Community Eligibility Provision (CEP)

1 hour Professional Standards Training

New York State
EDUCATION DEPARTMENT
CHILD NUTRITION KNOWLEDGE CENTER

Community Eligibility Provision (CEP)

The CEP is a viable and valuable alternative for the SFA/group of schools/individual school(s) in high poverty areas as it reduces the administrative paperwork and cost of operating Child Nutrition Programs, while making it easier for children to receive meals at school.
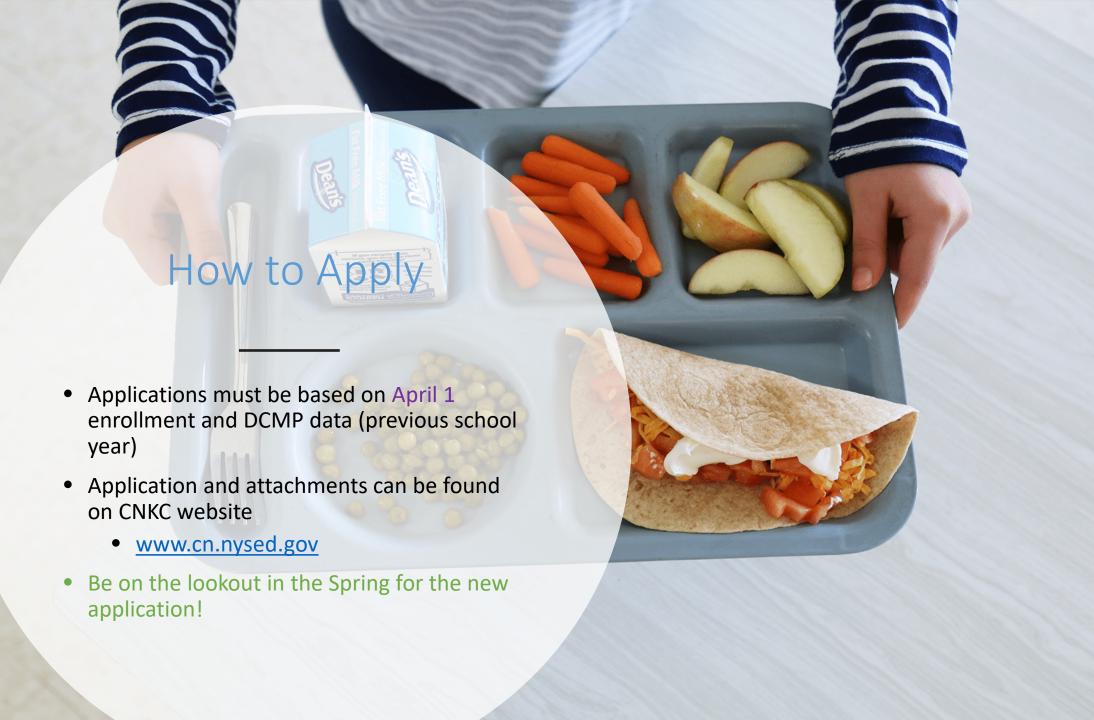
- Must participate in National School Lunch and School Breakfast programs.
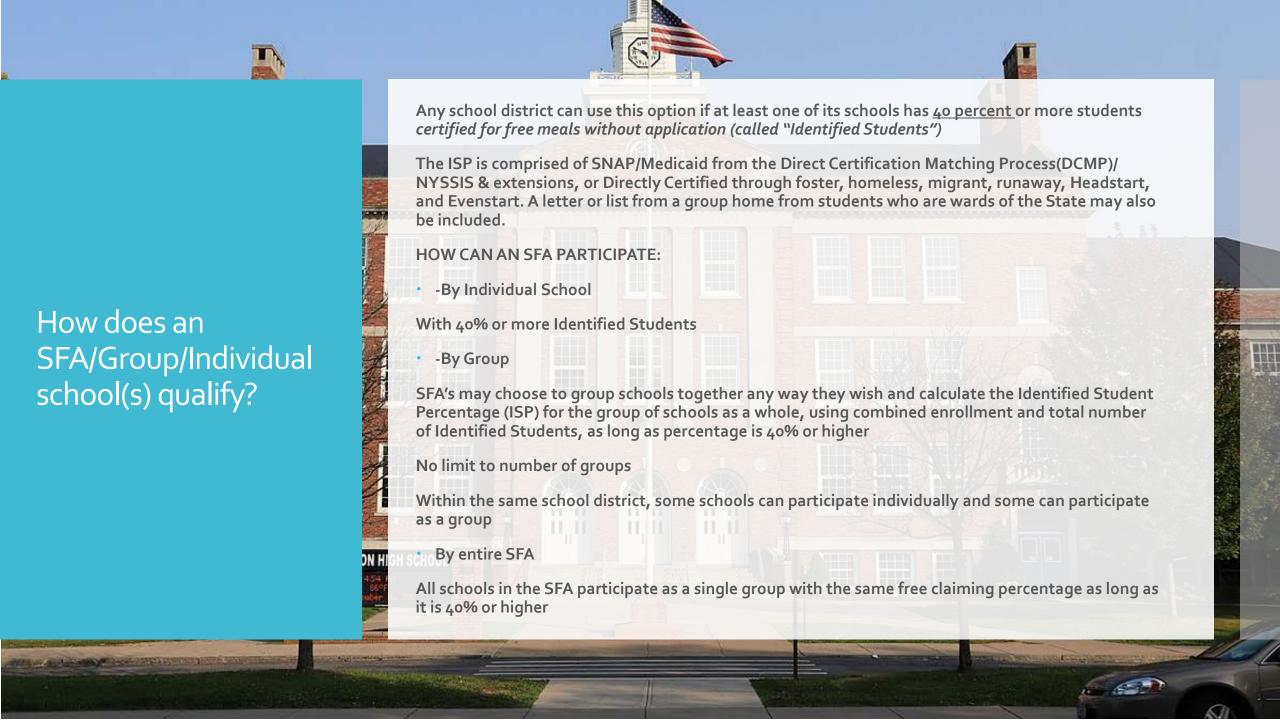
- CEP enables the qualified School Food Authority(SFA)/group of schools to serve meals at no charge for 4 successive school years, with a potential of a 5th grace year.

- All students in the qualified SFA/group of schools receive meals at no charge.

- CEP eliminates the SFA's need to conduct eligibility certification and verification processes and simplifies the process of claiming reimbursable meals in participating schools.

How to Apply

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- Applications must be based on April 1 enrollment and DCMP data (previous school year)

- Application and attachments can be found on CNKC website
    - www.cn.nysed.gov

- Be on the lookout in the Spring for the new application!

How does an SFA/Group/Individual school(s) qualify?

Any school district can use this option if at least one of its schools has <u>40 percent</u> or more students *certified for free meals without application (called "Identified Students")*

The ISP is comprised of SNAP/Medicaid from the Direct Certification Matching Process(DCMP)/ NYSSIS & extensions, or Directly Certified through foster, homeless, migrant, runaway, Headstart, and Evenstart. A letter or list from a group home from students who are wards of the State may also be included.

HOW CAN AN SFA PARTICIPATE:

- -By Individual School

With 40% or more Identified Students

- -By Group

SFA's may choose to group schools together any way they wish and calculate the Identified Student Percentage (ISP) for the group of schools as a whole, using combined enrollment and total number of Identified Students, as long as percentage is 40% or higher

No limit to number of groups

Within the same school district, some schools can participate individually and some can participate as a group

- By entire SFA

All schools in the SFA participate as a single group with the same free claiming percentage as long as it is 40% or higher

Children certified for free meals without submitting a school meal application:

Includes children who are directly certified (through data matching) for free meals because they live in households that participate in the

- Supplemental Nutrition Assistance Program (SNAP)

-Temporary Assistance for Needy Families Cash Assistance (TANF)

-Food Distribution Program on Indian Reservations (FDPIR)

-Medicaid (only if identified as receiving Medicaid benefits from the Direct Certification Matching Process)

-Includes children who are certified for free meals without application because they are
In Foster care

-In Headstart/Evenstart (Note : UPK programs are not categorically eligible and therefore not included in the ISP)

-Homeless

-Migrant

-Child living in group home as a ward of the state

Who are Identified Students?

School Building	Student' Name	Student's DOB	Parent/Guardian's Name	Address	Identification Code
Building 1	APPLE, MACK	8/4/2002	APPLE JAMES	11 Cortland St Fort Orange, NY 12345	C
Building 1	APPLE, TOSH	1/14/2004	APPLE JAMES	11 Cortland St Fort Orange, NY 12345	D
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	12/5/2004	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
Building 3	SMITH, JON	6/27/2008	SMITH STAN	12 Lincoln Ave Fort Green, NY 12346	A

Exhibit A

This data should be organized by qualifying school building within the SFA. 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/Medicaid Direct Certification Matching Process (DCMP), extension of direct certification eligibility to other household member, foster, migrant, runaway, homeless, and Head Start/Even Start

Code Denotation:	Code Totals:
A= Electronic Direct Certification Matching Process (DCMP)- SNAP	1
B = DCMP- MEDICAID	1
C= Extension of eligibility to siblings or household members of SNAP/MEDI recipients or Eligibility Letter for Free Meals/Milk	1
D= Foster List	1
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	**7**

Exhibit B

Sample Coded Student Enrollment Record/ Master List

AS OF APRIL 1ST

Complete the application utilizing the the Coded Enrollment List

The CEP Affirmation must be signed, scanned, and submitted with the application. All boxes must be checked to be approved for the CEP.

Application Process

Application is a 2-step submission process has been put in place to ensure that data is securely transferred using a private and safe data stream.

Step 1- Submit the following 2 documents to:
childnutceo@nysed.gov

- A. The CEP Application Form (excel spreadsheet)

  must be "saved as" to your computer prior to completing. Once it has been completed and saved, you can attach it to the email.

- B. The Affirmation Form (pdf form)

  must be scanned and attached to the email or sent through the mail because it requires a signature. All boxes must be checked to be approved for the CEP.

Step 2- Once your SFA has submitted the CEP Application and Affirmation, you will be sent an e-mail which will detail the steps you must take to create an account and access the secure server to upload your enrollment records/master list.

Determining the Identified Student Percentage (ISP) and Reimbursement

Reimbursements in free and paid categories only

Reimbursements based on the CEP multiplier

> **ISP X 1.6 = Free Reimbursement**

> **Remainder of reimbursement in paid category**

> **SFA must provide additional funding from other than federal funds if operations cannot be sustained on CEP reimbursements**

Participating schools are guaranteed to receive the same reimbursement rate (or a higher one if the Identified Student Percentage increases) for 4 years

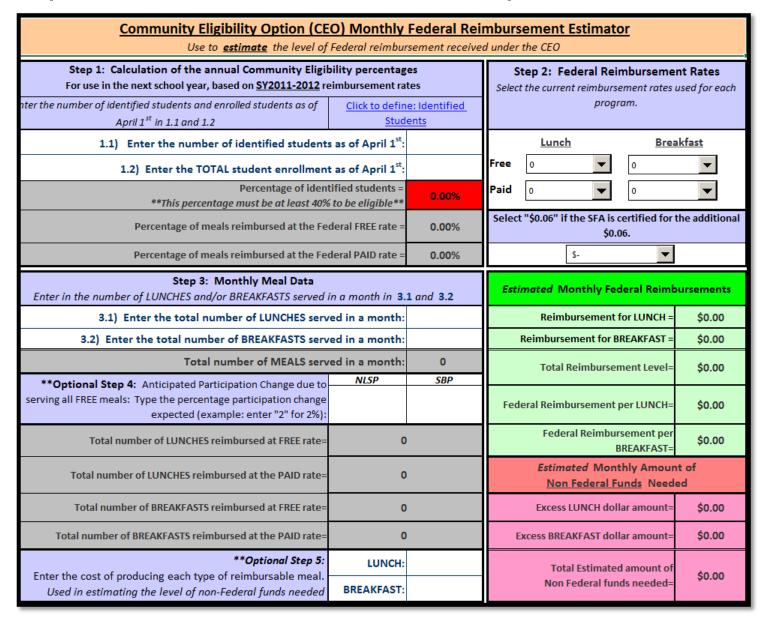| Percentage Identified Students	Percentage Free	Percentage Paid
40%	64%	36%
45%	72%	28%
50%	80%	20%
55%	88%	12%
60%	96%	4%
65%	100%	0%

Meal Reimbursements with Community Eligibility

The reimbursement rate for both lunch and breakfast is determined by multiplying the percent of Identified Students by the CEP multiplier (currently 1.6). The resulting number is the percent of meals reimbursed at the "free" reimbursement rate, with the rest reimbursed at the "paid" rate.

Should our school participate and what would be the financial impact?

USDA Estimator Tool

- **USDA's Estimator Tool can help you access if CEP is your best option!**

- The tool compares estimated federal reimbursement under CEP to federal reimbursement received under the standard operating procedures.

- Tool can be found on the CNKC website

Community Eligibility Option (CEO) Monthly Federal Reimbursement Estimator
Use to **estimate** the level of Federal reimbursement received under the CEO

Step 1: Calculation of the annual Community Eligibility percentages For use in the next school year, based on SY2011-2012 reimbursement rates		Step 2: Federal Reimbursement Rates Select the current reimbursement rates used for each program.		
Enter the number of identified students and enrolled students as of April 1st in 1.1 and 1.2	Click to define: Identified Students			
1.1) Enter the number of identified students as of April 1st:			Lunch	Breakfast
1.2) Enter the TOTAL student enrollment as of April 1st:		Free	0	0
Percentage of identified students = **This percentage must be at least 40% to be eligible**	0.00%	Paid	0	0
Percentage of meals reimbursed at the Federal FREE rate =	0.00%	Select "$0.06" if the SFA is certified for the additional $0.06.		
Percentage of meals reimbursed at the Federal PAID rate =	0.00%	$-		

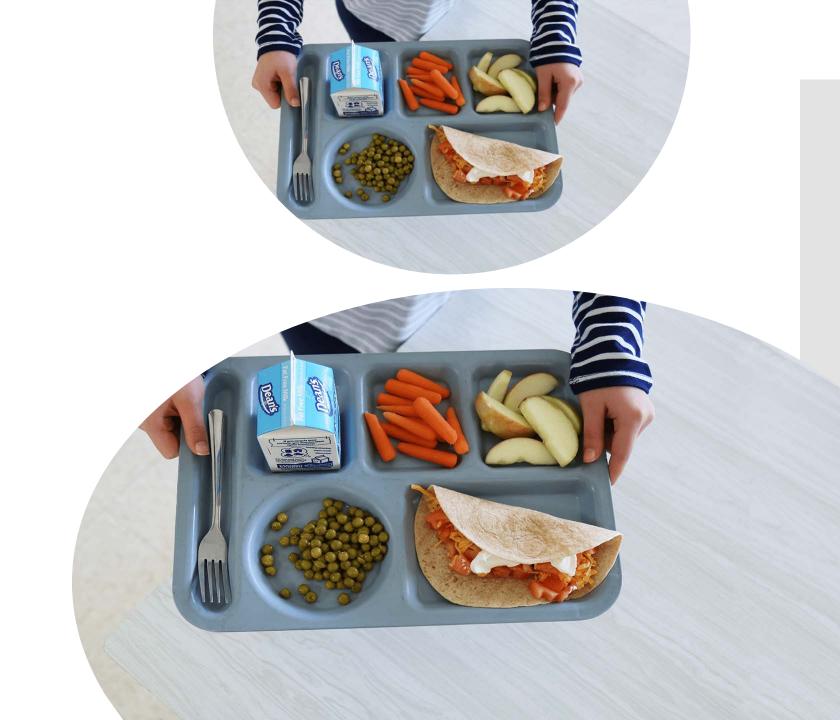| Step 3: Monthly Meal Data Enter in the number of LUNCHES and/or BREAKFASTS served in a month in 3.1 and 3.2			**Estimated** Monthly Federal Reimbursements	
3.1) Enter the total number of LUNCHES served in a month:			Reimbursement for LUNCH =	$0.00
3.2) Enter the total number of BREAKFASTS served in a month:			Reimbursement for BREAKFAST =	$0.00
Total number of MEALS served in a month:	0		Total Reimbursement Level=	$0.00
Optional Step 4: Anticipated Participation Change due to serving all FREE meals: Type the percentage participation change expected (example: enter "2" for 2%):	NLSP	SBP	Federal Reimbursement per LUNCH=	$0.00
Total number of LUNCHES reimbursed at FREE rate=	0		Federal Reimbursement per BREAKFAST=	$0.00
Total number of LUNCHES reimbursed at the PAID rate=	0		**Estimated** Monthly Amount of Non Federal Funds Needed	
Total number of BREAKFASTS reimbursed at FREE rate=	0		Excess LUNCH dollar amount=	$0.00
Total number of BREAKFASTS reimbursed at the PAID rate=	0		Excess BREAKFAST dollar amount=	$0.00
Optional Step 5: Enter the cost of producing each type of reimbursable meal. Used in estimating the level of non-Federal funds needed	LUNCH: BREAKFAST:		Total Estimated amount of Non Federal funds needed=	$0.00

Other situations to consider:

Does your community think feeding all of the students is a priority?

Does your school have high unpaid meal debt?

Would Program participation increase if all students were able to eat at no charge?

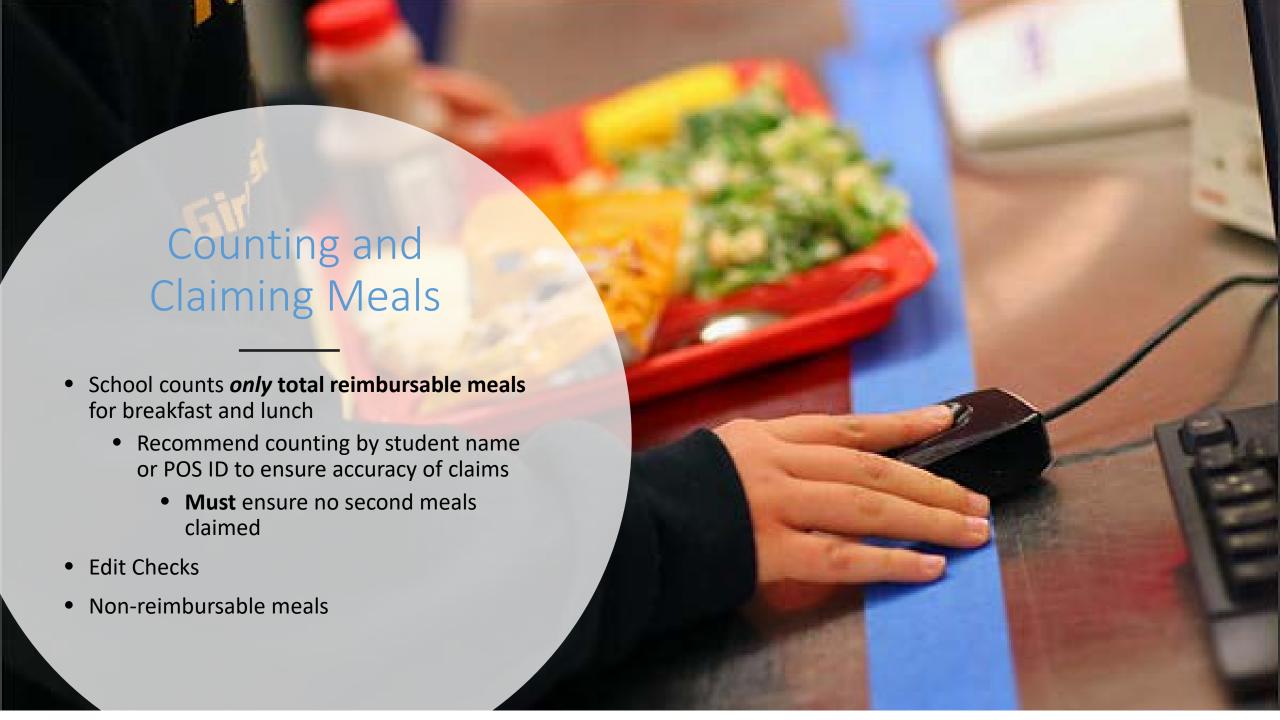# Benefits of CEP

- **Lessens administrative work**
  - Schools no longer have to collect and verify school meal income applications and can focus on feeding children

- **Increases participation**
  - When all children can eat at no charge, stigma is eliminated and more children participate

- **Improves efficiency**
  - Schools don't have to collect fees or count each meal served by category, simplifying implementation of service models that boost participation

Counting and Claiming Meals

- School counts *only* **total reimbursable meals** for breakfast and lunch
  - Recommend counting by student name or POS ID to ensure accuracy of claims
    - **Must** ensure no second meals claimed
- Edit Checks
- Non-reimbursable meals

Alternate Income Forms/Notifying Households

Community Eligibility Provision (CEP)/Provision 2 non-base year
Household Income Eligibility Form

- Schools may collect family income information using an alternative collection form for other federal, stated, and local funding
  - These activities may **NOT** be charged to Child Nutrition Program funds

- Modified Media Release and Parent Letter

This concludes Community Eligibility Provision

New York State Education Department

Child Nutrition Program Administration

(518)473-8781

CN@nysed.gov