210.8, prior to the submission of a monthly claim for reimbursement, each school food authority (SFA) must review the lunch count data for each school under its jurisdiction to ensure the accuracy of the monthly claim for reimbursement. The objective of this review is to ensure that monthly claims include only the number of meals **served** on any day of operation to children currently eligible for school lunches. Meal counts must never be based on student attendance.

Additionally, all CEP schools are required to compare each school's **daily number of meals claimed** (column E) against the *adjusted eligible attendance* (column D). The adjusted eligible attendance is the *daily enrollment* (column B) multiplied by the *attendance factor percentage* (column C). 7CFR §210.2 defines the attendance factor percentage as a "percentage developed no less than once each school year which accounts for the difference between enrollment and attendance." The attendance factor formula is below.

$$\frac{A-B}{A} \} \boxed{\text{AF Formula}}$$

A equals *enrollment* multiplied by the *number of serving days* in the month.

B equals the *total number of student absences* for the month.

For the most accurate calculation, SFAs are encouraged to calculate the attendance factor for each individual school to ensure that claims are not rejected due to claiming more children than permitted based on an attendance factor that is too low.

INSTRUCTIONS

1. Indicate the name of the site, "B" for breakfast or "L" for lunch, and the current month/year.
2. Column A lists each day of the month. Enter each day's enrollment in column B.
3. Record the *attendance factor percentage* in column C.
4. Multiply *enrollment* (column B) by the *attendance factor percentage* (column C) and record this number in column D. The resulting *adjusted eligible attendance* provides an estimate of the number of students in attendance on an average day. Always **round up** to the next whole number.
5. Record the *number of meals claimed* at this meal service in column E. The number of meals claimed can **never** exceed the *enrollment* listed in column B. If the *number of meals claimed* (Column E) exceeds the number in column D on 50 percent or more of the month's total serving days, the SFA must investigate and document why this is occurring.
6. At the end of each month, record the total number of meals claimed for both breakfast and lunch. These totals should match the totals submitted on your CSDE monthly claim. Sign and date the completed form.

Retain this documentation to support your online claim for reimbursement for at least three years.

CEP Edit Check Worksheet Instructions, continued



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

This form is available at

<http://portal.ct.gov/-/media/SDE/Nutrition/CEP/CEPEditCheck.pdf>

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, disability, age, 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.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Act Coordinator, Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, Levy.Gillespie@ct.gov.