COMMUNITY ELIGIBILITY PROVISION (CEP)

CHILD AND ADULT NUTRITION SERVICES

south dakota
DEPARTMENT OF EDUCATION
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Good Afternoon, Welcome to the Community Eligibility Provision Crash Course with CANS!

Record

INTRODUCTIONS

My name is Andrea Theilen and I'm here today with Diana Webb. Diana and I will be working together this year with all of you on your CEP reports and with the Schools that are applying for CEP this year.

ATTENDANCE & QUESTIONS

01
Right click on your name in the video view or in the participant pane

02
Click "rename"

03
Change your name to include yourself and anyone who may be with you

Before we get started with the training, let's take care of a few housekeeping items.
We would like to know who is joining the webinar today, so please check your name and if your first and last name are not on the screen, please change it so that they are.

To change your name, right click on your name in the video view or in the participant pane and click on the word Rename.
Enter your first and last name.

We will be recording this webinar and posting it on our CANS website along with the PowerPoint for you to view at a later time. Please feel free to unmute at any time throughout the presentation to ask a question. You can also type your questions in the chat box.

AGENDA

CEP REPORTING   CEP ELIGIBILITY   CEP BASICS

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Today we will be covering three areas of CEP. CEP Reporting, CEP Eligibility, and the basics of CEP.

CEP REPORTING REQUIREMENTS

All SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between **April 1 and 11, 2023.**

USDA Memo SP 20-2017 discusses this requirement in more detail.

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CEP Reporting Requirements.
Each year, all SFAs whether interested in CEP or not are required to submit their direct certification data in comparison to their enrollment between April 1 and April 10. Since April 10th is a Holiday for many, we are using April 11th as the due date this year. Here is the memo that discusses this requirement in more detail.

STEP 1:

- Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

Step 1 of CEP reporting will be to Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

iMATCH INSTRUCTIONS

- SFAs that are approved for CEP, – Please use iMATCH to determine the 'Identified Student' numbers per site.

- Log in to iMATCH: **https://imatch.sd.gov/login.aspx**

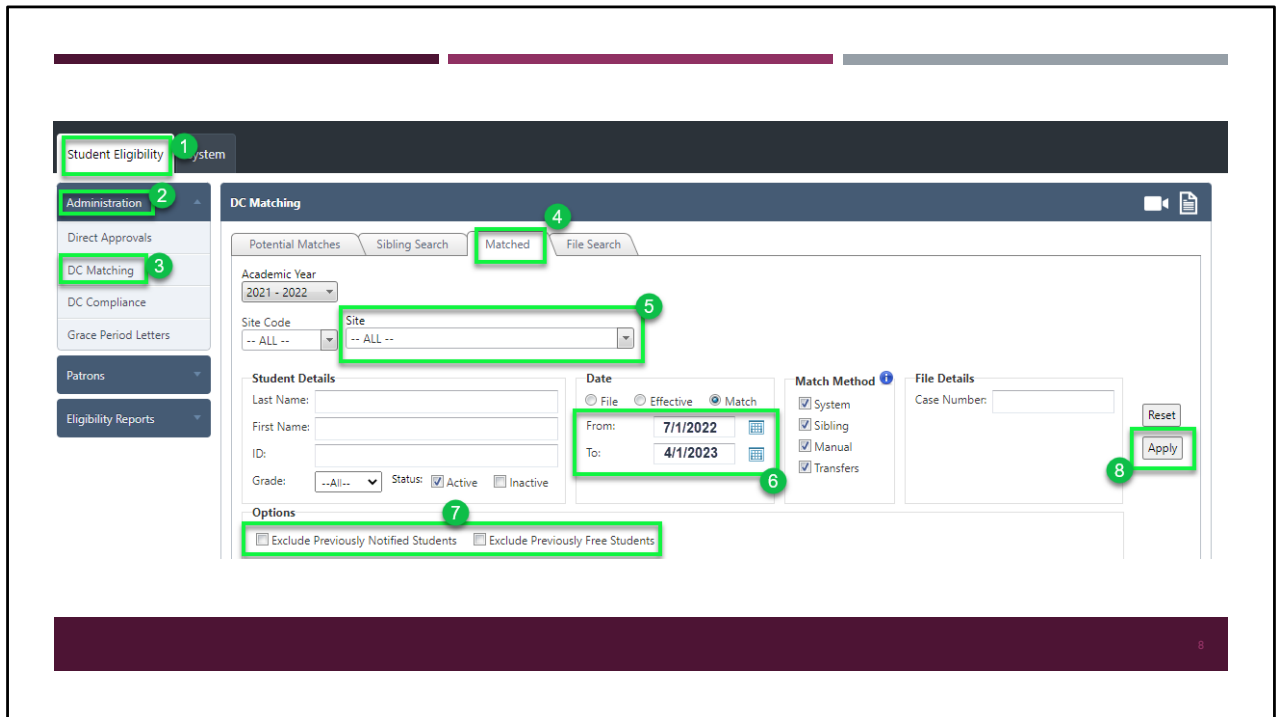- If you do not know your Username or Password, please email **DOE.SchoolLunch@state.sd.us**

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SFAs that are approved for CEP, – Please use iMATCH to determine the 'Identified Student' numbers per site.

Here is the link to log into iMATCH.

If you don not know your username or password, you can simply email us at DOE.Schoollunch@state.sd.us.

After logging in to the iMATCH system, click on Student Eligibility (1), Administration (2), DC Matching (3), Matched tab (4).

Next, use the Site drop-down (5) to select an individual site.

Next, use the Date Range (6) to limit information from 7/1/2022 to 4/1/23.

Uncheck the Exclude checkboxes (7) and click Apply (8).

After clicking Apply, the Identified Students will load for the site selected as 'Matched Students'. Use this count in CEP Reporting of Identified Students.

Repeat steps 5-8 if your agency has multiple sites listed in iCAN.

Repeat Steps 5 - 8 If Your Agency Has Multiple Sites Listed in iCAN.

Repeat steps 5-8 if your agency has multiple sites listed in iCAN.

STEP 2:

- Log in to the iCAN system and under **"Applications"** in the blue bar at the top of the screen click on **"Community Eligibility Provision"**

Step 2 of CEP Reporting: Log in to the iCAN system and under **"Applications"** in the blue bar at the top of the screen click on **"Community Eligibility Provision"**

STEP 3: CLICK "ADD" FOR SY 2022-2023

Step 3: Click "Add" for SY 2022-2023 School year

STEP 4:

For each site use data as of **April 1** and:

- Enter the Number of Identified Students
- Enter the Enrollment from Infinite Campus or NASIS
- Click **"Save"**

Step 4:

For each site use data as of **April 1** and:

Enter the Number of Identified Students

Enter the Enrollment from your student enrollment system which could be Infinite Campus or NASIS

Click **"Save"**

Identified Students are those students who are directly certified. Direct Cert supersedes any other eligibility determination. Students approved free/reduced based on income **should not** be included in this number.

This number should come from your eligibility roster, the document you use to create your claims, OR from the iMATCH system.

STEP 5:
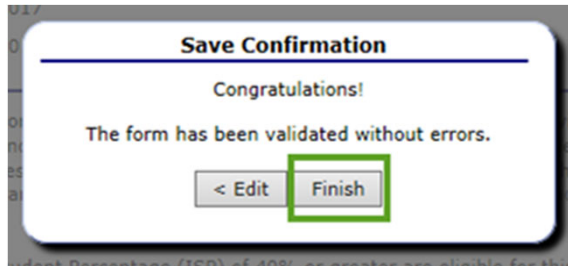
Save Confirmation

Congratulations!

The form has been validated without errors.

< Edit   Finish

- A pop up will appear.
- Click "**Finish**" if you are done or "**Edit**" if you wish to revise your information.

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Step 5:
A pop up will appear.
Click "**Finish**" if you are done or "**Edit**" if you wish to revise your information.

Remember to Log Out When you are finished.

You will be able to modify your information until April 10, 2023.

IS MY DISTRICT/SCHOOL ELIGIBLE TO PARTICIPATE IN CEP?

To be eligible for CEP, an LEA, group of schools, or school must:

Ensure that at least 40 percent of enrolled students are identified students

Participate in both the NSLP and SBP

Serve lunches and breakfasts to all enrolled students at no charge

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Diana: Now that we've learned how to complete the required reporting for all school districts, let's talk more about CEP.
I'm sure you have been wondering, is my school or district eligible to participate!?

To be eligible for CEP:
at least 40 percent of enrolled students must be identified as directly certified,
the school must participate in the National School Lunch Program and the School Breakfast Program,
and all meals served to enrolled students must be at no charge.

PARTICIPATION OPTIONS

School: By individual school

Group: By group of schools

District: By School Food Authority

There are a three ways to determine eligibility and participate in CEP.
The key is to identify 40 percent or more of enrolled students as directly certified.

So, an individual school with 40% or more Identified Students can participate in CEP.

A group of schools in an SFA may also participate. The SFA can choose to group schools any way they wish and calculate the free claiming percentage for the group of schools as a whole,
using their combined enrollment and total number of Identified Students, as long as the total percentage is 40% or higher.
There is no limit to the number of groups within the same SFA, some schools can participate individually, and some can participate as a group.

The final option is all schools in the SFA can participate as a single group with the same free claiming percentage for the entire district as long as it is 40% or higher.

NOTIFICATION OF ELIGIBILITY

All eligible and near eligible districts will be notified by April 15

Eligible = greater than 40% Directly Certified

Near Eligible = between 30% and 40% Directly Certified

Along with this notification, your district will also receive a link to the CEP Agreement for SY23-24 if you are interested in applying

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All eligible and near eligible districts will be notified by email by April 15, 2023.
Eligible means more than 40% of students are directly certified
Near Eligible means that between 30% and 40% of students are directly certified
Along with this notification, your district will receive a link to the CEP Agreement for SY23-24 if you are interested in applying.

If you do not receive a direct notification email, you can also check the CANS website. We will post all the eligible and near eligible schools and districts no later than May 1, 2023.

I'M ELIGIBLE – NOW WHAT!?

- Are you a CEP school?
  - ISP more than 62.5% - no action required
  - ISP between 40-62.5% - review needed
- Not currently operating CEP?
  - ISP more than 40% - reach out to the CANS office!

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I'm Eligible, now what!?

If you are currently operating CEP, your school had a qualifying identified student percentage of 40 or more. The higher your ISP, the better your free meal claiming percentage.

If your new ISP is more than 62.5%, no further action is needed, because this is the level where all meals are claimed for free.
If your ISP is between 40-62.5%, you will want to review your previous ISP and reapply for CEP if the new ISP is higher than the previous one.

If you are not currently operating CEP and your school has an ISP of 40 percent or more, reach out to the CANS office for assistance.
We can help you explore whether or not CEP is the right fit for you.

WHAT DO I NEED TO SEND CANS FOR APPROVAL?

1. Signed and dated CEP Agreement
   - Including any groupings of schools
2. Total Enrollment as of April 1, 2023(a list of all enrolled student names)
3. All documentation for Identified Students as of April 1, 2023
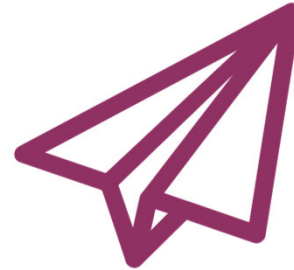
We may also ask for an Ad Hoc Report with additional student information.

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What do I need to send CANS for CEP approval?

1. You will need to send a Signed and dated CEP Agreement. This document is on our website and will also be emailed to eligible districts.
2. We will need a list of all students enrolled as of April 1. This list of names will come from infinite campus or NASIS.
3. Finally, we need all documentation for Identified Students as of April 1, 2023. This includes:

    Direct Certification documentation
    Written documentation from source agency for foster children and FDPIR
    Written documentation from school coordinator for Homeless, Migrant, or Runaway
            students.
    Written documentation from Head Start coordinator.

We may also ask for an Ad Hoc report with additional student information, if the student ID
        numbers from your Student information system do not match the ID numbers in the
        iMATCH System.

Some helpful tips for documentation submission:
- Electronic copies are preferred, they can be mailed on a thumb drive.
- If you would like us to send you a thumb drive (jump drive, external drive) please let us know.
- If electronic copies are unavailable, please mail COPIES (not originals). We will scan and retain an electronic copy on file.

COMMUNITY ELIGIBILITY PROVISION (CEP) BASICS

Once CEP is elected, you maintain your Identified Student Percentage (ISP) and claiming percentages for 4 years

You may re-apply with a higher ISP and claiming percentage in the 4-year cycle

You must re-apply for CEP every 4 years

If you do not re-apply for CEP, you will return to standard counting and claiming methods

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CEP Basics:
- Once CEP is elected, you maintain your ISP and claiming percentages for 4 years.
- You can update an upcoming school year if it will improve your claiming percentages by re-applying. If your ISP decreases, the existing approved percentage will continue for 4 years.
- CEP applications must be completed every 4 years. There are no extensions.
- If you do not re-apply for CEP after your 4-year cycle, you will return to standard counting and claiming methods, which means collecting free and reduced applications from families, charging for meals, and claiming based on free, reduced, and paid eligibility status.

CEP CLAIMING PERCENTAGES

✓ Your ISP is multiplied by 1.6 to determine your free claiming percentage

$ If it is less than 100%, the difference is claimed at the paid rate

✗ Example: an ISP of 50.00% x 1.6 = a free claiming percentage of 80.00%

💵 100% - 80.00% = a paid claiming percentage of 20.00%

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We have spent time talking about Identified Student Percentages. How does CEP Claiming actually work?

Your Identified Student Percentage (ISP) is multiplied by 1.6 to determine your free claiming percentage.
If the ISP is less than 100%, the difference is claimed at the paid rate. There are no reduced-price meals in CEP.

Here is an example:
So, if you have an ISP of 50.00%, you would multiply by 1.6 and end up with a free claiming percentage of 80.00%. (50.00 x 1.6 = 80.00)
When 80.00 is subtracted from 100, it gives a paid claiming percentage of 20.00%

We will add the CEP percentages into iCAN, so all you'll need to do is enter the total number of meals served each month.
The system will apply the percentage to the total meals and calculate the number of free and paid meals to be claimed.

BENEFITS OF CEP

No Free and Reduced-Price Lunch Applications	Eliminates meal payments and tracking unpaid charges	Simplifies meal counting & claiming

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CEP has a lot of benefits:

- No F/R applications means that Admin time is not spent collecting application, determining student eligibility or conducting verification.
  There is also no need to print F/R applications or pay postage fees.
- CEP eliminates collecting meal payments from students and tracking meal balances and unpaid meal charges.
- CEP also simplifies meal counting and claiming. Meal counts can be completed by a tally, clicker or a check sheet. Once the daily totals are added together for the month, the total meals for the month are entered into iCAN. The computer system will split the meals into a free and paid claim using your approved percentage.

BENEFITS OF CEP

Increased meal participation

Meals for all at no cost

Flexible meal service locations

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Some additional benefits include:
- CEP schools typically see an increase of meal participation, because meals are available for all children at no cost.
- Since meal counting procedures are simplified, there is also the ability to try out new service locations such as breakfast in the classroom or grab and go kiosks.

IS CEP BENEFICIAL FOR YOU???

USDA CEP Estimator Tool

Use for financial estimates

Contact CANS

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I bet you're wondering.. Is CEP beneficial for me and my district!?

Here is a tool that has been created by the USDA to input your data and help you to determine if CEP is financially beneficial for you.
This tool can help you to determine what your ISP may be and what increase or decrease in reimbursement your district would receive if you implement CEP. This link will be available in the posted powerpoint and are going to be shared in the chat box now.

You can also reach out to the CANS office for assistance in determining if CEP is feasible for your district in any participation option.

CEP TIMELINE

Work in the iMATCH system to make matches	Apply for CEP and submit documentation to be approved
Jan.–Apr.	**15 Apr. – 30 June**

1 Apr.	**30 May**
Date that is used for CEP Data Reporting	Final day to submit documentation to apply for CEP

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READ STEPS

CEP TIMELINE CONTINUED

First day of your new CEP cycle begins.

This cycle will be used for the next 4 years.

If your school is not on the administrative review list to receive a full admin review, you **may** receive an abbreviated review.

1 July

School Year Begins

1 July – Start of School

A mandatory CEP Year 1 Training will be held – attendance at this training is required for CEP approval

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Here is the remainder of the timeline:

READ STEPS/SLIDE

- At this time, we are unsure of the specific details regarding the mandatory year 1 training. It may be in person or virtual and we are still working on the dates.
- When the SA conducts an abbreviated review (desk audit), we look at one month of claim and the supporting meal counts. If we do not find any issues, then we close the abbreviated review, if there are issues, we will ask for further documentation.
- If you re-apply for a new ISP for your district or group any time during your 4-year cycle, you may receive another abbreviated review in your first year.

QUESTIONS?

This is the end of our scheduled presentation.

CANS CONTACT INFO

Andrea Theilen

Andrea.Theilen@state.sd.us
(605) 773-8067

Diana Webb

Diana.Webb@state.sd.us
(605) 773-6026

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Please feel free to contact either Andrea or Diana with questions.

EVALUATION

https://forms.office.com/Pages/ResponsePage.aspx?id=fFSvcKtpbUG0plQ7XOUrmX0m3-SQysRGkQ9pqUYlfwxUMU9GTVVKSVNJQVBMQTRUUkg4OFUzM0wxRiQlQCN0PWcu

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We ask that you please complete the evaluation. Andrea will put a link to the evaluation form in the chat.

https://forms.office.com/Pages/ResponsePage.aspx?id=fFSvcKtpbUG0plQ7XOUrmX0m3-SQysRGkQ9pqUYlfwxUMU9GTVVKSVNJQVBMQTRUUkg4OFUzM0wxRiQlQCN0PWcu

KEEPING UP WITH CANS!

Thanks so much for joining today. Please continue to keep up with CANS by attending our upcoming trainings.

CHECK IN WITH CANS

Check in with CANS is on April 6, at 2:30 pm CT /1:30 pm MT

Check in with CANS discusses hot topics, provides new guidance or program clarifications from the USDA, and offers reminders of important dates in the Child Nutrition Programs. There is also time scheduled to take questions from call participants.

Zoom Meeting:
https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3l3QT09

Meeting ID: 939 9042 0264
Passcode: 415931

Dial by your location   +1 312 626 6799 US (Chicago)
Meeting ID: 939 9042 0264
Passcode: 415931

Check in with CANS is scheduled for April 6. Full call minutes are posted on the CANS website, under the Check in with CANS section, and a recording of the call will be temporarily available in this same location.

CRASH COURSE WITH CANS!

Crash Course with CANS is on April 20th, at 2:30 pm CT / 1:30 pm MT

Live Webinar Topic: Nonprogram Foods

Zoom Meeting:
https://state-sd.zoom.us/j/93990420264?pwd=dE1nZ0NPc2JwaCtJOXlqNVVlZ3l3QT09

Meeting ID: 939 9042 0264
Passcode: 415931
Dial by your location   +1 312 626 6799 US (Chicago)
Meeting ID: 939 9042 0264
Passcode: 415931

We are also hosting a Crash Course on CEP reporting on March 23.
If you are unable to attend, the slides and a recording of the webinar will be posted to the CANS website (https://doe.sd.gov/cans/index.aspx) under the Crash Course with CANS section by Friday or Monday.

Provision (current regulatory citation)	Current ISP Threshold	Proposed ISP Threshold
Minimum ISP Threshold (7 CFR 245.9(f)(3)(i))	School districts, schools, and groups of schools must have ISPs of **40% or higher** to elect CEP.	School districts, schools, and groups of schools would be required to have ISPs of **25% or higher** to elect CEP.

Webinar for school food authorities: Thursday, March 30, 2023, 3:00 PM EST. Please register for the Zoom webinar here:

https://www.zoomgov.com/webinar/register/WN_74rPI4iARIa-MZzzOiEGLA

CEP PROPOSED RULE

U.S. Department of Agriculture's Food and Nutrition Service, child nutrition programs published a proposed rule in the Federal Register on March 23, 2023, with the intent to expand access to the Community Eligibility Provision (CEP) by lowering the minimum identified student percentage (ISP)[1] participation threshold from 40% to 25%. The rule gives more high-need schools the option to elect CEP and offer all students healthy school meals at no cost when it is financially viable for them to do so.

Webinar for school food authorities: Thursday, March 30, 2023, 3:00 PM EST. Please register for the Zoom webinar here:

https://www.zoomgov.com/webinar/register/WN_74rPI4iARIa-MZzzOiEGLA

We will drop the registration link in the chat. You need to pre-register for this webinar if you want to attend.
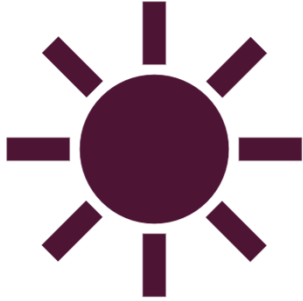
SAVE THE DATE!

PATHWAYS WILL BE HELD IN PIERRE AT THE RAMKOTA FROM JUNE 13TH -15TH!

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CEP Reporting

This training credits for 30 minutes of training in

Key Area 3 - Administration

3130 Community Eligibility Provision (CEP)

Your Name:

Date of Training:

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Here is a copy of the certificate that you can screenshot to document your participation in this webinar and to use for your professional standards requirements

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1.mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2.fax: (202) 690-7442; or
3.email: program.intake@usda.gov.

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