

Community Eligibility Provision (CEP) Policy Statement ED-099 Addendum

SAMPLE FORM APRIL 2017 REVISION

Provision Summary

The CEP is an alternative to using household applications for determining eligibility for free and reduced-price meals for Child Nutrition Programs in high poverty local educational agencies (LEAs) and schools. In lieu of collecting individual household applications, the CEP allows LEAs and schools meeting eligibility requirements to use data from other programs and sources to determine eligibility for federal reimbursements provided by the U.S. Department of Agriculture (USDA) for school meals. The CEP permits eligible schools to provide meals to all students at no charge, regardless of their families' economic status.

Identified Student Percentage

To qualify for the CEP, LEAs and schools must have a minimum *identified student percentage* (ISP) of 40 percent or greater in their population. *Identified students* are defined as "low-income children who are certified for free school meals without the use of a household application." This refers to students directly certified for free meals through documentation provided by the Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA). *Identified students* also include the following:

- homeless children as defined under the McKinney-Vento Homeless Assistance Act;
- runaway and homeless youth served by programs established under the Runaway and Homeless Youth Act;
- foster children certified through means other than the USDA household application;
- children enrolled in a federally-funded Head Start program, a comparable state-funded Head Start program or pre-kindergarten program;
- non-applicant students approved by local education officials, such as a principal, based on available information.

LEAs and schools must make their own eligibility determinations based on available data, as outlined above, to verify that they meet the 40 percent threshold and therefore are able to participate in the CEP. Individual schools, groups of schools within a district, or entire districts with an ISP of at least 40 percent are eligible to participate in the CEP. The ISP is determined by dividing the number of *identified students* by the total student enrollment. This percentage is multiplied by a **factor of 1.6** to determine the **federal free (reimbursement) rate** for a school, a group of schools, or an entire district. The remaining percentage of student meals will be reimbursed at the **federal paid (reimbursement) rate**.

For example, a group of schools with a combined ISP of 50 percent will be reimbursed at the **federal free rate** for 80 percent of its student meals (50 percent x 1.6 = 80 percent). The remaining 20 percent of student meals will be reimbursed at the **federal paid rate** (100 percent – 80 percent = 20 percent). The CEP option eliminates the federal reduced-price meal category. A school, group of schools, or the entire district can be reimbursed at the **federal free rate** up to a maximum of 100 percent of its student population. For this to occur, the ISP would have to reach 62.5 percent (62.5 percent x 1.6 = 100 percent). The claiming percentages established in the first year are guaranteed for a period of four school years, but may be increased if the ISP rises for that school, group of schools or district.

CEP Policy Statement ED-099 Addendum, continued

Instructions

The ED-099 Addendum: Community Eligibility Provision must be signed by the LEA's first authorized signer. This is the person that is the head of the governing body, e.g., chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, chairperson of the board, pastor, or commissioner). This should be the same person that is listed under "Signature #1" on the Online Agreement.

Mail the completed original signed document to your [county consultant](#) at the Connecticut State Department of Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103.



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

This document is available at

www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cep/cepaddendum.pdf.

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- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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