

2015-16 Community Eligibility Provision (CEP) Application Instructions

The New York State Education Department (NYSED) Child Nutrition Program is now accepting applications for the Community Eligibility Provision (CEP). Complete the excel document which is attached to this memo named “CEP Application Form2015-16”.

Applications for the 2015-16 school year must be post marked by August 31, 2015 for all interested schools. Only complete applications will be considered.

The following items are required as of April 1, 2015 to be **submitted** with the 2015-16 CEP Application Form:

1. LEA/School’s student enrollment records/master list as of April 1 (Student’s first, MI, and last name; Parent/Guardian’s first and last name; child’s DOB; Address: street, city, state, zip code). This data should be organized by qualifying school building within the LEA. **The enrollment record/master list must include ALL students and be coded to indicate which students were identified to be eligible for the CEP based on: SNAP/MEDI - Direct Certification Matching Process (DCMP), extension of direct certification eligibility to other household member, Eligibility Letters for Free Meals/Milk, foster, migrant, runaway, homeless, and Head Start/Pre-K Even Start. Please see “sample coded student enrollment record/master list” below.**
2. CEP Affirmation Form (pdf fillable form) attesting compliance with:
 - the current Direct Certification Matching Process (DCMP) procedures:
 - 2015-16 conducted at least once prior to annual reporting of the FNS 834 Direct Certification Rate Data Element Report, but as many as 3 or 4 times throughout the school year to accommodate other federal, State and local reporting mandates;
 - collecting and processing income eligibility applications using the Family Income Inquiry Form or other alternative each year if needed for other federal, State and local reporting;
 - provide accurate data for participating LEAs/Group(s) of Schools/Individual Schools and indication of how students have been identified eligible. Records must be retained on-site for review by federal, State and local entities to validate accuracy.
3. CEP Application Form for school year 2015-16 participation (the Application Form is an excel spreadsheet).

The following items are required to be **retained** in the LEA for review for three years beyond the duration of the CEP cycle:

4. Direct certification match data file retrieved from the Child Nutrition Management System/Discoverer Oracle website/database. This data file should include the case number, student’s (first, MI, last) name, DOB, age, and address (street, city, state, zip). You should have selected the August, October, February, and April data files from the database. This data should be organized by qualifying school building within the LEA and in corresponding order (i.e. alphabetical by last name) with the *student enrollment record/master list* (#2 above). This data file must be retained with your Child Nutrition Program records and is subject to review.

2015-16 Community Eligibility Provision (CEP) Application Instructions

5. *April 1 Enrollment record/master list* of **all students**, with appropriate designations for Directly Certified students, extension of eligibility, Foster, Homeless, Migrant, Runaway, Eligibility Letters for Free Meals/Milk, and Head Start/Universal Pre-K Even Start.
6. *Foster list* obtained from your county Office of Children and Family Services (OCFS).
7. *Homeless list* obtained from the McKinney-Vento liaison (visit www.nysteachs.org for a list of homeless liaisons).
8. *Migrant list* obtained from the migrant coordinator.
9. *Runaway list* obtained from the runaway provider.
10. *Eligibility Letters for Free Meals/Milk*, sent from the New York State Education Department (NYSED), notifying households of their children’s eligibility to receive free school meals.
11. *Head Start/Pre-K Even Start* enrollment records.

Sample Coded Student Enrollment Record/Master List

School Building	Student’ Name	Student’s DOB	Parent/Guar dian’s Name	Address	Identification Code
Building 1	APPLE, MACK	8/4/2002	APPLE JAMES	11 Cortland St Fort Orange, NY 12345	A
Building 1	APPLE, TOSH	1/14/1998	APPLE JAMES	11 Cortland St Fort Orange, NY 12345	C
Building 1	BACH, SUSAN	7/2/2001	BACH BRITNEY	2 Mozart Ave. Fort Orange, NY 12345	I
Building 1	CURRY, RON	5/27/2006	SAGE SANDY	PO Box 5555 Fort Orange, NY 12345	E
Building 2	EVANS, EMILY	12/5/1999	JOHNSON TERI	2111 Broadway Fort Orange, NY 12345	B
Building 3	FAME, PRINCE	3/16/2009	FAME VICKI	99 Star Parkway Fort Green, NY 12346	G

Code Denotation:	Code Totals:
A= Electronic Direct Certification Matching Process (DCMP)	1
B= Eligibility Letters for Free Meals/Milk	1
C= Extension of eligibility to siblings or household members of SNAP/MEDI recipients or Eligibility Letter for Free Meals/Milk	1

2015-16 Community Eligibility Provision (CEP) Application Instructions

D= Foster List	0
E= Homeless List	1
F= Migrant List	0
G= Runaway List	1
H= Head Start/Pre-K Even Start	0
I= non identified students	1
Total Number of Identified Students	6

Application Form Guidance

There is only one application form for use in applying for participation in CEP. Indicate in the Application Type box the CEP you are applying for, i.e., LEA, Group or Individual. If you are requesting multiple groups, you will need to complete multiple Application Forms, one for each group requested. If you are requesting multiple individual schools, you will complete one Application Form for each school. If you are applying for the entire LEA, ensure that data is entered for each Recipient Agency in the LEA.

Enter data into the yellow form fields. Required data fields include LEA name, LEA code, school name/Recipient Agency (RA), School/RA LEA Code, contact person, phone number, and contact email. A description of each of the form fields (numbers 1 through 15) has been provided below. Information entered into the yellow form fields will self-populate the corresponding white fields on each application.

1. **LEA or Group or Individual School Enrollment:** You will enter the total number of students enrolled in the LEA, Group of Schools or Individual School that have access to the breakfast and lunch programs.
2. **Direct Certification Matching Process (DCMP) Data - SNAP:** You will enter the total number of students in the LEA, Group of Schools or Individual School that have been directly certified for SNAP by the DCMP.
3. **Extension of Eligibility:** You will enter the total number of school age children residing in households of directly certified students through either the DCMP or Eligibility Letter for School Meals/Milk.
4. **Foster:** You will enter the total number of students that were identified by obtaining a list from your county Office of Children and Family Services (OCFS).
5. **Homeless:** You will enter the total number of students that were identified by obtaining a list from the McKinney Vento liaison (visit www.nysteachs.org for a list of homeless liaisons).
6. **Migrant:** You will enter the total number of students that were identified by obtaining a list from the migrant coordinator.
7. **Runaway:** You will enter the total number of students that were identified by obtaining a list from the runaway provider.
8. **Eligibility Letters for Free Meals/Milk Method:** You will enter the total number of students that were identified by the letter from the New York State Education Department, notifying households of their children's eligibility to receive free school meals/milk. **Only include the number of Eligibility Letters that have not already been counted in the Direct Certification Matching Process. NEVER COUNT THE SAME STUDENT TWICE.**
9. **Head Start/Pre-K Even Start:** You will enter the total number of students that were identified by these program enrollment records.

2015-16 Community Eligibility Provision (CEP) Application Instructions

10. **Direct Certification Matching Process (DCMP) Data - MEDI:** You will enter the total number of students in the LEA, Group of Schools or Individual School that have been directly certified for Medicaid (MEDI) by the DCMP.
11. **Total Number of Identified Students:** This is the total number of Identified Students (total sum of lines 2 through 10).
12. **Identified Student Percentage (ISP):** The number of eligible students divided by total enrollment in the LEA, Combination of Schools or Individual School.
13. **Percent Matched multiplied by 1.6:** This is your percentage of Identified Eligible's multiplied by the factor 1.6 – this outcome yields your free claiming percentage.
14. **Percent Claimed as Free:** This is the percent that will be applied to total meals claimed, by meal, that will receive the free reimbursement rate.
15. **Percent Claimed as Paid:** This is the percent of total enrollment remaining after the free percent is subtracted, that will be applied to total meals claimed, by meal, that will receive the paid reimbursement rate.

*Numbers 11 through 15 of the CEP application form will be calculated based on the data you have entered in numbers 1 – 10 of the form.

Application Submission

Required documents can be attached to the following email: childnutceo@nysed.gov

1. Coded Student Enrollment Record/Master List (see #1 on page 1): Make sure that you include the total number of identified students broken down by category. See example above for further detail. Email as an attachment.
2. Affirmation Form (see #2 on page 1): This document must be scanned because it requires a signature; then it can be attached to the email. All boxes must be checked to be approved for the CEP.
3. CEP Application Form (see # 3 on page 1): This document must be “saved as” to your computer prior to completing. Once it has been completed and saved, you can attach it to the email.

Keep a copy of all documents that you are submitting on file with your Child Nutrition Program paperwork to substantiate CEP participation. These documents will be reviewed in future administrative and other applicable reviews by federal and State reviewers.