

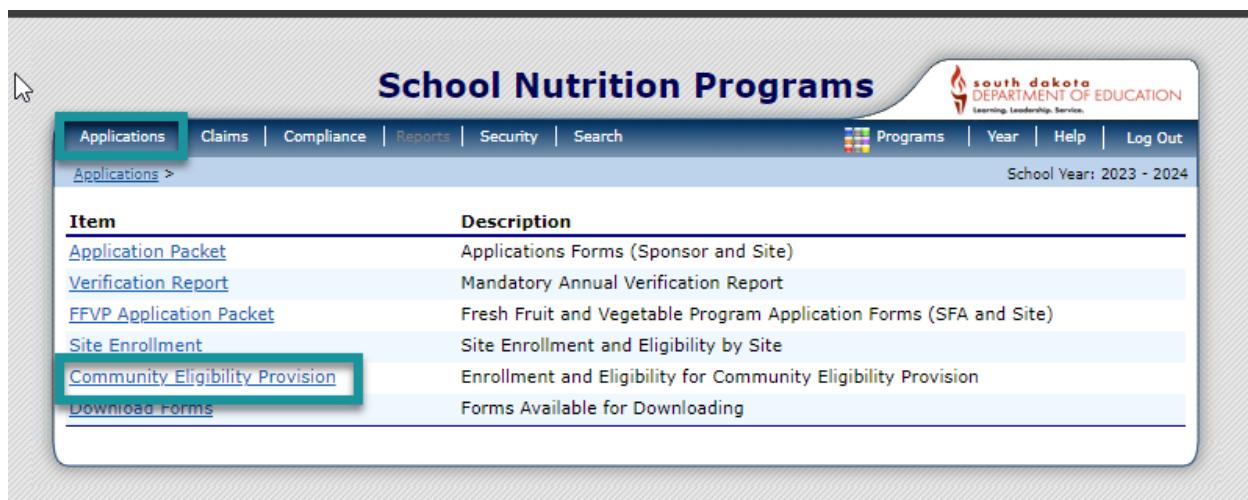
Community Eligibility Provision

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.

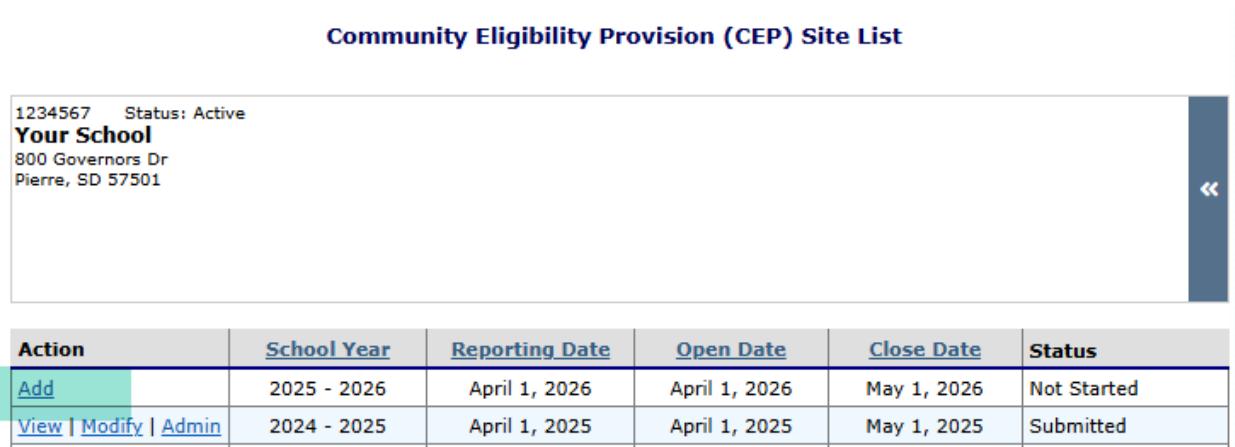
Step 1: Log in to your iMATCH account and verify that you do not have any pending potential matches or new matches.

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”



The screenshot shows the "School Nutrition Programs" dashboard. The "Applications" menu is open, with "Community Eligibility Provision" highlighted. Other options in the menu include "Claims", "Compliance", "Reports", "Security", "Search", "Programs", "Year", "Help", and "Log Out". The "School Year: 2023 - 2024" is displayed in the top right corner. The main content area shows a table with "Item" and "Description" columns, listing "Application Packet", "Verification Report", "FFVP Application Packet", "Site Enrollment", "Community Eligibility Provision", and "Download Forms".

Step 3: Select “Add” for SY 2025 - 2026



The screenshot shows the "Community Eligibility Provision (CEP) Site List" page. It displays a table with columns: Action, School Year, Reporting Date, Open Date, Close Date, and Status. The "Action" column has a "Add" button, which is highlighted with a teal background. The "School Year" column shows "2025 - 2026" and "2024 - 2025". The "Reporting Date" column shows "April 1, 2026" and "April 1, 2025". The "Open Date" column shows "April 1, 2026" and "April 1, 2025". The "Close Date" column shows "May 1, 2026" and "May 1, 2025". The "Status" column shows "Not Started" and "Submitted". The left side of the page shows the school information: "1234567 Status: Active", "Your School", "800 Governors Dr", "Pierre, SD 57501", and a back arrow icon.

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”

School Nutrition Programs

Applications | Claims | Payment | Security | Search | Year | Help | Log Out | **VIEW | MODIFY**

Community Eligibility Provision (CEP) - Site Eligibility
For School Year: 2016 - 2017

General Information

Reporting Date: April 01, 2017
Due Date: April 11, 2017

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0002	ELEM	0	0	0.00 %		
0001	HI SCH	0	0	0.00 %		
0003	JR HIGH	0	0	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 3

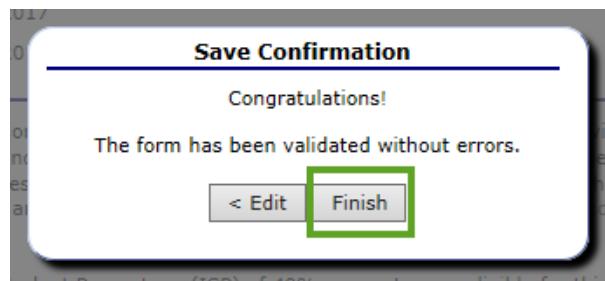
Save **Cancel** **Export**



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.***

