



CONNECTICUT STATE DEPARTMENT OF EDUCATION

Community Eligibility Provision (CEP)

Go for the Gold!

February 1, 2018

Training Agenda

- CEP Overview
- CEP Requirements
- CEP Election Process
- LEA Presentation Panel
- CEP Supporting Partners



An improved CEP process may lead to

Higher Numbers

- Meals served
- Free Claiming Percentages
 - ISP of 40% qualifies for CEP
 - ISP of 62.5% = 100% Free Claiming Percentage

Faster Practices

- Identifying Directly Certified Students
- Implementing the CEP requirements
- Submitting and storing proper documentation

Stronger Benefits

- Families
 - ↓ Paperwork/money
- Food Service Programs
 - ↑ Streamlined operations
- Students
 - ↑ Healthy and ready to learn



Who Will be Speaking Today?

- Donna Heins, CSDE/Education Consultant
- Teri Dandeneau, CSDE/Education Consultant
- Dave Donovan, CSDE/IT Project Manager
- Lonnie Burt, Hartford Public Schools
- Shari-Lynn Staeb, East Hartford Public Schools

- And hopefully...many of you in this audience!



Overview



What is CEP?

- Special provision option for *meal certification*
 - Authorized as part of the Healthy, Hunger-free Kids Act of 2010 (Sec 104)
- Alternative to collecting, approving, and verifying *household applications*
- Improves access to *free school meals* in eligible high poverty local educational agencies (LEAs) and schools
 - Breakfast and lunch



What are the Benefits?

- Free lunch and breakfast served to **all** students in participating schools
- Reduced burden for households
 - Paperwork and money
- Reduced burden for sponsors
 - Approval for 4-Year cycle
 - Paperwork, chance of administrative errors, costs for unpaid meals
- Reduced chance of overt student identification

Increased meal participation 😊



What are the Two Key CEP Definitions?

Identified Students (Categorically eligible)

- Students certified without an application **and**, therefore, not subject to verification
 - Directly Certified for assistance programs
 - SNAP, TFA, Free-Medicaid
 - extended eligibility
 - Directly Certified for other source categorically eligible programs
 - Homeless, Runaway, Migrant, Foster, Federally or state-funded Head Start Program, non-applicant students approved by LEA official based on available information)



What are the Two Key CEP Definitions?

Enrolled Students

- Students who are enrolled in and attending schools
- Have access to at least one meal service daily
 - National School Lunch Program (NSLP)
 - School Breakfast Program (SBP)



What is the Most Important Definition?

Identified Student Percentage (ISP)

“The Identified Student Percentage (ISP) is the proportion of identified students (out of all enrolled students) who are directly certified for free school meals through a means other than the school meal application.”

USDA CEP Planning and Implementation Guide



How Are Identified Student Percentages (ISPs) Calculated?

ISP % = total eligible students/total enrollment

- Strict rounding rules: An ISP must be rounded to ***two decimal places***

Does an ISP of 39.98 percent qualify for CEP participation? **NO**

The power of grouping!

Schools with an ISP < 40% can be grouped with other schools in a LEA with a higher ISP to reach a total ISP $\geq 40\%$



ISP Calculation Examples

Individual School Example			
	Identified Students	Enrollment	ISP
School 1	75	200	37.50

School Grouping Example			
	Identified Students	Enrollment	ISP
School 1	75	200	37.50
School 2	200	400	50.00
Total	275	600	45.83

District-wide Example			
	Identified Students	Enrollment	ISP
School 1	75	200	37.50
School 2	200	400	50.00
School 3	200	500	40.00
Total	475	1,100	43.18



What About Claiming Percentages?

- Known as federal reimbursement
 - “free” claiming percentage (rate)
 - higher reimbursement
 - “paid” claiming percentage (rate)
 - lower reimbursement
- The multiplier (1.6) is the factor by which the ISP is multiplied to determine the federal “free” rate
- Both rates combined must equal 100%



How Are Reimbursement Rates Calculated?

Examples using ISPs of 40% and 62.5%

- Multiply the ISP by a **factor of 1.6** (multiplier) to determine the total percentage of meals reimbursed at the **federal “free” rate**
- The remaining percentage of meals, up to 100 percent, is reimbursed at the **federal “paid” rate**

$$40.0\% \times 1.6 = 64\% \text{ (Free Rate)}$$

36% = Paid Rate

$$62.5\% \times 1.6 = 100\% \text{ (Free Rate)}$$

0% = Paid Rate



What Else Is There To Know about CEP?

- There are opportunities to group schools to maximize eligibility and participation
 - Districtwide
 - Groups of schools
 - Individual schools
- Once approved for participation, the ISP and claiming rates are approved for a 4-year cycle
 - No additional data submitted
 - Verification is not necessary



Is My LEA/School Eligible to Participate?

- Ensure at least 40 percent of *enrolled* students are *identified* students
 - Using data as of April 2, 2018, in the school year prior to CEP election (for school year 2018-19)
- Participate in **both** the NSLP and SBP
 - Residential child care institutions (RCCIs) not eligible
- Serve breakfast **and** lunch to **all** students at no charge (including visiting students)



What's the Connecticut CEP Story?

School Year	Number of Participating LEAS	Number of Participating Schools
2014-15	6	126
2017-18	28	241

Select state phase-in process (July 1, 2011)
Nationwide availability (July 1, 2014)



Current Connecticut CEP Participants

- ACES
- Achievement First Bpt.*
- Amistad Academy*
- Brass City Charter*
- Bridgeport*
- Bristol
- Children's Community School*
- CREC
- East Hartford
- Elm City College Prep*
- Grace Webb*
- Great Oaks Charter*
- Hartford*
- Klingberg Family Center*

*Districtwide Participation



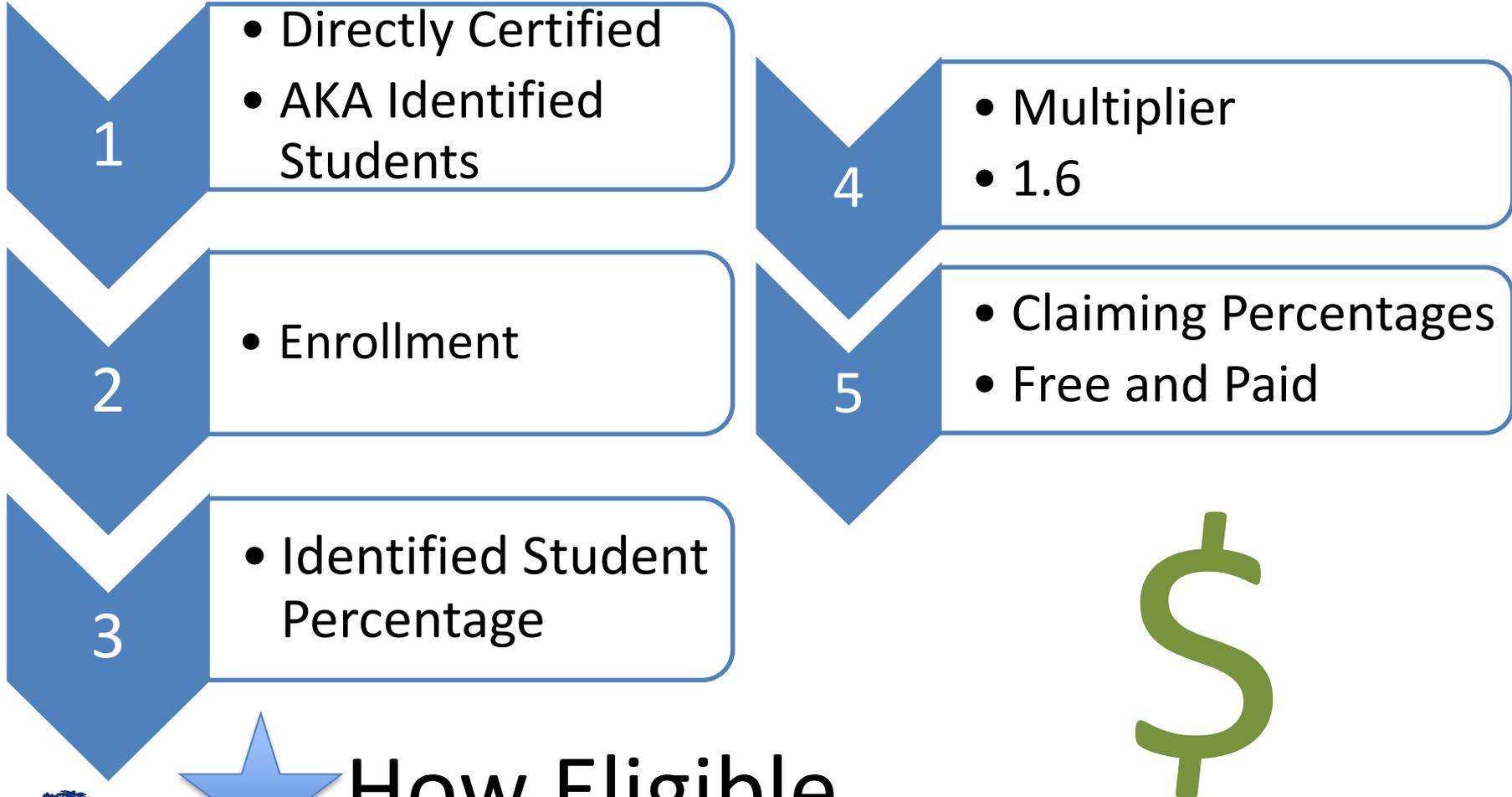
Current Connecticut CEP Participants

- Meriden
- Middletown
- Naugatuck
- New Beginnings Family Academy*
- New Britain*
- New Haven*
- New London*
- Path Academy*
- The Bridge Academy*
- Trailblazers Academy*
- Vernon
- Waterbury*
- West Haven
- Windham*

*Districtwide Participation



Let's Summarize



How Eligible



Direct Certification and CEP

Perfect Together!

CEP eligibility (ISP) based on numbers of Directly Certified Students/enrollment

It all starts with the files!

Direct Certification data must be

- accurate
- up-to-date
- readily available





DATE: March 16, 2017

MEMO CODE: SP 20-2017

SUBJECT: Community Eligibility Provision: Annual Notification and Publication Requirements

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

This memorandum details guidance on the annual Community Eligibility Provision (CEP) notification and publication requirements and provides information on the USDA-developed reporting template.

The National School Lunch Act requires State agencies to annually notify local educational agencies (LEAs) of district-wide eligibility for CEP [42 U.S.C. 1759a(a)(1)(F)(x)(II)]. Similarly, LEAs must annually submit school-level eligibility data

The 2018 Winter Olympics

It's the most wonderful
time of the year!



CEP Reporting Requirements

The *National School Lunch Act* requires that

- State agencies (i.e., CSDE) **annually notify** local educational agencies (LEAs) of districtwide eligibility for CEP participation
- All LEAs **annually submit** school-level CEP eligibility data to their state agency (i.e., CSDE)
- Both the state agency and the USDA Food and Nutrition Service **publish lists** of CEP eligible and near eligible LEAs and schools on their respective websites



CEP Reporting Requirements

New

- Effective school year 2017-18, *all* Connecticut LEAs are required to enter the data into the CNP Online system
- April 2, 2018, data must be reported for *each LEA's site* that is participating in the National School Lunch Program or School Breakfast Program



CEP Reporting Requirements

Each LEA will be required to report **three** data sources for each site

1. Total enrollment
2. Total number of directly certified students
3. Total number of Other Source Categorically Eligible students



CEP Reporting Requirements

Each LEA will be required to report **three** data sources for each site

1. Total Enrollment

- Only count those students who have access to the NSLP or SBP

Example: if split-day kindergarten students do not have access to lunch or breakfast, they would not be included in the enrollment



CEP Reporting Requirements

Each LEA will be required to report **three** data sources for each site

2. Total number of directly certified students

- This number represents the total number of students on the **CSDE direct certification list** (as of April 2, 2018)
- Include all categories (i.e., FS, AF and OT)
- Also will include the new **FREE** Medicaid (FM) eligibility
- Only children who are identified as FM (free Medicaid) on the direct certification list should be included with the direct certification number
- **The RM code is reduced Medicaid and *reduced eligibility does not get included for the purposes of CEP***



CEP Reporting Requirements

Each LEA will be required to report **three** data sources for each site

3. Total number of Other Source Categorically Eligible students

- These are the students that are directly certified manually or outside of the CSDE direct certification
- Includes children extended benefits due to a sibling or child in the household whose name appears on the DC list
- Includes **children who are directly certified based on a VALIDATED handwritten case number on an application**



CEP Reporting Requirements

Other Source Categorically Eligible Students

- Children extended benefits due to a sibling or child in the household whose name appears on the DC list
- Children who are **directly certified based on a VALIDATED handwritten case number on an application**
- Foster children who have been directly certified by the district's foster point of contact
- Foster children who have been directly certified via a current DCF 603 form
- Homeless/runaway children who have been directly certified by the district's homeless liaison
- Students enrolled in a federally funded Head Start Program or a state-funded pre-kindergarten classes using identical or more stringent eligibility criteria than the Federal Head Start Program



CEP Reporting and the CNP Online System

School Nutrition Programs		Connecticut
Applications Claims Compliance Reports Security Search		Programs Year Help Log Out
Applications >		School Year: 2017 - 2018
Item	Description	
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information	
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	
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary	
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview	
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations	
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals	
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)	
Financial Report	School Food Annual Revenues and Expenditures Report	
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary	
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	
Healthy Food Certification Summary	Healthy Food Certification Summary	



CEP Reporting and the CNP Online System

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

Site ID	Site Name	Nbr Identified Students			Enrollment	ISP	Eligible?	Potentially Eligible?
		SNAP	Other	Total				
03	McAlister Intermediate School	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0.00 %		
04	A. Ward Spaulding School	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0.00 %		
51	Suffield Middle School	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>	0.00 %		
61	Suffield High School	<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: 4



CEP Reporting and the CNP Online System

		Nbr Id
Site ID	Site Name	SNAP
03	McAlister Intermediate School	0
04	A. Ward Spaulding School	0
51	Suffield Middle School	0
61	Suffield High School	0
Sponsor Totals		0

SNAP DATA

- The total number of directly certified students for each site taken from the DC list
- Includes the codes FS, AF, OT and FM (free Medicaid)



CEP Reporting and the CNP Online System

		Nbr Identified Stud	
Site ID	Site Name	SNAP	Other
03	McAlister Intermediate School	0	0
04	A. Ward Spaulding School	0	0
51	Suffield Middle School	0	0
61	Suffield High School	0	0
Sponsor Totals		0	0
Total Sites: 4			

OTHER DATA

The total number of Other Source Categorically Eligible students for each site including those student directly certified as

- homeless/runaway
- Head Start
- foster
- validated handwritten case number
- students extended free eligibility based on a child in the household receiving SNAP/TFA benefits



CEP Reporting and the CNP Online System

ENROLLMENT DATA

Only count those students who have access to the NSLP or SBP

		Nbr Identified Students			
Site ID	Site Name	SNAP	Other	Total	Enrollment
03	McAlister Intermediate School	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
04	A. Ward Spaulding School	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
51	Suffield Middle School	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
61	Suffield High School	<input type="text" value="0"/>	<input type="text" value="0"/>	0	<input type="text" value="0"/>
Sponsor Totals		0	0	0	0



CEP Reporting and the CNP Online System

A word about April 2

REMINDER

- The weekly direct certification match occurs on **Monday** (unless Monday is a holiday)
- It takes place throughout the day
- Obtain the data on **Tuesday** (April 3) to ensure that the DC match has completed in full



CEP Reporting and the CNP Online System

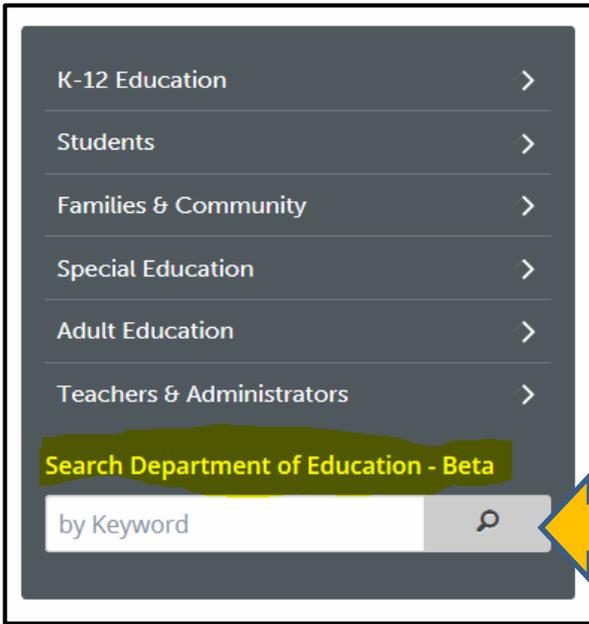
Reporting Timeframes

DUE DATE	ACTION REQUIRED	COMMENTS
April 9, 2018	All LEAs (except RCCIs) report the required CEP data in the CNP Online System	April 2, 2018, data only
April 16, 2018	CSDE posts the LEA CEP Notification list on the CSDE website	
May 1, 2018	School-level eligibility posted on CSDE website	
May 18, 2018	Deadline date for interested sponsors to contact Donna Heins to discuss next steps	Contact: donna.heins@ct.gov 860-807-2082
June 30, 2018	Deadline date for notifying the CSDE of a district's participation in CEP for school year 2018-19	All required paperwork to be submitted by this date



<http://portal.ct.gov/SDE-CommunityEligibilityProvision>

CEP Website *New Look!*



K-12 Education >
Students >
Families & Community >
Special Education >
Adult Education >
Teachers & Administrators >
Search Department of Education - Beta
by Keyword

Direct Certification

Direct Certification

Overview

How To

Documents/Forms

Laws/Regulations

Contact



Provided by:
Department of Education - Beta

Overview

[School Nutrition Programs](#) | [Program Guidance](#) | [Forms](#) | [Resources](#) | [Nutrition Education](#)

Contact

Student Enrollment and Demographics

Contact the appropriate resources at the LEA level or at the [CSDE](#).

Direct Certification Technical and Application Support

Help Desk: 860-713-6681

Direct Certification Contact Changes

Teri Dandeneau
teri.dandeneau@ct.gov
860-807-2079

Student Eligibility Determination

[CSDE School Nutrition Programs Staff](#)
Bureau of Health, Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841
Phone: 860-807-2050
Fax: 860-807-2127

process conducted by states and local educational agencies (LEAs) to certify eligible students for free or reduced-price meals without the need for household applications. The Connecticut State Department of Education (CSDE) provides the district direct certification contact person with a login ID to access the CSDE's [Direct Certification Web Application](#). Each week, the Direct Certification automatically matches enrolled students to the Supplemental Nutrition Assistance Program (SNAP) and Temporary Food Assistance (TFA) lists provided by the Connecticut Department of Social Services (DSS). The district's direct certification contact person can access this information.

CONNECTICUT STATE DEPARTMENT OF EDUCATION



Do You Know Some Strategies To Maximize ISP?

Lonnie M. Burt, MS, RD, CD-N
Senior Director
Food & Child Nutrition Services

Additional strategies are outlined in the USDA [Community Eligibility Provision \(CEP\): Planning & Implementation Guidance](#) (refer to page 14)



Requirements



What Does a CEP Sponsor Agree To Do?

Details in CEP ED-099 Addendum

- Serve free breakfast and lunch to all students for a period of four years
 - May opt-out prior to end of cycle
- Not collect free and reduced-price applications
- Cover costs of providing free meals with non-federal funds



How Can A Sponsor Cover Excess Costs?

- May only use funding from non-federal sources to cover costs above USDA federal funding
- Examples of non-federal sources
 - any portion of state revenue matching funds that exceeds the minimum requirement
 - excess funds from the CACFP and SFSP
 - profits from a la carte sales, catering, vending
 - in-kind contribution funds from outside sources
such as volunteer services
 - cash donations



What Are Other CEP Requirements?

- Conduct a data match annually between SNAP and student enrollment
 - LEAs cannot contact households to obtain SNAP letters
- Supply data to CSDE for USDA Reports
 - i.e., FNS 742 – Verification Collection Report
- Conduct edit checks to take an accurate count of reimbursable meals served



What Actions Occur at The Start Of The School Year?

- Enter CEP information in CSDE's CNP Online System
 - Guidance will be provided
- Institute a process to collect and retain required documentation (train staff)
- Send out parent letters, media announcement, Addendum C, and Alternative Income Survey



What About The Alternative Income Survey?

- All Connecticut schools required to collect data to determine economically disadvantaged children
- In lieu of applications, CSDE requires CEP schools to report eligibility status in the PSIS System
 - Alternative Income Survey data



What Happens During an Administrative Review?

- At least one CEP school has an abbreviated review
- The state agency (CSDE) reviews records to ensure
 - appropriate documentation is on file
 - meals are counted appropriately
 - claiming percentages are accurate



Election Process



What Possible Scenarios Require Submission Of April 2, 2018, Data?

New CEP Sponsor requesting participation

Current CEP Sponsor

- Mid-cycle
 - Request change to ISP in existing CEP schools
 - Start of new 4-year cycle***
- Elects to add, remove or regroup schools
 - Poverty level in district, groups or schools may have changed



What Possible Scenarios Require Submission Of April 2, 2018, Data?

Current CEP Sponsor

- Ending year four of cycle and **eligible**
- Ending year four of cycle and **non-eligible**
 - **Grace year** possible
 - Allows participation one more year if April data indicates an ISP < 40 percent but ≥ 30 percent
 - Must have ISP of at least 40 percent the next year or return to standard counting and claiming procedures



CEP Election Process

LEA reviews ISP for each site to consider eligibility and possible groupings

Use Federal Estimator to identify projected cost to operate CEP

Finalize participation
Individual
Groups
Districtwide



Green Means Same Income Or More

Community Eligibility Provision (CEP) Monthly Federal Reimbursement Estimator			
Use to estimate the level of Federal reimbursement received under the CEP			
District Name:			
Step 1: Calculating the Identified Student Percentage		Step 2: Federal Reimbursement Rates	
If grouped schools, use the grouping calculator to assist in determining 1.1 and 1.2.		Select the current reimbursement rates used for each program (without the \$0.06).	
Enter the number of identified students and enrolled students that is representative of April 1 st in 1.1 and 1.2		The additional \$0.06 is applied in the next box	
1) Enter the number of identified students	250	Free Lunch	\$3.23
2) Enter the TOTAL student enrollment	500	Free Breakfast	\$1.75
ISP Base Number, rounded to 4 decimal places =	0.5000	Paid Lunch	\$0.31
ISP Percentage of identified students =	50.00%	Paid Breakfast	\$0.30
This percentage must be at least 40% to be eligible		Select "\$0.06" if the SFA is certified for the additional \$0.06.	
Percentage of meals reimbursed at the Federal FREE rate =	80.00%	\$0.06	
Percentage of meals reimbursed at the Federal PAID rate =	20.00%		
Step 3: Monthly Meal Data		Estimated CEP Monthly Federal Reimbursements	
Enter in the number of LUNCHES and/or BREAKFASTS served in a month in 3.1 and 3.2			
3.1) Enter the total number of LUNCHES served in a month:	6,000	Reimbursement for LUNCH =	\$17,029.80
3.2) Enter the total number of BREAKFASTS served in a month:	5,000	Reimbursement for BREAKFAST =	\$7,957.00
Total number of MEALS served in a month:	11,000	Total Reimbursement Level =	\$24,986.80
Step 4: Anticipated Participation Change due to serving all FREE meals (for example enter 2 for 2%):	NLSP	Federal Reimbursement per LUNCH =	\$2.71
	5.00%	SBP	9.00%
Total number of LUNCHES reimbursed at FREE rate =	5,040	Federal Reimbursement per BREAKFAST =	\$1.46
Total number of LUNCHES reimbursed at the PAID rate =	1,260	Optional Comparison: Enter current monthly Federal reimbursements and student payment revenue	
Total number of BREAKFASTS reimbursed at FREE rate =	4,360	LUNCH =	
Total number of BREAKFASTS reimbursed at the PAID rate =	1,090	BREAKFAST =	
CEP Difference:		LUNCH Difference =	Total Difference
This section displays the estimated difference between operating CEP and the current Federal reimbursements and student payments (if applicable). If the difference boxes are green then CEP will generate the same or more Federal revenue, if the box is red then current procedures generate higher Federal Revenue		BREAKFAST difference =	



CEP Election Process

LEA notifies
board of
education
(BOE)

LEA contacts
Donna Heins
(CSDE) ★

LEA/CSDE
conference call
to discuss next
steps



What Initial Paperwork is Required?

- CEP Worksheets
- CEP Spreadsheet with list of Identified Students
 - As of April 2, 2018
 - Must only use CSDE-designed spreadsheet
- Evidence of total student enrollment
 - as of April 2, 2018
- CEP ED-099 Addendum
 - Sent to LEA by CSDE (NEW)



What About the CEP ED-099 Addendum?

- Agreement between LEA BOE and CSDE
 - Must be signed by First Authorized Signer
 - Then signed by CSDE Chief Financial Officer
- Lists CEP requirements and approved claiming percentages (NEW)
- Will be sent by CSDE to LEA (NEW)
- Original kept on file with ED-099
- Copy sent to LEA via e-mail



What About the CEP Student Identification Spreadsheet?

- CSDE Excel Spreadsheet
- List all identified students
- Fill in all required columns
- Note valid direct certification date range
- Do not use any other spreadsheet
- Only the number of *validated* names are used to calculate the final ISP



CSDE CEP Student Identification List

	A	B	C	D	E	F	G	H	I
1		Total Enrollment Student Roster as of April 2, 2018							
2		Student ID Number	Grade	Student Last Name	Student First Name	DOB	School	Direct Certification List Code	Direct Certification List Date (Must be on or before April 2, 2018)
3	EX	121482	5	Miller	John	3/20/2009	ABC School	FS	
4	EX	127957	3	Smith	Kate	12/15/2011	ABC School	AF	
5	EX	123456	preK	Wilson	Tom	6/7/2014	ABC School	OT	
6	EX	118992	12	Miller	Erica	1/4/2000	ABC School	FM	
7	1								
8	2								
9	3								
0	4								
1	5								

Direct Certification List

Valid Dates are from July 1, 2017 – April 2, 2018

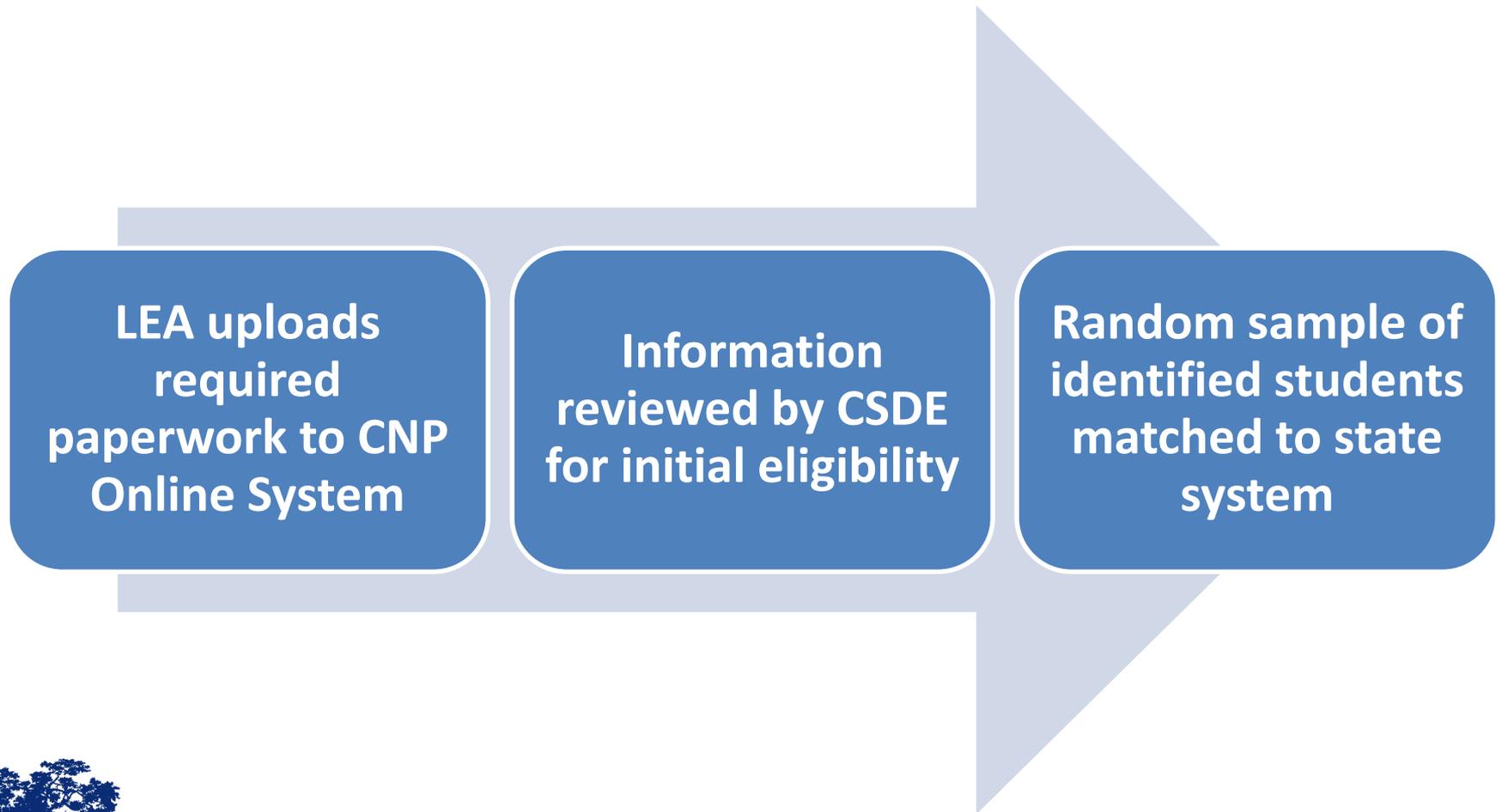


What About Enrollment?

- Important piece of data
- Only include numbers for students with access to breakfast and/or lunch at any school site
- Best data source is printout from PowerSchool or similar software system
 - Date (April 2, 2018)
 - Name of school
 - Total enrolled (eligible students only)
- May be required to produce entire roster



CEP Election Process



CEP Election Process

If all names match,
provisional approval
notification of ISP and
claiming percentages are
e-mailed to LEA

If a large number of
names do not match,
on-site validation
will be required

Random sample
spreadsheet uploaded to
CNP Online System for
retrieval by LEA
Site visit date determined



CEP Election Process

LEA provides additional supporting documentation

Final ISP will be determined at the end of the site visit

Provisional approval notification of ISP and claiming percentages are e-mailed to LEA



CEP Election Process

**ED-099 Addendum
sent by CSDE to
LEA for signature**

**Sponsor enters CEP
information into
CNP Online System**

**LEA initiates next
steps as outlined
in provisional
approval
notification e-mail**



What Actions Occur at Start of School Year?

- Enter CEP information in CNP Online System
 - Guidance provided
- Prepare a system to collect and retain required documentation (train staff)
- Send out parent letters, media announcement, Addendum C, and Alternative Income Survey



CEP Required Documentation (LEAs)

- Total number of breakfasts and lunches served daily
- Percentages used to claim meal reimbursement
- Non-federal funding sources used to cover any excess meal costs, if applicable
- School-level information provided to the state agency for publication, if applicable
- Data used to calculate the ISP (source documentation)



ISP Source Documentation (LEAS)

- The master student enrollment roster
 - includes all active students with ISP eligibility determination
 - as of April 2, 2018, for school year 2018-19
- All supporting documentation for ISP eligibility, e.g., student lists for DC children, foster children, homeless, runaway, partial matches, extended eligibility, etc.
- Retention timelines (*all* CEP documentation)
 - Entire time CEP is in operation (four year duration or longer)
 - For three years after the last claim for reimbursement is submitted
 - Longer if audit in process



When is a **Mid-cycle** ISP Calculation Required?

- Usually any time a change in student population changes the poverty level
 - Individual school/LEA attendance area changes
- If ISP grouping composition changes
- **Mid-year** changes are **not required** for changes to the student population



Quick Quiz

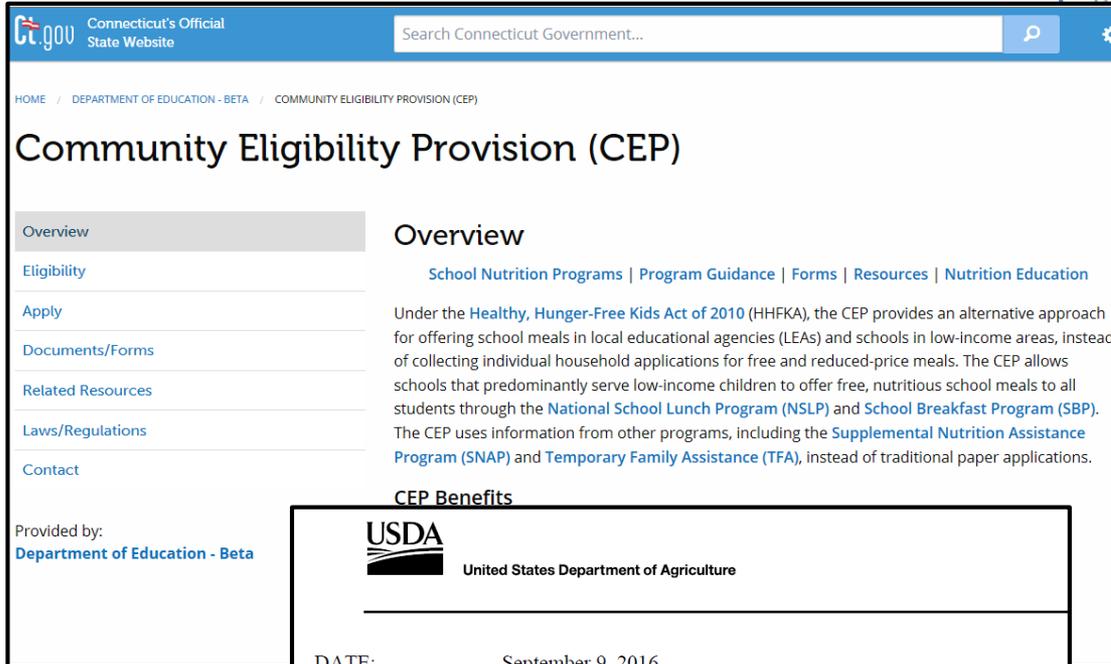
- The CEP schools cannot accept payment (**for reimbursable meals**) from visiting students
(Refer to USDA [Community Eligibility Provision: Guidance and Updated Q&As](#) Questions 38 and 39)
- CSDE allows 30-day “carryover” eligibility for free meals for students transitioning from CEP schools
(Refer to CSDE [Operational Memorandum No. 15-16: Early Implementation of Eligibility Carryover Period for Students Transitioning from Provision Schools: State Agency Extension Option](#))
- Preschool grades can be included in ISP calculations
- Any LEA planning to elect CEP for the school year 2018-19, must contact Donna Heins by **May 18, 2018**



What Else? Refer To CSDE CEP Webpage

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

So much to learn...so little time



Connecticut's Official State Website

Search Connecticut Government...

HOME / DEPARTMENT OF EDUCATION - BETA / COMMUNITY ELIGIBILITY PROVISION (CEP)

Community Eligibility Provision (CEP)

- Overview
- Eligibility
- Apply
- Documents/Forms
- Related Resources
- Laws/Regulations
- Contact

Provided by:
Department of Education - Beta



United States Department of Agriculture

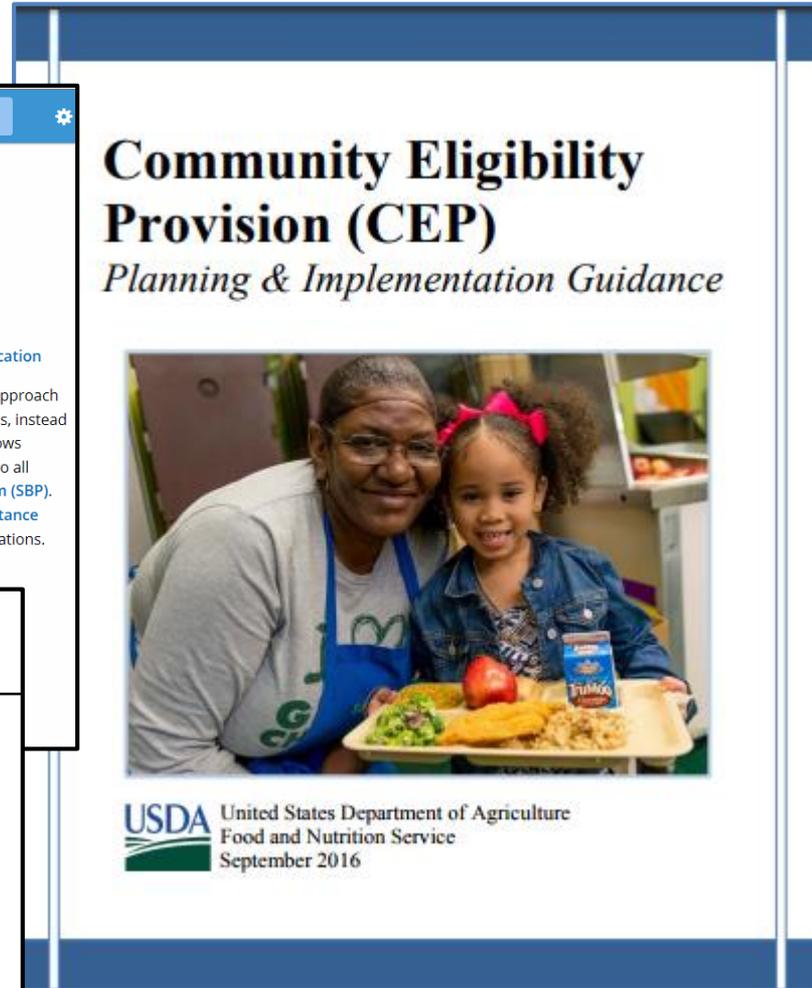
DATE: September 9, 2016

MEMO CODE: SP 54-2016

SUBJECT: Community Eligibility Provision: Guidance and Updated Q&As

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States



Community Eligibility Provision (CEP)

Planning & Implementation Guidance



USDA United States Department of Agriculture
Food and Nutrition Service
September 2016



Have You Visited USDA's CEP Webpage?

> School Meals Home

How to Apply

- > Application
- > Income Eligibility
- > Reimbursement Rates
- > State Agency Contacts

Browse By Subject

- > Certification of Compliance
- > CN Labeling
- > Community Eligibility Provision
- > Disaster Assistance
- > Federal Register Documents
- > Food Safety
- > Grants
- > Guidance and Resources
- > Policy
- > Press Releases
- > Professional Standards
- > Legislation & Regulations
- > Reports
- > Research
- > Tools for Schools
- > Unpaid Meal Charges

School Meals

Print

Community Eligibility Provision Resource Center

The CEP Resource Center provides extensive resources for parents, teachers, and school officials at the local, state, and Federal level to better understand CEP and its positive benefits, along with useful tools to help facilitate successful implementation of the provision in your school!



Learn About CEP

The Basics

- CEP Fact Sheet
- Webinar: Community Eligibility Basics
- CEP Perceived Barriers to Implementation Info Sheet

CEP Webinars

2017 CEP Webinar Series

- Overview & Timeline for SY 17-18
- Partial District Implementation

2016 CEP Webinar Series

- CEP and Alternative Breakfast Models
- Making "Cents" of CEP at a 40-50% ISP
- CEP: Messaging and Outreach in Your Community
- Notification and Publication Requirements
- Improving Direct Certification Systems

<https://www.fns.usda.gov/school-meals/community-eligibility-provision-resource-center>



Panel Presentation



Do You Know CEP?

Stories from the Field

Lonnie M. Burt, MS, RD, CD-N
Senior Director
Food & Child Nutrition Services
Hartford Public Schools

Shari-Lynn Staeb
General Manager
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Supporting Partners



Do You Know the Other CSDE Partners?

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Alternative Income Survey and PSIS



CSDE Additional Contact Information

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Direct Certification Technical and Application Support

Help Desk: 860-713-6681

