COMMUNITY ELIGIBILITY PROVISION (CEP)
INTRODUCTIONS
ATTENDANCE & QUESTIONS

1. Right click on your name in the video view or in the participant pane

2. Click “rename”

3. Change your name to include yourself and anyone who may be with you
AGENDA

CEP REPORTING  CEP ELIGIBILITY  CEP BASICS
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 and 11, 2022.

USDA Memo SP 20-2017 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.
SFAs that are approved for CEP, – Please use iMATCH to determine the ‘Identified Student’ numbers per site.

Log in to iMATCH: https://imatch.sd.gov/login.aspx

If you do not know your Username or Password, please email DOE.SchoolLunch@state.sd.us
After logging in, click on Student Eligibility (1), Administration (2), DC Matching (3), Matched tab (4).

Next, use the Site drop-down (5) to select an individual site.

Next, use the Date Range (6) to limit information from 7/1/21 to 4/1/22.

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 5 - 8 if your agency has multiple sites listed in iCan.
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: CLICK “ADD” FOR SY 2021-2022
STEP 4:

For each site use data as of April 1 and:

- Enter the Number of Identified Students
- Enter the Enrollment from Infinite Campus or NASIS
- Click “Save”
STEP 5:

- A pop up will appear.
- Click “Finish” if you are done or “Edit” if you wish to revise your information.
IS MY DISTRICT/SCHOOL ELIGIBLE TO PARTICIPATE IN CEP?

To be eligible for CEP, an LEA, group of schools, or school must:

1. Ensure that at least 40 percent of enrolled students are identified students
2. Participate in both the NSLP and SBP
3. Serve lunches and breakfasts to all enrolled students at no charge
PARTICIPATION OPTIONS

School: By individual school

Group: By group of schools

District: By School Food Authority
All eligible and near eligible districts will be notified by April 15

Eligible = greater than 40% Directly Certified

Near Eligible = between 30% and 40% Directly Certified

Along with this notification, your district will also receive a link to the CEP Agreement for SY22-23 if you are interested in applying
I’M ELIGIBLE — NOW WHAT!?

- Are you a CEP school?
  - ISP more than 62.5% - no action required
  - ISP between 40-62.5% - review needed

- Not currently operating CEP?
  - ISP more than 40%
WHAT DO I NEED TO SEND CANS FOR APPROVAL?

1. Signed and dated CEP Agreement
   - Including any groupings of schools

2. Total Enrollment as of April 1, 2022 (a list of all enrolled student names)

3. All documentation for Identified Students as of April 1, 2022

We may also ask for an Ad Hoc Report with additional student information.
COMMUNITY ELIGIBILITY PROVISION (CEP) BASICS

Once CEP is elected, you maintain your Identified Student Percentage (ISP) and claiming percentages for 4 years.

You may re-apply with a higher ISP and claiming percentage in the 4-year cycle.

You must re-apply for CEP every 4 years.

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 50.00% x 1.6 = a free claiming percentage of 80.00%.
- 100% - 80.00% = a paid claiming percentage of 20.00%.
No Free and Reduced-Price Lunch Applications

Eliminates meal payments and tracking unpaid charges

Simplifies meal counting & claiming
Increased meal participation

Meals for all at no cost

Flexible meal service locations
IS CEP BENEFICIAL FOR YOU???

- **USDA CEP Estimator Tool**
  Use for financial estimates

- **FRAC CEP Database**
  Use to search for similar schools

- **FRAC CEP Calculators**
  Use to help group schools for best ISP and claiming values
CEP TIMELINE

Work in the iMATCH system to make matches
Jan.–Apr.

Apply for CEP and submit documentation to be approved
15 Apr. – 30 June

1 Apr.
Date that is used for CEP Data Reporting

30 June
Final day to submit documentation to apply for CEP
First day of your new CEP cycle begins. This cycle will be used for the next 4 years.

1 July

A mandatory CEP Year 1 Training will be held – attendance at this training is required for CEP approval.

School Year Begins

If your school is not on the administrative review list to receive a full admin review, you may receive an abbreviated review.
QUESTIONS?
Andrea Theilen
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- (605) 773-8067

Teresa Motlas
- Teresa.Motlas@state.sd.us
- (605) 367-7040
https://www.surveymonkey.com/r/KBN2927
CEP Reporting

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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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.