Community Eligibility Provision Reporting Instructions

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 - 10, 2026.**
USDA Memo SP 10-2024 discusses this requirement in more detail.
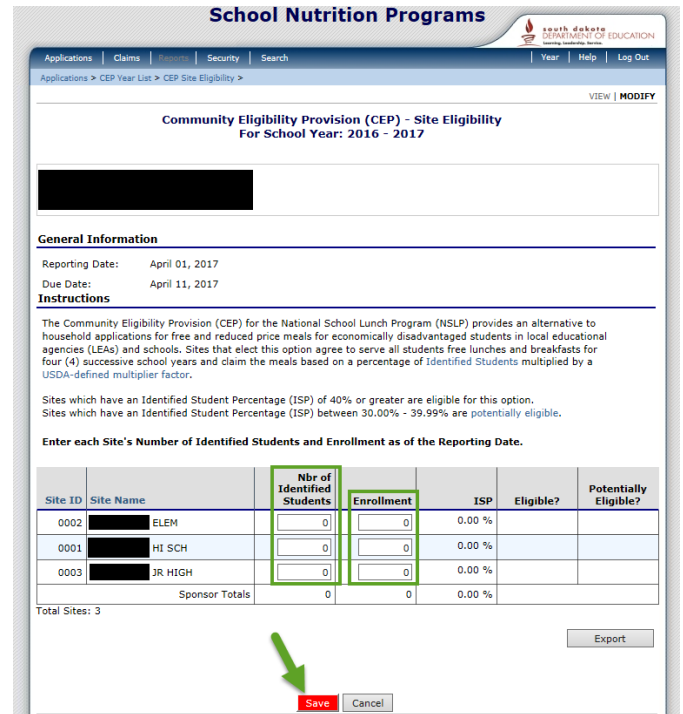
Step 1: Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

Step 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 3: Select "Add" for SY 2025 - 2026

Step 4: For each site use data as of **April 1** and:

- Enter the Number of Identified Students
- Identified Students are students who are directly certified. Direct Cert supersedes any other eligibility determination. Students that are approved for 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.
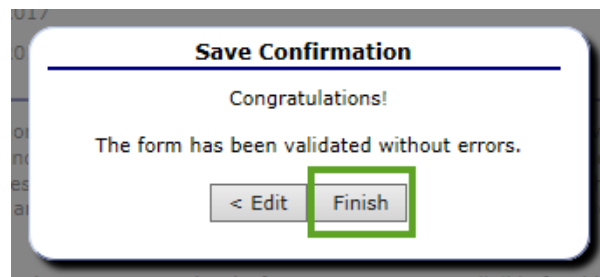- Enter the Enrollment from Infinite Campus or NASIS
- Select "Save"

You can find more information and instructions about the iMATCH system in the [iMATCH Manual](#).

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, 2026.
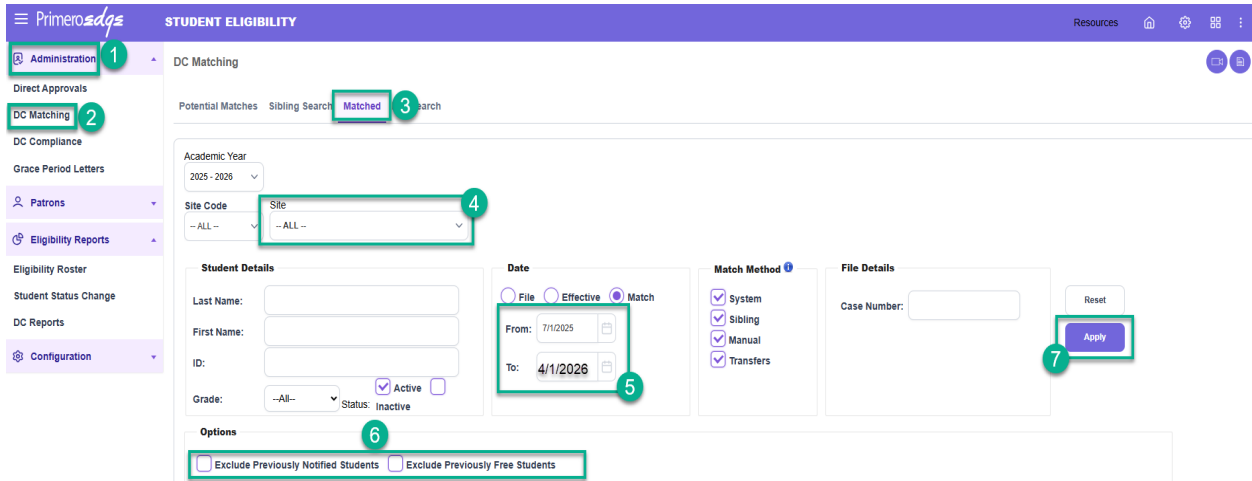
Contact James Bowers at (605) 773-4900 or James.Bowers@state.sd.us or Diana Leiseth at (605) 773-2977 or Diana.Leiseth@state.sd.us with questions.

SFAs that are approved for CEP

How to use iMATCH to determine the 'Identified Student' numbers per site.

- Log in to iMATCH: **imatch.sd.gov/login.aspx**
- If you are having trouble logging in, contact **DOE.SchoolLunch@state.sd.us**
- After logging in, click on Student Eligibility (1) Administration (2) DC Matching (3) Matched tab (4).
  - use the Site drop-down (5) to select an individual site
  - use the Date range (6) to limit information from 7/1/25 to 4/1/26
  - 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.

- *Repeat steps 4 - 7 if your agency has multiple sites listed in iCAN.*