

## **Child and Adult Nutrition Services**

### **Community Eligibility Provision - Participation Information and Application**

Community Eligibility Provision (CEP) provides schools that participate in the National School Lunch Program (NSLP) and participate in, or are initiating, a School Breakfast Program (SBP) for the 2025-2026 school year with an alternative method for counting and claiming student meals in high poverty Local Educational Agencies (LEAs). LEAs electing to participate in CEP agree to serve all students free lunches AND breakfasts for four successive school years. **Those that wish to participate in CEP must sign and return the CEP Agreement and verify the data reported in the iCAN CEP Site List by May 31, 2025.** Schools choosing to participate in CEP will agree to do so for at least one year. If the school decides to no longer participate in CEP, the school must notify CANS no later than June 30 before the school year they wish to withdraw from CEP. In addition, any school wanting to add/change sites can do so yearly by notifying CANS by June 30 of the preceding year. If the cost of serving breakfasts and lunches are not covered by the Federal assistance received, the difference must be paid from the district's non-Federal sources. Identified Student data must come from documentation as of April 1<sup>st</sup> of the school year prior to CEP implementation (for example April 1, 2025 data is used for the SY 2025-2026 CEP application).

In order to participate in CEP, complete the following steps:

- 1) Complete the CEP Agreement (on the next page of this document) and submit a signed copy to CANS.
- 2) Verify the iCAN CEP Site List (located in your iCAN School Nutrition Program **SY 2024-2025** application). The CEP site list uses data from April 1, 2025.
- 3) Submit the following April 1, 2025 documentation to support the data listed in your iCAN CEP Site List:
  - a. April 1, 2025 student enrollment for all CEP sites, this generally comes from your Infinite Campus or NISIS computer system.
  - b. Direct certification documentation for all students at CEP sites. This can come from iMATCH. Please also include Food Distribution on Indian Reservation (FDPIR), Homeless, Migrant, Runaway, and Foster direct certification documentation. Also include all extended directly certified students. Direct certification eligibility must be approved from July 1, 2024, to April 1, 2025.

Please submit these documents as early as possible to ensure approval occurs prior to the school year to avoid potential reimbursement delays. **The deadline to submit is May 31, 2025.** Submit the signed CEP Agreement via email (be sure to scan the signature page) to Andrea Theilen ([Andrea.theilen@state.sd.us](mailto:Andrea.theilen@state.sd.us)) or Diana Leiseth ([Diana.Leiseth@state.sd.us](mailto:Diana.Leiseth@state.sd.us)).

Contact Andrea Theilen (605-773-8067) or Diana Leiseth (605-773-2977) with the CANS School Nutrition Programs if you have questions about CEP or the school meal programs in general.

## **Child and Adult Nutrition Services**

### **Community Eligibility Provision (CEP)**

### Local Educational Agency Agreement

LEA Number:                      School/Agency Name:

CEP Primary Contact Name:

Select which method you will use for participation:

Individual School\*                       Group(s) of Schools\*                       District Wide

\*Please attach a list of the individual schools and/or group(s) of schools that you are requesting.

This agreement is between the South Dakota Department of Education (SD DOE) and \_\_\_\_\_ and covers the period of four years starting July 1, 2025, through June 30, 2029. 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 30 of the school year prior to returning to traditional counting and claiming procedures.

LEA will determine Identified Students based on April 1 data of the year prior to participating in CEP.

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 SD DOE and the LEA that:

1. The LEA agrees to attend CEP Year One training to learn about Community Eligibility Provision program requirements.
2. The LEA agrees to serve all children in the participating school(s) free breakfasts and free lunches for four successive school years.
3. The LEA must have a percentage of enrolled students who were Identified Students as of April 1<sup>st</sup> of the year prior to participating in CEP that is greater than or equal to 25%.
4. 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, including Federal cash reimbursement.
5. The LEA agrees not to collect free and reduced-price meal applications that will be used for meal price determination from households in participating schools in subsequent years during the period of participation in CEP.
6. The LEA agrees to provide 30-day Carryover benefits to all students at a school that may be terminating CEP at one or more sites during, or at the end of, a four-year cycle.



800 Governors Drive  
Pierre, SD 57501-2294  
T 605.773.3413  
F 605.773.6846  
[www.doe.sd.gov](http://www.doe.sd.gov)  
Email: [DOE.SchoolLunch@state.sd.us](mailto:DOE.SchoolLunch@state.sd.us)

7. The LEA agrees to maintain a total count of breakfasts and lunches served at the point of service daily at each meal service location.
8. The LEA agrees to an Abbreviated Administrative Review in year one of the CEP cycle if flagged on the risk assessment.
9. The LEA agrees to abide by all USDA School Nutrition Program requirements in 7 CFR 210, 220, and 245.
10. 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 SD DOE nor the LEA has an obligation to renew this agreement.

Print Name: \_\_\_\_\_  
Superintendent or Authorized Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent or Authorized Representative

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

**Internal Use Only:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Reason for Denial: _____	
Program Specialist Printed Name: _____	
Signature: _____	Date: _____
Date Notification Sent: _____	