

ONLINE COURSE: COMMUNITY ELIGIBILITY PROVISION (CEP)



Updated April 2017

“Community Eligibility Provision” is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education. This guidance reflects guidance provided by USDA and ADE policy since the time of issuance.

Professional Standards Learning Codes: 3110, 3120
Length: 1 hour

OBJECTIVES

- ▶ Provide an overview of Community Eligibility Provision (CEP)
- ▶ Review how schools qualify for CEP
- ▶ Review the financial changes that can come about as a result of CEP
- ▶ Provide an overview for how to apply for CEP
- ▶ Understand CEP operating requirements and claiming procedures
- ▶ Understand CEP cycle lengths

ONLINE ASSESSMENT INSTRUCTIONS

At the conclusion of this presentation, you will be asked to complete an online assessment to check your understanding.

You will need to answer 8 out of 10 questions correctly in order to receive credit for completing this course.

For those who do not get 8 out of 10 questions correctly, the assessment will need to be attempted until 8 out of 10 answers are correct.

Arizona Department of Education (ADE) staff will review the results and email a certificate of completion within 10 business days for those who score at least an 80% (8/10) on the assessment.

COMMUNITY ELIGIBILITY PROVISION (CEP) OVERVIEW



This section will provide an overview of CEP and the timeline.

OVERVIEW

Community Eligibility Provision is a new option that is part of the *Healthy, Hunger-Free Kids Act of 2010*. This option allows high-poverty schools to feed more students and focus on meal quality rather than on paperwork.

CEP was introduced in several states in 2011-2012 and was made available to all states in the 2014-2015 school year.

OVERVIEW

When a Local Education Agency (LEA) participates in CEP:

- ▶ All enrolled students at participating sites receive breakfast and lunch **at no charge**;
- ▶ School meal applications and the process of verification are eliminated at CEP sites;
- ▶ Tracking meal counts by Free, Reduced and Paid is eliminated at CEP sites.

TIMELINE FOR CEP REPORTING

APRIL 1:

LEAs must determine number of Identified Students and Total Enrollment for each site.



APRIL 15:

Deadline for all LEAs to submit required Identified Student count and enrollment information reflective of April 1.

*Note: All LEAs must submit this form, even if they do not intend to participate in CEP. ADE posts LEA level CEP eligible and near eligible list on website.



MAY 1:

ADE publishes a site level notification list of all CEP eligible or near eligible sites.

This list does not indicate that LEAs are applying for or are approved for CEP.

It is simply a public release of information to notify LEAs of possible eligibility.



JUNE 30:

CEP application and supporting documentation are due to ADE.

To access CEP forms, click [here](#).

COMMUNITY ELIGIBILITY PROVISION (CEP)

QUALIFYING FOR PARTICIPATION



This section will provide an in-depth review of what is needed in order for LEAs and/or sites to qualify for CEP.

QUALIFYING TO PARTICIPATE

In order to be eligible for CEP the following criteria must be met:

- ▶ Must be a Local Education Agency;
- ▶ Have an Identified Student Percentage (ISP) of 40% or higher;
- ▶ Operate School Breakfast Program (SBP) and National School Lunch Program (NSLP) while operating CEP (prior year breakfast participation not required);
- ▶ Have a record of administering SBP and NSLP in accordance with program regulations;
- ▶ Provide ADE copies of documentation that supports the ISP at time of application;
- ▶ Submit the application for CEP by the August 31 deadline;
- ▶ Have non-federal funds available in the event the reimbursements received do not cover the cost of serving free meals.

QUALIFYING TO PARTICIPATE - THE ISP

Eligibility for CEP is determined by the **Identified Student Percentage (ISP)**.

Identified Students are children who are directly certified for free meals without submitting a school meal application.

These are students (and their household members) who have been identified as matches in CNP Direct Certification because someone in their household participates in one of the following programs:

- ▶ Supplemental Nutrition Assistance Program (SNAP)
- ▶ Temporary Assistance for Needy Families (TANF)
- ▶ Food Distribution Programs on Indian Reservations (FDPIR)

It also includes children who are directly certified without meal applications because they are:

- ▶ In foster care (LEA has CNP Direct Certification match for foster student or has a Notice to Provider form on file)
- ▶ Enrolled in Head Start, FACE or Even Start (LEA has an official program enrollment roster)
- ▶ Homeless, migrant, or runaway (LEA has appropriate official and/or liaison confirmation list).

QUALIFYING TO PARTICIPATE

To calculate the Identified Student Percentage, complete the following formula:

$$\text{ISP}\% = \frac{\text{Total number of Identified Students as of April 1}}{\text{Total Enrollment as of April 1}} \times 100$$

If ISP is 40% or greater, the LEA qualifies for CEP.

QUALIFYING TO PARTICIPATE

Eligible LEAs can operate CEP district wide, in a group or groups of sites, and/or within individuals sites.

By individual school

- ▶ Individual schools with 40% or more Identified Students can participate in CEP.

By group

- ▶ LEAs may choose to group school sites any way they wish and calculate the ISP for the group of schools as a whole, using their combined enrollment and total number of Identified Students, as long as the ISP is 40% or higher.
- ▶ There is no limit to the number of groups.
- ▶ Within the same school district, some schools can participate individually with other sites operating regular NSLP, or as a group.

By school district

- ▶ All schools in the district participate as a single group with the same ISP, as long as the district-wide ISP is 40% or higher.

QUALIFYING TO PARTICIPATE

Example - Operating CEP by grouping of sites within an LEA

- ▶ You will get different ISPs depending on how you group your sites. For example, if you have 3 sites, you can see the varied results below based on how they are grouped.

Site A=100 identified students/200 enrollment = 50%

Site B=75 identified students/200 enrollment = 37.5%

Site C=140 identified students/200 enrollment = 70%

- ▶ If you group all Sites together:

$100+75+140=315/600=52.5\%$

- ▶ If you group Sites A & C together:

$100+140=240/400=60\%$

- ▶ Remember, sites below 40% can be grouped with other sites to get an ISP above 40% in order to allow participation.

COMMUNITY ELIGIBILITY PROVISION (CEP)

FINANCIAL INFORMATION



This section will provide an in-depth review of how LEAs can determine if CEP is the best option for them financially.

CLAIMING AND REIMBURSEMENTS

- ▶ Reimbursement is based on a claiming percentage derived from the ISP.
- ▶ Meals are still counted at the Point of Service, but SFAs will use an alternate counting system which only requires **total meal counts**.
- ▶ Claims are still submitted monthly, but SFAs will only be prompted to enter in **total meal counts** for the month (not by category of Free/Reduced/Paid).
- ▶ ADE's claiming system will reimburse based on the ISP in the site applications.
- ▶ The ISP determines the amount of Free and Paid reimbursement a district or site(s) will receive based on total reimbursable meals served (example on next slide).

CLAIMING AND REIMBURSEMENTS

The percentage of total meals reimbursed at the Free rate is determined by multiplying the ISP by 1.6.

The remainder of the meals served are reimbursed at the paid rate.

Example: Dry Desert District has an ISP of 45%.

$$45 \times 1.6 = 72\%$$

This means 72% of the meals will be reimbursed at the Free rate.

The remaining 28% of meals will be reimbursed at the Paid rate.

CLAIMING AND REIMBURSEMENTS

This chart provides an overview of the claiming percentage for a few ISP percentages.

ISP	Multiplier	Free Reimbursement Rate	Paid Rate
40%	X1.6=	64%	36%
45%	X1.6=	72%	28%
50%	X1.6=	80%	20%
55%	X1.6=	88%	20%
60%	X1.6	96%	4%
>62.5%	X1.6=	100%	0

****Note:** If the ISP is greater than 62.5%, all meals served will be reimbursed at the free rate.

CLAIMING AND REIMBURSEMENT

- Claims are still submitted monthly for each site, but sites that are on CEP will only need to claim using total serving days, total enrollment, and total meals served for the month.

Lunch - High Rate	
Number of Days Served:	<input type="text" value="15"/>
Free Meals Served:	1218
Reduced-Price Meals Served:	0
Paid Meals Served:	505
Total Meals Served:	<input type="text" value="1723"/>
Participants Enrolled:	<input type="text" value="146"/>
CEP Percentages	
Breakfast CEP Percentage:	44.19 %
Lunch CEP Percentage:	44.19 %

When the SFA enters a claim, there will only be fields available for the data that is necessary. The *Free Meals Served* field and the *Paid Meals Served* field will auto populate when the necessary data is entered. CNPWeb will automatically calculate this claim data by using the site's ISP found at the bottom of the claim.

DETERMINING IF CEP IS THE BEST OPTION FOR YOU

It is important to remember that all students eat at no cost when participating in CEP. This means the total anticipated reimbursement must be enough to cover the cost of providing meals to all students. Here are some important financial considerations:

- ▶ What will your claiming percentages be if you participate in CEP?
- ▶ How does the estimated CEP reimbursement compare with your current claiming reimbursement?
- ▶ Do you anticipate an increase in participation if all meals are provided at no cost? If so, by how much?
 - ▶ This will mean you are providing more meals in general. Can you afford to prep and serve more meals?
 - ▶ Will you need to adjust your labor hours and costs?
 - ▶ How will the increase in participation affect breakfast and lunch meal service?

LEAS CURRENTLY OPERATING PROVISION 2/3

Provision 2 or 3 schools considering CEP should compare current free, reduced and paid claiming percentages with the CEP claiming percentage (free and paid only).

- ▶ How will the claim percentages change on CEP?
 - ▶ Is the CEP free claiming percentage (ISP*1.6) higher or lower than the combined free and reduced percentage on Provision?
 - ▶ Is the paid percentage higher or lower on CEP?
 - ▶ Have you used the CEP estimator tool to see which program yields more revenue? The tool can be accessed at:
<https://cms.azed.gov/home/GetDocumentFile?id=5926f4f73217e1232ce38bab>

It is also important to consider changes in participation if you are currently only offering 1 meal service free of charge instead of both.

- ▶ Are you currently doing Provision for breakfast and lunch or for one meal service only?
 - ▶ If you're only participating in provision for one meal service, do you anticipate any changes in participation at the second meal service if all meals are offered for free?

MONTHLY FEDERAL REIMBURSEMENT ESTIMATOR

- ▶ Will there be enough revenue to support meals at no charge to all students?
- ▶ Use the CEP Monthly Federal Reimbursement Estimator to determine estimated monthly revenues.
 - ▶ Compare the estimate to the current reimbursement to determine if CEP is the best option.

The excel tool can be found by clicking on the link below:

[CEP Monthly Federal Reimbursement Estimator \(Excel\)](#)

MONTHLY FEDERAL REIMBURSEMENT ESTIMATOR

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 grouping 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). The additional \$0.06 is applied in the next box	
Enter the number of identified students and enrolled students that is reflective of April 1 st in 1.1 and 1.2 Click to define: Identified Students			
1.1) Enter the number of identified students		Lunch	Breakfast
1.2) Enter the TOTAL student enrollment		Free	0
Percentage of identified students =	0.00%	Paid	0
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 =	0.00%		
Percentage of meals reimbursed at the Federal PAID rate =	0.00%		
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		Reimbursement for LUNCH = \$0.00	
3.1) Enter the total number of LUNCHES served in a month:		Reimbursement for BREAKFAST = \$0.00	
3.2) Enter the total number of BREAKFASTS served in a month:		Total Reimbursement Level = \$0.00	
Total number of MEALS served in a month:	0	Federal Reimbursement per LUNCH = \$0.00	
Step 4: Anticipated Participation Change due to serving all FREE meals (for example enter 2 for 2%):	NLSP SBP	Federal Reimbursement per BREAKFAST = \$0.00	
Total number of LUNCHES reimbursed at FREE rate =	0	Optional Comparison: Enter current monthly Federal reimbursements and student payment revenue	
Total number of LUNCHES reimbursed at the PAID rate =	0	LUNCH =	
Total number of BREAKFASTS reimbursed at FREE rate =	0	BREAKFAST =	
Total number of BREAKFASTS reimbursed at the PAID rate =	0		
CEP Difference:			
This section displays the estimated difference between operating CEP and the current Federal reimbursements and student payments (if applicable). If the differences 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		LUNCH Difference =	Total Difference
		BREAKFAST difference =	

To complete the tool accurately, you will need the following information:

- ▶ Number of Identified Students**
- ▶ Total enrollment**
- ▶ Current NSLP and SBP reimbursement rates
- ▶ Total number of lunches served in a typical month
- ▶ Total number of breakfasts served in a typical month
- ▶ Anticipated increase in participation when all meals are offered at no cost

**If this cell turns red after you input the number of Identified Students and total enrollment, it indicates that the site, group, or district does not qualify for CEP.

MONTHLY FEDERAL REIMBURSEMENT ESTIMATOR

[illegible]

- ▶ Each year, update the annual reimbursement rates for breakfast and lunch
- ▶ Reimbursement rates are updated yearly and can be found on the Program Forms webpage:
<http://www.azed.gov/health-nutrition/nslp/program-forms/>

****Annual Reimbursement Rates shown are for picture purposes, please refer to Program Forms webpage for accurate figures**

MONTHLY FEDERAL REIMBURSEMENT ESTIMATOR

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The tool also includes a section (with directions) for how to estimate reimbursements if you intend to group sites together.

This can be found on the Federal Estimator tab.

MONTHLY FEDERAL REIMBURSEMENT ESTIMATOR

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 grouping 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). The additional \$0.06 is applied in the next box.	
Enter the number of identified students and enrolled students that is reflective of April 1 st in 1.1 and 1.2 Click to define: Identified Students			
1.1) Enter the number of identified students		Lunch Breakfast	
1.2) Enter the TOTAL student enrollment		Free 0 0	
Percentage of identified students =		Paid 0 0	
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 =		\$-	
Percentage of meals reimbursed at the Federal PAID rate =			
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		Reimbursement for LUNCH =	
3.1) Enter the total number of LUNCHES served in a month:		\$0.00	
3.2) Enter the total number of BREAKFASTS served in a month:		Reimbursement for BREAKFAST =	
Total number of MEALS served in a month:		\$0.00	
Total number of MEALS served in a month: 0		Total Reimbursement Level=	
Step 4: Anticipated Participation Change due to serving all FREE meals (for example enter 2 for 2%):		\$0.00	
NLSP SBP		Federal Reimbursement per LUNCH=	
Total number of LUNCHES reimbursed at FREE rate=		Federal Reimbursement per BREAKFAST=	
Total number of LUNCHES reimbursed at the PAID rate=		\$0.00	
Total number of BREAKFASTS reimbursed at FREE rate=			
Total number of BREAKFASTS reimbursed at the PAID rate=			
		Optional Comparison: Enter current monthly Federal reimbursements and student payment revenue	
		LUNCH=	
		BREAKFAST=	
CEP Difference:		LUNCH Difference=	
This section displays the estimated difference between operating CEP and the current Federal reimbursements and student payments (if applicable). If the differences 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=	
		Total Difference	

After entering all information, the estimator tool will provide an estimated total dollar amount of reimbursement when operating CEP in a typical month.

Then, you should enter current reimbursement amounts for a direct comparison.

If these cells stay green, CEP will likely be a good option for you. If the cells turn red, CEP may not be a good option for you.

CEP IMPACT ON OTHER PROGRAMS

▶ Title I in district allocations

- ▶ District wide funding is based on census data. Within district allocations need to be determined using the same method. If free and reduced data is not available because one or more sites within the district is participating in CEP, then a different allocation option must be used (i.e. ISP, Direct certification percentages, etc.). Further questions should be addressed with the Title I office at (602) 542-7470.

▶ E-rate

- ▶ E-rate will calculate allocations in CEP schools by multiplying the percentage of directly certified students by the CEP national multiplier (current multiplier is 1.6); the number will be applied to the discount matrix to determine a school district's discount for eligible E-rate services.

COMMUNITY ELIGIBILITY PROVISION (CEP)

APPLICATION PROCESS



This section will provide an in-depth review of how LEAs apply for participation in CEP.

APPLICATION PROCESS


LEAs must apply using the ISP calculation based on data as of April 1 from the previous school year.

- ▶ The following forms must be completed and submitted to ADE:
 - ▶ CEP Participation Form
 - ▶ CEP Eligibility Worksheet
 - ▶ All supporting ISP documentation the LEA used to determine ISP (will be requested by ADE at a separate time)
 - ▶ Updated Free and Reduced Price Policy Statement & **CEP Addendum**
 - ▶ CEP online course Certificate of Completion
- ▶ CEP application and supporting documentation are due to ADE by June 30

A summary of the application process and required documents can be found on here:

[Apply for CEP.](#)

CEP PARTICIPATION FORM


State of Arizona
Department of Education
**Local Educational Agency and Arizona Department of Education
Agreement for the Community Eligibility Provision
of the National School Lunch Program and School Breakfast Program**

CTDS Number: _____ LEA Name: _____

This agreement is between the Arizona Department of Education (ADE) and *<insert local Educational Agency Name>* and covers the period of four years starting July 1, 2014 through June 30, 2018. The Local Educational Agency (LEA) school(s) may stop participating in the Community Eligibility Provision (CEP) during the four-year cycle by notifying the State agency no later than June 30th of the school year prior to when they want to return to traditional counting and claiming procedures.

The undersigned has the authority to enter this Agreement to participate in the Community Eligibility Provision as authorized by Section 11(a)(1) of the Richard B. Russell National School Lunch Act.

A. It is mutually agreed between ADE and the LEA that:

1. The LEA agrees to serve all children in the participating school(s) free breakfasts and free lunches for four successive school years.
2. The LEA must have a percentage of enrolled students who were Identified Students as of April 1st of the year prior to participating in CEP that is greater than or equal to 40%.
3. The LEA agrees to pay, from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received.
4. The LEA agrees not to collect free and reduced price meal applications used for meal price determination from households in participating schools in subsequent years during the period of participation in CEP.
5. The LEA agrees to maintain a total count of breakfasts and lunches served at the point of service daily and submit a monthly claim for reimbursement to ADE.
6. The LEA will update and submit to ADE the Free and Reduced Price Policy Statement.
7. The LEA agrees to abide by all requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)).


B. General Conditions


1. This agreement is non-transferable.
2. Neither ADE nor the LEA has an obligation to renew this agreement.

Print Name: _____
Authorized Representative

Signature: _____ Date: _____
Authorized Representative

THIS ARRANGEMENT does not constitute the entire agreement between the parties with respect to subject matter thereof.

 ADE Only Signature: _____ Arizona Department of Education	Date: _____
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 1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-5460 • www.azed.gov

- ▶ This form is an agreement with ADE stating that your district or site(s) will operate CEP according to the regulations.
- ▶ This form needs to be completed and signed by an authorized representative.
 - ▶ Current authorized signers are located on the last page of the Food Program Permanent Service Agreement. Each School Food Authority (SFA) should have a copy of this agreement on file. If not, contact ADE.

CEP ELIGIBILITY WORKSHEET

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This worksheet has 4 tabs:


- ▶ Instructions
- ▶ Individual School Sites
- ▶ Group Sites
- ▶ District or Sponsor Sites

CEP ELIGIBILITY WORKSHEET

[illegible]

- ▶ The instructions tab provides directions to aid in filling out the worksheet to determine the ISP.
- ▶ You will need to enter the data for each site(s) applying for CEP participation.
 - ▶ Individual Sites - report data for all sites where CEP will be implemented at those individual sites only.
 - ▶ Group(ed) Sites - report data for all sites that will be participating in CEP as a group.
 - ▶ District or Sponsor Sites - report data for all sites in the district, if CEP will be operated districtwide.

CEP ELIGIBILITY WORKSHEET

 CEP PARTICIPATION INDIVIDUAL SCHOOL SITES					
<small>When participating by individual site, each site selected to participate in CEP will have its own claiming percentages. There is also the option of having some schools claimed as individual sites as well as having some schools claimed as a group in order to increase their claiming percentages. If you have both individual sites and groups, both the Individual School Sites form and the Group Sites form will need to be completed and submitted to Arizona Department of Education (ADE).</small>					
NAME OF INDIVIDUAL SCHOOL SITE	SITE CTD NUMBER (found in CNP Web)	IDENTIFIED STUDENTS		ENROLLMENT	IDENTIFIED STUDENT PERCENTAGE
		<small>Total number of SNAP and TANF "match" students (including siblings/other household members) and Foster students from ADE's Direct Certification system, Foster students with a Notice to Provider, certified Homeless, Migrant, or Runaway students, Head Start, pre-K Even Start students and Non applicants approved by local officials</small>	<small>Mark X if based on April 1 data</small>	<small>Total number of students eligible to participate in school lunch program</small>	<small>Sites with a 40% or higher identified student percentage are eligible for CEP</small>

[Instructions](#) | [Individual School Sites](#) | [Group Sites](#) | [District or Sponsor Sites](#)

Important Notes:

- ▶ Report number of Identified Students and Total Enrollment as of April 1 of school year prior to first year of participation.
- ▶ The ISP will auto calculate in the column labeled *Identified Student Percentage* for each site.
- ▶ ADE will verify the ISP entered into the site applications based on this data.
- ▶ Each participating site should only be listed on the worksheet one time.

VALIDATION INFORMATION

Prior to being approved for CEP participation, the Identified Student Percentage will need to be validated by ADE.

In order to do this, you will need to provide:

- ▶ All CNP Direct Certification (DC) results showing all student matches (submit all DC match/no match lists conducted up to April 1)
- ▶ A list that shows other students who were not on the DC match list but are directly certified based on household extensions (for example, siblings of a student who is a match)
- ▶ FDPIR letters
- ▶ Homeless, migrant, and/or runaway liaison lists
- ▶ Head Start, FACE and/or Evenstart enrollment rosters
- ▶ Notice to Providers documents for foster students
- ▶ Total enrollment list as of April 1 to show how you determined your enrollment number

*Do not include withdrawn students in the counts.

VALIDATION INFORMATION


If your school uses an electronic system to store data, submitting only the student summary generated by the POS system is not sufficient.

You will need to provide documentation to support who you have included in your ISP count, reflective of April 1 of the year prior to the first year of CEP implementation.

This means you need documentation that supports:

1. List of all enrolled students
2. Appropriate documentation for each student that supports how they were directly certified (i.e. direct certification match results, homeless liaison lists...)

FREE AND REDUCED PRICE POLICY STATEMENT



ARIZONA DEPARTMENT OF EDUCATION
Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Free and Reduced-Price Policy Statement
Revised Summer 2015

Introduction

In accordance with 7 CFR 245.10, each Local Educational Agency (LEA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), and/or the Special Milk Program (SMP) with the free milk option must have an approved free and reduced-price policy statement on file with the Arizona Department of Education (ADE) that accurately describes its current free and reduced-price policies. LEAs just beginning participation in the NSLP, SBP, or SMP must submit their policy statement to ADE for review as part of the new sponsor application process. The policy statement becomes a permanent document, but must be amended when the LEA makes a substantive change to its free and reduced-price policy. Amendments must be submitted for review by ADE by October 15 each year.

Policy Statement

Sponsor Name:

This statement applies to the programs in which the sponsor will be participating as indicated on the application and agreement.

In fulfilling its responsibilities to implement a policy that conforms to United States Department of Agriculture (USDA) regulations regarding determination of children's eligibility for free and reduced-price benefits, Sponsor Name wishes to state the following:

A. Sponsor Name's CNP Web Sponsor Application will be updated each school year to reflect the following:

- The household application, application letter, and notification letters provided to households applying for benefits will be those provided by ADE;
- And/or a customized household application, application letter, and notification letters have been developed and will be provided to households applying for benefits. Customized applications and letters must be reviewed and approved by ADE prior to use.

B. Name and/or Title is the LEA official that has been designated to make eligibility determinations.

1


- ▶ This is a semi-permanent document that outlines your policies and procedures for serving free and/or reduced price meals.
- ▶ Fill in the grey areas of the form and all sections requesting written information
- ▶ It must be updated and submitted to ADE as part of the Community Eligibility Provision (CEP) application to reflect the revised counting and claiming policy and operational procedures in place for site(s) operating both CEP, Provision 2/3 and regular.

FREE AND REDUCED PRICE POLICY STATEMENT

- ▶ C. For CEP sites, indicate Direct Certification will be conducted no less than one time annually on or around April 1
- ▶ Q. Submit the CEP media release to ADE along with the completed policy statement
- ▶ The FRPP document must be signed by an authorized signer
- ▶ Scanned documents are acceptable. ADE does not require hard copy originals from LEA.
- ▶ Send a copy of your Free and Reduced Price Policy with the CEP application

- C. The following direct certification procedures have been implemented:
 - a. (describe direct certification procedures here)
- D. The following procedures for accepting applications for benefits have been implemented:
 - a. (describe procedures for accepting applications here)
- E. Eligibility will be determined in accordance with the current Income Eligibility Guidelines (IEGs).
- F. A foster child will be categorically eligible for free meals. A foster child may be included as a member of the foster family if the foster family chooses to also apply for benefits for other children, as including children in foster care as household members can help other children in the household qualify for free or reduced-price meals. If the foster family is not eligible for free or reduced-price meal benefits, this does not prevent a foster child from receiving free meal benefits.
- G. Households with children who are categorically eligible under Other Source Categorically Eligible Programs will be instructed to contact the school for assistance in receiving benefits and to mark the relevant box on the application to indicate their status.
- H. ADE and Sponsor Name will ensure there are no barriers for participation in the NSLP, SBP, and/or SMP for Limited English Proficient (LEP) families and will communicate with parents and guardians in a language they can understand throughout the certification and verification processes.
- I. Sponsor Name will abide by the hearing procedures set forth in 7 CFR 245.7 and nondiscrimination practices set forth in 7 CFR 245.8.
- J. Sponsor Name will verify approved free and reduced-price applications by November 15 each year as specified by 7 CFR 245.6(a) using the following procedures:
 - a. (type verification procedures here)
- K. Sponsor Name will maintain a description of the verification activities as required by 7 CFR 245.6(a)(3)(c).
- L. Sponsor Name will submit to ADE a summary report of verification activities performed as required by 7 CFR 245.6(a)(h) by February 1 each year.
- M. The following measures have been taken to prevent disclosure of confidential free and reduced-price eligibility information, as is required by 7 CFR 245.6(f-k):
 - a. (type measures taken here)
- N. Sponsor Name has implemented the following policies per site regarding meal charges:

COMMUNITY ELIGIBILITY PROVISION (CEP) ADDENDUM


ARIZONA DEPARTMENT OF EDUCATION
Health and Nutrition Services
1535 West Jefferson Street
Phoenix, Arizona 85007

**Free and Reduced-Price Policy Statement- Addendum:
Community Eligibility Provision (CEP)**
Revised Summer 2015

Introduction

This addendum is in addition to/in lieu of where applicable to the Free and Reduced-Price Policy Statement as some or all sites operating the NSLP and/or SBP will be participating in Community Eligibility Provision (CEP). It must be provided to ADE when schools begin participation in CEP.

Policy Statement

Sponsor Name:

This statement applies to the following schools operating CEP:

School(s):

Sponsor Name wishes to state the following:

A. **Sponsor Name** acknowledges that this addendum becomes effective when CNPWeb Site and Sponsor Applications have been updated to reflect CEP participation AND a CEP application containing the following has been submitted by **Sponsor Name** and approved by ADE:

- A list of all schools participating in CEP,
- The initial school year of implementation for CEP,
- The school years the cycle is expected to remain effect,
- The school year that CEP must be reconsidered,
- The available and approved data that will be used in reconsideration, as applicable.


B. Prior to the first year of CEP participation, **Sponsor Name** has determined the Identified Student Percentage (ISP) reflective of April 1 for **Sponsor Name**, individual sites, and/or groups of sites and has submitted this data to the ADE using ADE's CEP Eligibility Worksheet.

- This is a semi-permanent document that outlines your policies and at sites operating the CEP.
- Fill in the grey areas of the form
- It must be updated and submitted to ADE as part of the CEP application and in addition to the Free and Reduced Price Policy.

APPLICATION APPROVAL

Once all documents are received and reviewed, you will receive a copy of the CEP Participation Form signed by an ADE official, indicating approval to operate CEP.

This will serve as documentation that you have been approved to operate CEP in the coming year.


State of Arizona
Department of Education

**Local Educational Agency and Arizona Department of Education
Agreement for the Community Eligibility Provision
of the National School Lunch Program and School Breakfast Program**

CTDS Number: _____ LEA Name: _____

This agreement is between the Arizona Department of Education (ADE) and *<insert local Educational Agency Name>* and covers the period of four years starting July 1, 2014 through June 30, 2018. The Local Educational Agency (LEA) school(s) may stop participating in the Community Eligibility Provision (CEP) during the four-year cycle by notifying the State agency no later than June 30th of the school year prior to when they want to return to traditional counting and claiming procedures.

The undersigned has the authority to enter this Agreement to participate in the Community Eligibility Provision as authorized by Section 11(a)(1) of the Richard B. Russell National School Lunch Act.

A. It is mutually agreed between ADE and the LEA that:

1. The LEA agrees to serve all children in the participating school(s) free breakfasts and free lunches for four successive school years.
2. The LEA must have a percentage of enrolled students who were Identified Students as of April 1st of the year prior to participating in CEP that is greater than or equal to 40%.
3. The LEA agrees to pay, from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received.
4. The LEA agrees not to collect free and reduced price meal applications used for meal price determination from households in participating schools in subsequent years during the period of participation in CEP.
5. The LEA agrees to maintain a total count of breakfasts and lunches served at the point of service daily and submit a monthly claim for reimbursement to ADE.
6. The LEA will update and submit to ADE the Free and Reduced Price Policy Statement.
7. The LEA agrees to abide by all requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)).

B. General Conditions


1. This agreement is non-transferable.
2. Neither ADE nor the LEA has an obligation to renew this agreement.

Print Name: _____
Authorized Representative

Signature: _____ Date: _____
Authorized Representative

THIS ARRANGEMENT does not constitute the entire agreement between the parties with respect to subject matter thereof.

ADE Only
Signature: _____ Arizona Department of Education Date: _____

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CNP WEB SITE AND SPONSOR APPLICATIONS

After your CEP Participation Form is approved, you will need to indicate CEP participation on the Site and Sponsor applications in CNP Web. You will also need to include the ADE approved ISP on the Site application.

Site Application indicating CEP Participation & approved ISP

8. School Breakfast Program	
Participation:	Community Eligibility Provision (CEP)
Approved Identified Student Percentage:	51.95 %
Severe Need Breakfast Program Eligibility:	Eligible *
Offer versus Serve Implemented During Breakfast :	No
Amount Charged to Students for Reduced-Price Breakfast:	0.00
Amount Charged to Students for Paid Breakfast:	0.00
Meal Service Type(s) (check all that apply):	<input checked="" type="checkbox"/> Breakfast in the cafeteria/main dining area <input type="checkbox"/> Breakfast in the classroom <input type="checkbox"/> Grab and go breakfast carts <input type="checkbox"/> Breakfast on the school bus <input type="checkbox"/> Other, please describe:
Meal Service Type 'Other' Description:	
9. National School Lunch Program	
Participation:	Community Eligibility Provision (CEP)
Approved Identified Student Percentage:	51.95 %
Offer versus Serve Implemented During Lunch:	No
Amount Charged to Students for Reduced-Price Lunch:	0.00
Amount Charged to Students for Paid Lunch:	0.00

Sponsor Application indicating CEP Participation

5. General Information	
Type of Sponsoring Authority	Public - Educational Institution
Participate in the USDA Foods Program:	Yes
High-Rate Lunch Reimbursement Eligibility:	Eligible *
Menu Certification Reimbursement Eligibility:	Yes *
Do you have a Local Wellness Policy?	Yes, implemented
Do you have a School Food Safety Plan (in accordance with the Process Approach to HACCP)?	Yes, implemented
Special Assistance Provision 2/3 Participation Status:	Not Participating in Provision 2/3
How many sites do you wish to enroll in the Special Assistance Provision 2/3 Program?	
Have you attended the Provision 2/3 training prior to the first operating day of the Base Year?	
Have you read and understood the requirements of Special Assistance Provision 2/3 (see handbook)?	
One or more sites are operating the Community Eligibility Provision (CEP):	Yes

COMMUNITY ELIGIBILITY PROVISION (CEP)

OPERATING PROCEDURES



This section will provide an in-depth review of requirements for LEAs when operating CEP and claiming.

OPERATING PROCEDURES

LEAs have less administrative responsibilities when operating CEP.

Below is a chart of what is and is not required when participating in CEP.

LEAs Must	LEAs do NOT need to:
<p>Daily:</p> <ul style="list-style-type: none">Count the total number of reimbursable meals taken at the point of service.Complete the daily edit check. <p>Monthly:</p> <ul style="list-style-type: none">Claim the total number of reimbursable meals served. <p>Annually:</p> <ul style="list-style-type: none">Send the parent letter for CEP.Notify the public of free meal availability via the ADE media release.Submit a Verification Summary Report by February 1.Submit the ISP reflective of April 1 for inclusion on the notification list released April 15.Run Direct Certification on or around April 1, annually for reporting to ADESubmit Annual ISP Form by June 30.	<ul style="list-style-type: none">Distribute and collect household applications.Conduct Verification activities (report is still required but not verification activities).Count meals served by category (free, reduced, paid).

OPERATING PROCEDURES

The following tasks are required for all sites operating CEP:

Notify the public that all meals are available at no cost (Non-Pricing)



Send out Parent Letter for CEP



Count and Claim TOTAL Meals



Complete Daily Edit Check Worksheets

A detailed worksheet titled "SPECIAL ASSISTANCE ONLY EDIT CHECK WORKSHEET". It has columns for "Student Name", "Age", "Gender", "Race", "Ethnicity", "Income", "Special Services", "Meal Status", and "Total". The form is designed for tracking and editing student meal data.

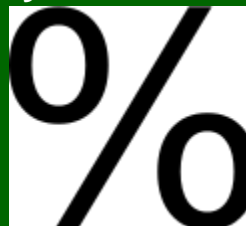
Run Direct Certification
1 time per year



Submit the
Verification Report



Submit the
Annual ISP Form
by June 30



Maintain Records for
entire cycle of CEP
plus five years



OPERATING PROCEDURES

Notify the public that all meals are available at no cost (non-pricing) and send out parent letter announcement to all households.

The school food authority must continue to provide notification that nutritious meals are available at school for no cost.

Notification must be given to:

- ▶ The public
 - ▶ A sample [Media Release](#) template is available on the ADE website. Since all meals are served to children at no charge, ensure appropriate changes are made to the media release such as no meal charges.
- ▶ The school's households
 - ▶ A template for the [Parent Letter](#) is available to notify households of non-pricing for meals.



OPERATING PROCEDURES

Complete daily edit check worksheets.

- ▶ Daily Edit Checks are required to ensure that schools are not claiming more total meals than totaled enrolled students.
- ▶ Since claims will only ask for the total meals, the daily edit checks are now simplified.
- ▶ A “[CEP Daily Edit Check Worksheet](#)” template is available.
- ▶ Required information includes:
 - ▶ Total students (eligibles)
 - ▶ Total meals
 - ▶ Attendance factor (found at bottom of all claims)
 - ▶ Days served



OPERATING PROCEDURES

Count and claim total reimbursable meals.

- ▶ Reimbursable meals are **counted** at the Point of Service; SFAs will use an alternate counting system, which will require **total** meal counts only.
- ▶ **Claims** are due by the 10th of each month; SFAs will only be prompted to enter in the **total** reimbursable meals served for the month.

The image shows a screenshot of a 'SPECIAL ASSISTANCE DAILY CHECK WORKSHEET' form. The form is divided into two main sections: 'School Breakfast Program' and 'After-School Snack Program'. Each section contains a table with columns for 'Date', 'Meal Type', 'Eligible', 'Served', and 'Total'. The 'Date' column is for the month and year. The 'Meal Type' column has options for 'Breakfast' and 'Snack'. The 'Eligible' column is for the number of eligible students. The 'Served' column is for the number of meals served. The 'Total' column is for the total number of meals served. The form is designed to be filled out daily for each month.

OPERATING PROCEDURES

Maintain records for the entire cycle of CEP plus an additional 5 years.

- ▶ Records that SFA should retain include but are not limited to:
 - ▶ Direct Certification lists (all of them)
 - ▶ Household extensions
 - ▶ Liaison lists
 - ▶ Student enrollment
 - ▶ Meal counts
 - ▶ Edit checks



VERIFICATION SUMMARY REPORT



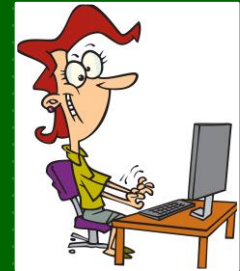
Run CNP Direct Certification one time per year on or around April 1.

- ▶ LEAs are required to run CNP Direct Certification matches at least one time per year on or around April 1.
- ▶ CNP Direct Certification match lists must be on file and used to determine total Identified Student count in April each year.
- ▶ If the ISP increases during the cycle, the LEA has the option to update the ISP and extend the cycle for another 4 years.

OPERATING PROCEDURES

Submit the CNP Verification Report by February 1.

- ▶ Information you will need:
 - ▶ Total student enrollment count as of October 31 in sites operating CEP.
 - ▶ Total number of sites operating CEP.



OPERATING PROCEDURES

Submit the Annual ISP Form by June 30.

This is a new form **required annually** for all LEAs operating CEP.

You may choose Option 1 or Option 2 and/or Option 3.

- ▶ Option 1
 - ▶ Keep current ISP and remain on the current CEP cycle.
- ▶ Option 2
 - ▶ Update the ISP using April 1 figures and remain on the current Community Eligibility Provision (CEP) cycle.
- ▶ Option 3
 - ▶ Update the ISP using the April 1 figures and begin a NEW four year CEP cycle.



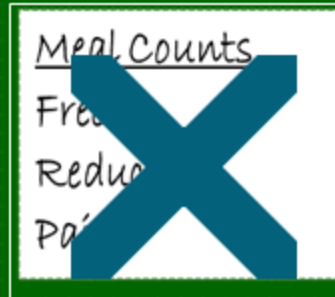
OPERATING PROCEDURES

These tasks are restricted for sites operating CEP:

Distribute/Collect/
Certify Household
Applications



Counting and
Claiming by
CATEGORY



Verification
Activities



MONTHLY CLAIMS

Breakfast - Severe Need	
Number of Days Served:	<input type="text" value="0"/> ←
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	<input type="text" value="0"/> ←
Participants Enrolled:	<input type="text" value="0"/> ←
Lunch - High Rate	
Number of Days Served:	<input type="text" value="0"/> ←
Free Meals Served:	0
Reduced-Price Meals Served:	0
Paid Meals Served:	0
Total Meals Served:	<input type="text" value="0"/> ←
Participants Enrolled:	<input type="text" value="0"/> ←
Afternoon Snack - High Rate	
Number of Days Served:	<input type="text" value="0"/>
Free Meals Served:	<input type="text" value="0"/>
Participants Enrolled:	<input type="text" value="0"/>
Attendance Factor	
Attendance Factor:	94.23 %
CEP Percentages	
Breakfast CEP Percentage:	72.62 %

Each month, you will enter the following information:

- ▶ Number of days breakfast was served
- ▶ Total number of reimbursable breakfasts served
- ▶ Number of days lunch was served
- ▶ Total number of reimbursable lunches served
- ▶ Total participants enrolled during that month

COMMUNITY ELIGIBILITY PROVISION (CEP)

CYCLE LENGTH

This section will provide an overview of each year of the CEP cycle.

PARTICIPATION CYCLE

CEP can be operated for 4 consecutive years.

Year 1 Program Year 2018 (2017/2018)	Year 2 Program Year 2019 (2018/2019)	Year 3 Program Year 2020 (2019/2020)	Year 4 Program Year 2021 (2020/2021) (last year of cycle)
Establish CEP ISP using April 1, 2017 data*.	Ability to increase CEP ISP for this school year using April 1, 2018 data (use Annual ISP form)	Ability to increase CEP ISP for this school year using April 1, 2019 data (use Annual ISP form)	Ability to increase CEP ISP for this school year using April 1, 2020 data (use Annual ISP form)

*The claiming percentages established for a school in the first year may be used for the 3 subsequent school years in the cycle and may be increased each year if the ISP rises for the school(s) using the Annual ISP form found here:

<http://www.azed.gov/health-nutrition/special-assistance-provisions/>

ADDITIONAL CYCLE INFORMATION

- ▶ CEP offers flexibility in each cycle.
- ▶ If a school determines their ISP is greater than their current ISP, then the school can:
 - ▶ Increase the ISP and begin a new 4 year cycle using the new ISP;
 - ▶ Increase the ISP and continue in the current CEP cycle
- ▶ LEAs can also revise their groupings annually. This means:
 - ▶ Adding a new site (currently not participating in CEP)
 - ▶ Rearrange site groupings (for those currently participating in CEP)
- ▶ For more information and participation cycle details refer to the most recent USDA CEP Question and Answer memo found on the Special Assistance Webpage.

ANNUAL ISP FORM

- ▶ Where can I find the Annual ISP form to update the ISP?
 - ▶ On the ADE Special Assistance Webpage
- ▶ When is it due?
 - ▶ June 30, every year of CEP participation
- ▶ Who do I submit the form to?
 - ▶ ADESchoolNutrition@azed.gov
- ▶ How can I increase my ISP?
 - ▶ Be sure to conduct Direct Certification and save your results;
 - ▶ Don't forget to extend benefits from Direct Certification matches to other household members;
 - ▶ Check liaison lists, and;
 - ▶ Ensure that you keep all paperwork for accurate calculations.

ADDITIONAL RESOURCES AND INFORMATION

- ▶ Guidance Memos and Summary Paper*
 - ▶ SP 54-2016: [Community Eligibility Provisions: Guidance and Updated Q&A](#)
 - ▶ SP 22-2016: [Community Eligibility Provisions: Planning and Implementation Guidance](#)
 - ▶ SPI9-2016: [Community Eligibility Provision: Guidance and Updated Q&As](#)
 - ▶ SPI9-2014: [Community Eligibility Provision: Department of Education Title I Guidance](#)
 - ▶ HNS 04-2014: [Community Eligibility Provision for School Year 2014-15](#)
 - ▶ [CEP & E-Rate information](#)
 - ▶ CEP Manual: [Community Eligibility Provisions: Planning and Implementation](#)
- ▶ Monthly Federal Reimbursement Calculator*
- ▶ CEP Parent Letter (English and Spanish)*
- ▶ CEP Daily Edit Check Worksheet*
- ▶ Apply for Community Eligibility Provision*
- ▶ Program Outreach materials*
- ▶ Annual ISP Form*
- ▶ Apply for CEP*

*All resources and more can be found by visiting the
Arizona Department of Education's Community Eligibility Website:
<http://www.azed.gov/health-nutrition/special-assistance-provisions/>

CERTIFICATE OF COMPLETION

- ▶ CEP applicants are required to submit their certification of completion from this training as part of the CEP application process.
- ▶ The next slide will take you to the assessment in order to obtain the certificate.



CERTIFICATE OF COMPLETION

- ▶ This concludes the online course, Community Eligibility Provision.
- ▶ In order to receive a Certificate of Completion, please click the link below and complete the online assessment.

Comprehension Assessment Link
<https://www.surveymonkey.com/s/CEPQuiz>

- ▶ Reminder: You must answer 8 out of the 10 content questions correctly to receive your certificate. The certificate will be sent within 10 business days. You may complete the assessment as many times as needed to pass.

If you have any questions, please contact your assigned ADE specialist.

Thank you!

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