



CEP TIMELINE AND iMATCH BASICS

CHILD AND ADULT NUTRITION SERVICES



south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.



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



OVERVIEW

CEP Basics

CEP Timeline

iMATCH Basics

FDPIR

Homeless/Migrant

Helpful Hints

Questions



COMMUNITY ELIGIBILITY PROVISION (CEP) BASICS

CEP uses an Identified Student Percentage (ISP) of enrolled students to set up a claiming percentage for free meals

ISP is based on identified students who are directly certified through SNAP, TANF, FDPIR, Homeless, Migrant, Runaway, Foster

Schools must have an ISP of at least 25% to participate



COMMUNITY ELIGIBILITY PROVISION (CEP) BASICS

- Once CEP is elected, you maintain your Identified Student Percentage (ISP) and claiming percentages for 4 years
- Unlike Provisions 2 and 3, there are no CEP Extensions after 4 years – you must re-apply
- During your 4-year cycle, you may re-apply to achieve a higher ISP and claiming percentages
- If you do not re-apply for CEP, you will return to standard counting and claiming methods

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 57.3% x 1.6 = a free claiming percentage of 91.68%



100% - 91.68% = a paid claiming percentage of 8.32%



CEP TIMELINE

Work in the
iMATCH system to
make matches

Jan.–Apr.

Apply for CEP and submit
documentation to be
approved

2 Apr.

1 Apr.

Date that is used for
CEP Data Reporting

30 May

CEP Applications
due to the CANS
office



CEP TIMELINE CONTINUED

June 30th – Start of School:

A mandatory CEP Year 1 Training

Attendance at this training is required to be approved for CEP

After the school year begins: If your school is not on the administrative review list to receive a full review, you may receive an abbreviated administrative review



ABOUT iMATCH



Direct Certification system – used by SFAs to identify students eligible for free meal benefits via assistance programs (SNAP, TANF, etc.)



System compares enrollment information from Infinite Campus and DSS data nightly



Identical entries between the two files are matched, and listed on the corresponding school district list

OBTAINING THE DIRECT CERTIFICATION LIST

The screenshot displays the 'Student Eligibility' system interface. The 'Student Eligibility' tab is selected in the top navigation bar. On the left sidebar, the 'Administration' menu is expanded, and 'DC Matching' is highlighted. The main content area is titled 'DC Matching' and features several tabs: 'Potential Matches', 'Sibling Search', 'Matched', and 'File Search'. The 'Matched' tab is active. Below the tabs, there are filters for 'Academic Year' (set to '2017 - 2018'), 'Site Code' (set to '-- ALL --'), and 'Site' (set to '-- ALL --'). The 'Student Details' section includes input fields for 'Last Name', 'First Name', and 'ID', along with a 'Grade' dropdown (set to '--All--') and 'Status' checkboxes for 'Active' (checked) and 'Inactive'. A 'Date' section has radio buttons for 'File' and 'From:'. The 'Options' section at the bottom contains two checked checkboxes: 'Exclude Previously Notified Students' and 'Exclude Previously Free S'.

- Student Eligibility
- Administration
- DC Matching
- Matched - All Match Methods selected



Academic Year

2017 - 2018

Site Code

-- ALL --

Site

-- ALL --

Student Details

Last Name:

First Name:

ID:

Grade:

--All--

Status:

Active

Inactive

Date

File Effective Match

From:



To:



Match Method i

System

Sibling

Manual

Transfers

File Details

Case Number:

Reset

Apply

Options

Exclude Previously Notified Students

Exclude Previously Free Students

EXCLUDE CHECKBOXES

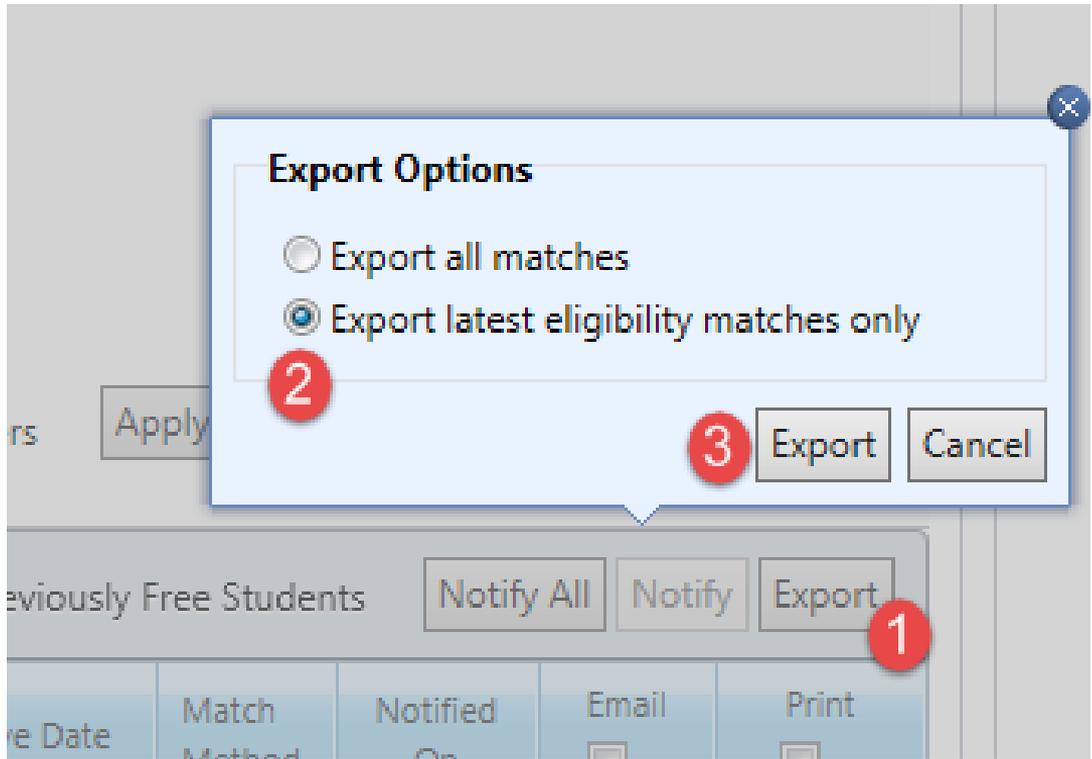
UN-CHECK THE EXCLUDE CHECKBOXES

Matched Students Exclude Previously Notified Students Exclude Previously Free Students

ID	Last Name	First Name	Site	Grade	File Date	Match Date	Effective Date	Match Method	Notified On	Email	Print
			001	12	7/1/2016	7/1/2016	7/1/2016	System	1/27/2017		<input type="checkbox"/>
			001	11	7/1/2016	7/1/2016	7/1/2016	System	1/27/2017		<input type="checkbox"/>
			001	11	7/1/2016	7/1/2016	7/1/2016	System	1/27/2017		<input type="checkbox"/>
			001	12	7/1/2016	7/1/2016	7/1/2016	System	1/27/2017		<input type="checkbox"/>
			003	08	7/6/2016	7/6/2016	7/6/2016	System	1/27/2017		<input type="checkbox"/>
			001	12	8/5/2016	8/5/2016	8/5/2016	System	1/27/2017		<input type="checkbox"/>
			001	12	7/1/2016	7/1/2016	7/1/2016	System	1/27/2017		<input type="checkbox"/>

OBTAINING THE DIRECT CERTIFICATION LIST: EXPORTING

Export allows you to save the full list in Excel format



OBTAINING THE DIRECT CERTIFICATION LIST: EXPORTING

EXPORT ALLOWS YOU TO SAVE THE FULL LIST IN EXCEL FORMAT



From: IMATCH@state.sd.us <IMATCH@state.sd.us>

Sent: Friday, January 20, 2017 2:03 PM

To: [Redacted]

Subject: New Direct Approval Matches for 1/20/2017

Good Afternoon,

You have new Direct Approval matches that are ready to be notified. They can be found by following this path: *Student Eligibility*>> *Administration* >> *DC Matching*: Click the previously matched tab, and then check the Exclude Previously Notified Students checkbox.

Have a great day!

NEW MATCH NOTIFICATION EMAIL



Potential Matches | Sibling Search | **Matched** | File Search

Academic Year
[Redacted]

Site Code: -- All -- | Site: -- All --

SSN / Student ID: [] | Last Name: [] | First Name: [] | Grade: --All-- | Status: Active

Case Number: [] | Match Date From: [] | Match Date To: [] | Match Method: System Sibling Manual Transfers

Apply | Reset

DIRECT CERTIFICATION LIST: DAILY CHANGE USING DATE RANGE

Student Eligibility → Administration → Matching

DIRECT CERTIFICATION BY SITE

Student Eligibility → Administration → DC Matching → Matched tab

The screenshot displays the 'DC Matching' interface. On the left, a navigation menu includes 'Student Eligibility' (highlighted with a red box), 'Administration' (highlighted with a red box), and 'DC Matching' (highlighted with a red box). The main area shows the 'DC Matching' section with tabs for 'Potential Matches', 'Sibling Search', 'Matched' (highlighted with a red box), and 'File Search'. Below the tabs, there are search filters: 'Academic Year', 'Site Code' (set to '-- All --'), and 'Site' (set to '-- All --'). A blue arrow points to the 'Site' dropdown with the text 'Select a specific site'. Below these are fields for 'SSN / Student ID', 'Last Name', 'First Name', 'Grade' (set to '--All--'), and 'Status' (set to 'Active'). At the bottom, there are fields for 'Case Number', 'Match Date From', and 'Match Date To', along with 'Match Method' options: 'System' (checked), 'Sibling' (checked), 'Manual' (checked), and 'Transfers' (checked). The 'Apply' button is highlighted with a red box, and a 'Reset' button is also visible.



DIRECT CERTIFICATION BY SITE

- Student Eligibility
- Eligibility Reports
 - Eligibility
 - (uncheck Paid, Reduced)
 - Reason

- (uncheck DC Unmatched, Default)

The screenshot shows the 'Student Eligibility System' interface. On the left is a navigation menu with items: Applications, Administration, Patrons, Application Reports, Eligibility Reports (highlighted), Eligibility Roster (highlighted), DC Sibling, and Configuration. The main area is titled 'Eligibility Roster' and contains several configuration sections:

- Filters:** Site Code (dropdown: -- ALL --), Site (dropdown: -- ALL --), Grade (dropdown: --ALL--), and As of Date (text: 1/31/2018 with a calendar icon).
- Eligibility:** A list of checkboxes: Free, Reduced, and Paid. The 'Reduced' and 'Paid' items are highlighted in yellow.
- Options:** A list of checkboxes: Display Eligibility Code, Display Contact Info, Sort by Grade, and Only Verification Sites.
- Include:** A list of checkboxes: Inactive Students and Inactive Sites.
- Reason:** A list of checkboxes: Uncheck All, Categorical, CEP Transfer, DC FDP/IR, DC Foster, DC Medicaid, DC SNAP, DC TANF, DC Unmatched (highlighted in yellow), Default (highlighted in yellow), Denied, Even Start, Foster, Grace Period, Head Start, Homeless, Import, Income, Migrant, Pre-Approval, Principal Approved, RCCI, Refused Benefits, Removed, Runaway, Transfer, and Verification.



Student Eligibility System

Administration

- Direct Approvals
- DC Matching
- DC Compliance
- Grace Period Letters

Patrons

- Eligibility Reports
 - Eligibility Roster
- Student Status Change
- DC Reports

Eligibility Roster

Site Code: -- ALL -- Site: -- ALL -- Grade: --ALL--

As of Date: [Calendar Icon]

Report Type: Summary Detailed

Eligibility:

- Free
- Reduced
- Paid

Options:

- Display Eligibility Code
- Display Contact Info
- Sort by Grade
- Only Verification Sites
- Only CEP Sites
- Exclude CEP Sites
- Only P2 Sites
- Exclude P2 Sites

Include:

- Inactive Students
- Inactive Sites

Reason:

- Uncheck All
- Categorical
- CEP Transfer
- DC FDPIR
- DC Foster
- DC Medicaid
- DC SNAP
- DC TANF
- DC Unmatched
- Default
- Denied
- Even Start
- Foster
- Grace Period
- Head Start
- DC TANF
- Homeless
- Import
- Income
- Migrant
- Pre-Approval
- Principal Approved
- RCCI
- Refused Benefits
- Runaway
- State Funded Pre-K
- Transfer
- Verification

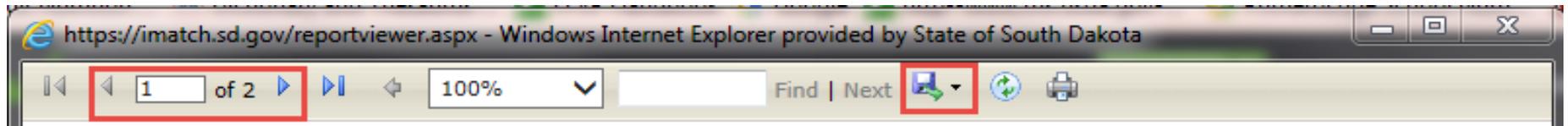
DIRECT CERTIFICATION BY SITE



Arrows allow user to page through to additional students, or additional sites

Floppy disk Save icon allows users to save file as Excel

Saving as Excel features each site to display as a different tab in Excel





Student Eligibility System

Applications

Administration

Direct Approvals

DC Matching

Grace Period Letters

Patrons

Students

Application Reports

Direct Approval

DC Matching

Potential Matches Sibling Search Matched File Search

Student Details

Last Name: First Name:

ID: Birth Date:

Probability

High

Medium

Compare Status

Not Reviewed

Reviewed

Reset

Apply

Potential Match Details ⓘ

PrimerEdge Student Details				Certification File Details				
Student ID	Last Name	First Name	Birth Date	ID on File	Last Name	First Name	Birth Date	Probability
No records to display.								

POTENTIAL MATCHES

Student Eligibility>DC Matching>Potential Matches



POTENTIAL MATCHES REVIEWING ENTRIES

Potential Match Details i 1 2

PrimerEdge Student Details				Certification File Details				
Student ID	Last Name	First Name	Birth Date	ID on File	Last Name	First Name	Birth Date	Probability

[Compare...](#) 3 [More...](#)



Matching Criteria	Student Details	File Detail
ID		
First Name		
Last Name		
Middle Name		
Address		
DOB (±10 day(s))		
Month Year Twist		
Address		
Code(s)	Brown	Brown

POTENTIAL MATCHES

Matching Criteria

- Reviewing possible match
- Making the Match



Match Mark as Re



SIBLING MATCH

You can manually match siblings or other students that live in a household that were not automatically matched utilizing the Sibling Match



Go to the *Sibling Search* tab, select the way in which you would like to create a sibling match, and then click 'apply'



Two ways to match siblings are shown on the following slides:



- Administration
- Direct Approvals
- DC Matching**
- Grace Period Letters
- Patrons
- Application Reports
- Eligibility Reports
- Configuration

Potential Matches | **Sibling Search** | Matched | File Search

Method
1 By Household By Address By Guardian Manual

Sibling Matches by Household 5

Matching Approval	Address	<input type="checkbox"/>	Student ID	Last Name	First Name	Site	Grade
2		4	<input type="text"/>				
	Billy Jones, Bob Jones	View		Jones	Sarah		11
		View					10
		View					08

SIBLING MATCH #1



Student Eligibility System

Applications
Administration
Direct Approvals
DC Matching
Grace Period Letters
Patrons
Application Reports
Eligibility Reports

DC Matching

Potential Matches | Sibling Search | Matched | File Search

Method
 By Household By Address By Guardian Manual

Match Students

Approved Student ID	Sibling Student ID	Last Name	First Name	Site	Grade	
<input type="text"/>	<input type="text"/>					<input type="button" value="..."/>
<input type="text"/>	<input type="text"/>					<input type="button" value="..."/>

SIBLING MATCH #2

FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)



Reach out to your local FDPIR office to see if they will be willing to provide you a list of eligible students



Provide them with a list of students that are enrolled in your district, not already directly certified in iMATCH



They will provide you with students receiving FDPIR benefits



FDPIR LISTS

The list **you** send to your FDPIR office must include:

- one identifying information matching indicator such as their birthdate, address, or parents name

The list the **FDPIR office** sends to you must include:

- Start and End date of benefits
- A written, signed, and dated statement (on letterhead) from an FDPIR official at the local office stating that the students on this list are receiving FDPIR benefits

CREATING A PAID STUDENT REPORT

The screenshot displays the 'Student Eligibility Roster' interface. The interface is divided into a left-hand navigation menu and a main content area. The navigation menu includes sections for 'Administration' and 'Patrons'. Under 'Administration', there are links for 'Direct Approvals', 'DC Matching', 'DC Compliance', and 'Grace Period Letters'. Under 'Patrons', there are links for 'Eligibility Reports', 'Eligibility Roster', 'Student Status Change', and 'DC Reports'. The 'Eligibility Roster' link is highlighted with a green box and a red circle containing the number 3. The main content area is titled 'Eligibility Roster' and contains several sections. At the top, there are dropdown menus for 'Site Code' (set to '-- ALL --') and 'Site' (set to '-- ALL --'), both highlighted with a green box and a red circle containing the number 4. To the right of these is a 'Grade' dropdown menu set to '--ALL--'. Below this is an 'As of Date' field with a calendar icon. The 'Report Type' section has two radio buttons: 'Summary' and 'Detailed', with 'Detailed' selected and highlighted with a red circle containing the number 5. The 'Eligibility' section has three checkboxes: 'Free', 'Reduced', and 'Paid', with 'Reduced' and 'Paid' checked and highlighted with a red circle containing the number 6. The 'Options' section contains several unchecked checkboxes: 'Display Eligibility Code', 'Display Contact Info', 'Sort by Grade', 'Only Verification Sites', 'Only CEP Sites', 'Exclude CEP Sites', 'Only P2 Sites', and 'Exclude P2 Sites'. The 'Include' section contains two unchecked checkboxes: 'Inactive Students' and 'Inactive Sites'. The 'Reason' section contains a list of checkboxes, all of which are checked: 'Uncheck All', 'Categorical', 'Denied', 'Pre-Approval', 'CEP Transfer', 'Even Start', 'Principal Approved', 'DC FDP/IR', 'Foster', 'RCCI', 'DC Foster', 'Grace Period', 'Refused Benefits', 'DC Medicaid', 'Head Start', 'Runaway', 'DC SNAP', 'Homeless', 'DC Pre-K', 'DC TANF', 'Import', 'Transfer', 'DC Unmatched', 'Income', 'Verification', 'Default', and 'Migrant'. At the bottom right of the interface, there is a 'Generate Report' button with a printer icon, highlighted with a red circle containing the number 7.



FDPIR CONTACTS

■ Crow Creek Sioux Tribe	Connie Thompson	605-245-2872
■ Cheyenne River Sioux Tribe	Theresa Lofton	605-964-3326
■ Lower Brule Sioux Tribe	Audrey Estes	605-473-5372
■ Oglala Sioux Tribe	Jake Little	605-867-3737
■ Rosebud Sioux Tribe	Ruth Reifel	605-856-4558
■ Sisseton-Wahpeton Oyate	Mark Thompson	605-698-3762
■ Standing Rock Sioux Tribe	Charles “Red” Gates	701-854-7238
■ Yankton Sioux Tribe	Justin Cournoyer	605-384-5549

<https://www.fns.usda.gov/contacts/contact-map>

WHO IS HOMELESS?

Individual who lacks a fixed, regular, and adequate nighttime residence and

- includes —
 - children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
 - are living in emergency or transitional shelters
 - are abandoned in hospitals; or are awaiting foster care placement

WHO IS HOMELESS?

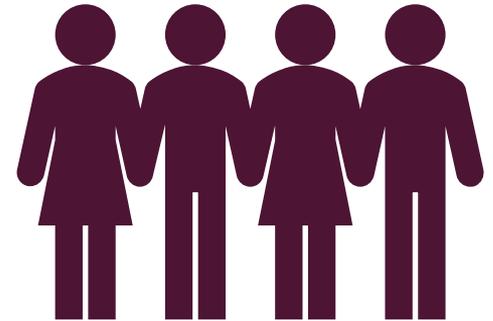
Individual who lacks a fixed, regular, and adequate nighttime residence and

- includes —
 - children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
 - children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings
 - migratory children who qualify as homeless

IDENTIFY HOMELESS STUDENTS

McKinney Vento

<https://doe.sd.gov/title/documents/EligRights.pdf>



Obtain a list of homeless students from your homeless liaison.

The liaison is listed on the education directory

<https://doe.sd.gov/ofm/edudir.aspx>



HELPFUL HINTS



If you can reach an ISP of 65-70% with only iMATCH, you do not need to take any further steps



If students are already certified in iMATCH, do not send them to the FDPIR office



The sooner, you begin working on this, the more assistance and support our office can provide



HELPFUL HINTS PART 2

- Check the iMATCH system weekly for any new potential matches, to ensure the highest ISP
- “Potential Matches” in the iMATCH system do not count toward your ISP, unless you manually match them
- Extend DC benefits to all members of a household
- If you have questions or need help do not be afraid to call!



PRIMEROEDGE CUSTOMER SUPPORT



1-866-442-6030



support@primeroedge.com



QUESTIONS?



Andrea Theilen

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

Diana Leiseth

- Diana.Leiseth@state.sd.us
- (605) 773-2977

CONTACT CANS!



CEP Timeline and iMATCH Basics

This training credits for 30 minutes of training in

Key Area 3 - Administration

3130 Community Eligibility Provision (CEP)

Your Name:

Date of Training:

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 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.