

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**”



School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > School Year: 2023 - 2024

| Item | Description |
|--|--|
| Application Packet | Applications Forms (Sponsor and Site) |
| Verification Report | Mandatory Annual Verification Report |
| FFVP Application Packet | Fresh Fruit and Vegetable Program Application Forms (SFA and Site) |
| Site Enrollment | Site Enrollment and Eligibility by Site |
| Community Eligibility Provision | Enrollment and Eligibility for Community Eligibility Provision |
| Download Forms | Forms Available for Downloading |

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

Community Eligibility Provision (CEP) Site List

1234567 Status: Active

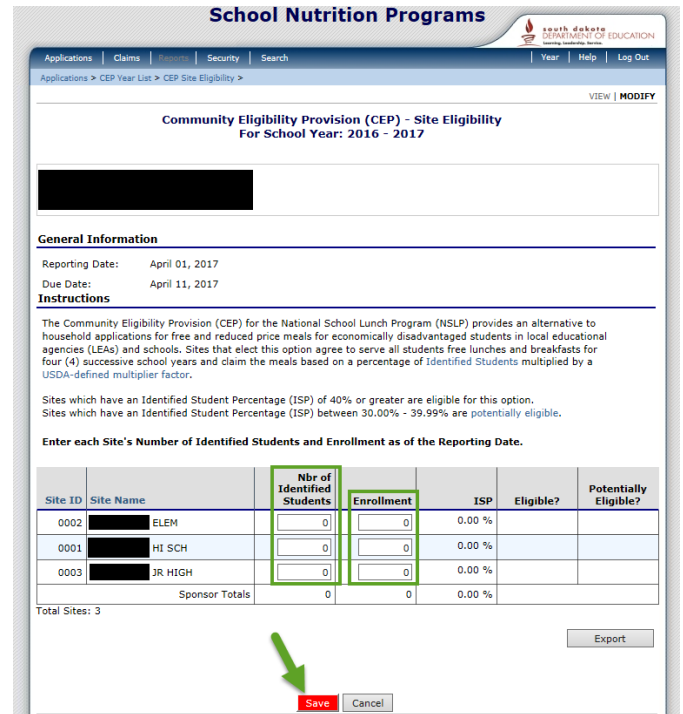
Your School

800 Governors Dr
Pierre, SD 57501

| Action | School Year | Reporting Date | Open Date | Close Date | Status |
|---|-------------|----------------|---------------|-------------|-------------|
| Add | 2025 - 2026 | April 1, 2026 | April 1, 2026 | May 1, 2026 | Not Started |
| View Modify Admin | 2024 - 2025 | April 1, 2025 | April 1, 2025 | May 1, 2025 | Submitted |

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 > CEP Year List > CEP Site Eligibility >

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

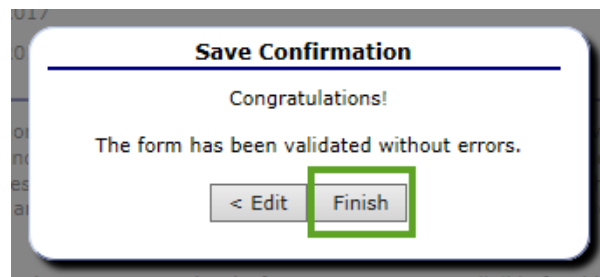
Export

Save Cancel

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.



Save Confirmation

Congratulations!

The form has been validated without errors.

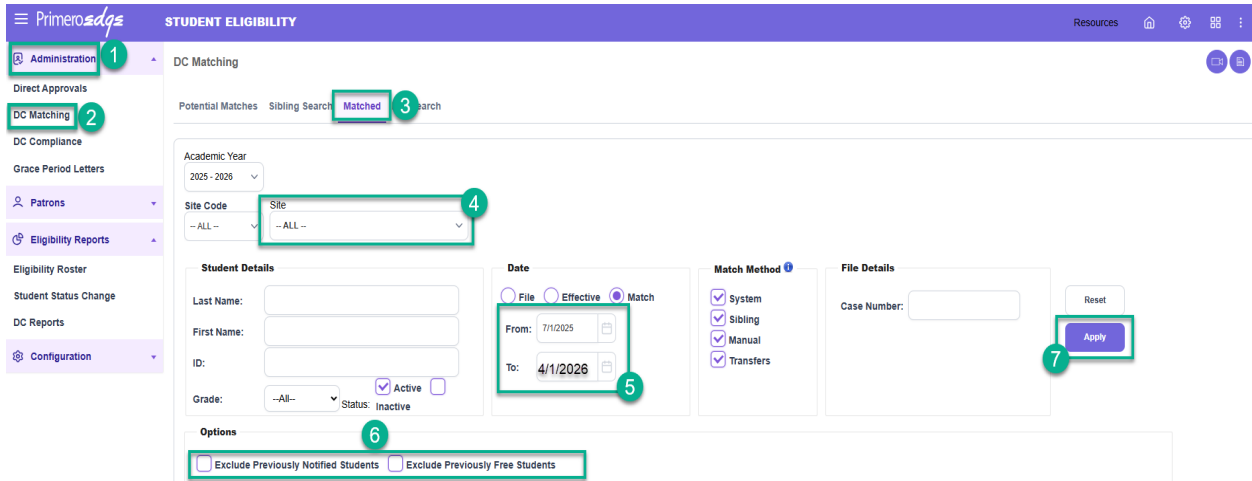
< Edit Finish

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.***



The screenshot shows the 'STUDENT ELIGIBILITY' interface in the PrimeroEdge system. The left sidebar contains a navigation menu with items: Administration (1), Direct Approvals, DC Matching (2), DC Compliance, Grace Period Letters, Patrons, Eligibility Reports, Eligibility Roster, Student Status Change, DC Reports, and Configuration. The main content area is titled 'DC Matching' and includes tabs for 'Potential Matches', 'Sibling Search', 'Matched' (3), and 'Search'. Below the tabs, there are several input fields and sections: 'Academic Year' (2025 - 2026), 'Site Code' (4) with a dropdown menu showing 'Site' and '-- ALL --', 'Student Details' (Last Name, First Name, ID, Grade, Status), 'Date' (5) with 'From' (7/1/2025) and 'To' (4/1/2026) date pickers, 'Match Method' (6) with checkboxes for System, Sibling, Manual, and Transfers, 'File Details' (Case Number), and 'Options' (7) with checkboxes for 'Exclude Previously Notified Students' and 'Exclude Previously Free Students'. An 'Apply' button (8) is located at the bottom right of the main content area.