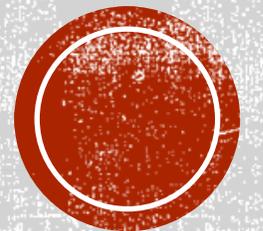
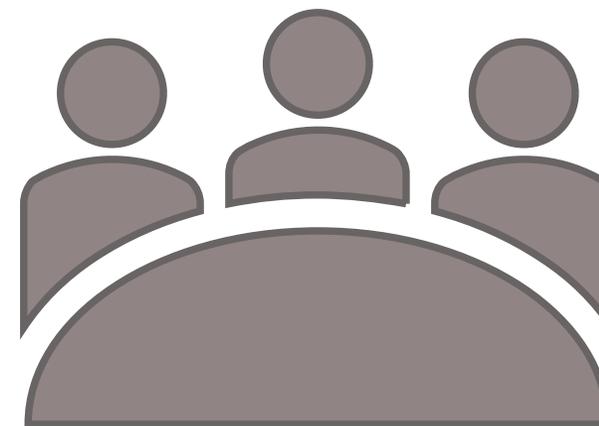




COMMUNITY ELIGIBILITY PROVISION (CEP)



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



CEP REPORTING REQUIREMENTS

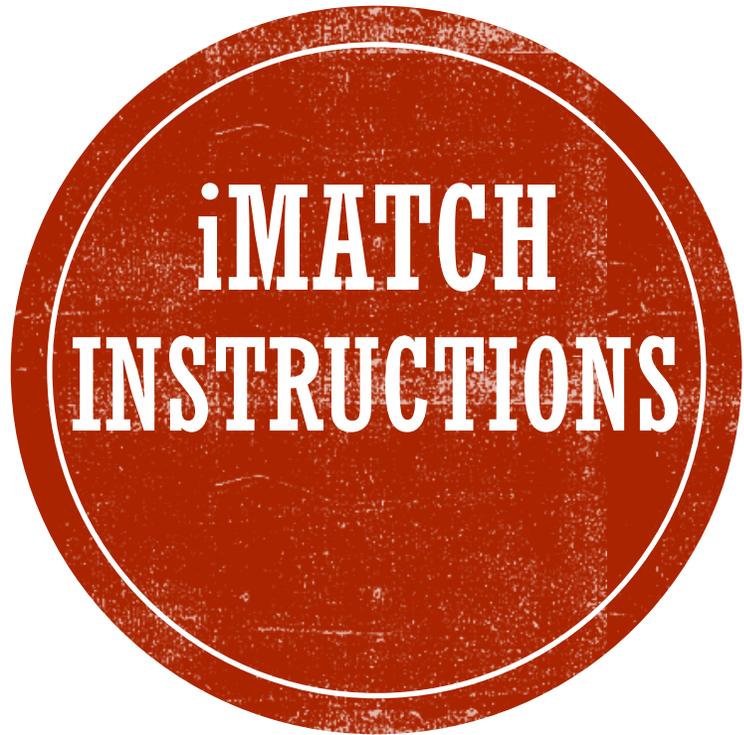
- **All** SFA's (whether interested in CEP or not) will be required to complete the Community Eligibility Provision (CEP) Site List in iCAN between April 1 and 11, 2022.
- **USDA Memo SP 20-2017** discusses this requirement in more detail.

STEP 1:

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

The screenshot displays the iMATCH application interface. At the top, the header includes the logo 'PrimeroEdge v 10.15.1', a user profile 'Amigo ?', and navigation links for 'District Realm', 'Dashboard', 'Messages', 'My Profile', and 'Logout'. Below the header, there are tabs for 'Student Eligibility' and 'System'. A left-hand navigation menu lists various administrative functions: Administration, Direct Approvals, DC Matching, DC Compliance, Grace Period Letters, Patrons, Eligibility Reports, Eligibility Roster, and DC Reports. The main content area is titled 'DC Matching' and features sub-tabs for 'Potential Matches', 'Sibling Search', 'Matched', and 'File Search'. The 'Potential Matches' sub-tab is active, showing a form for 'Student Details' with fields for Last Name, First Name, ID, and Birth Date. To the right of the form are sections for 'Probability' (with checkboxes for High and Medium) and 'Compare Status' (with checkboxes for Not Reviewed and Reviewed). 'Reset' and 'Apply' buttons are located to the right of the Compare Status section. Below the form is a 'Potential Match Details' section with an information icon. It contains a table with two main columns: 'PrimeroEdge Student Details' and 'Certification File Details'. The table has the following structure:

PrimeroEdge Student Details					Certification File Details			
Student ID	Last Name	First Name	Birth Date	Eligibility	Last Name	First Name	Birth Date	Probability
[Redacted]	[Redacted]	[Redacted]	[Redacted]	Paid (Default)	Compare...	[Redacted]	[Redacted]	Medium (36) More...



- 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.

iMATCH INSTRUCTIONS

Student Eligibility ¹ system

- Administration ²
- Direct Approvals
- DC Matching ³
- DC Compliance
- Grace Period Letters
- Patrons
- Eligibility Reports

DC Matching

Potential Matches | Sibling Search | **Matched** ⁴ | File Search

Academic Year: 2021 - 2022

Site Code: -- ALL --

Site: -- ALL -- ⁵

Student Details

Last Name:

First Name:

ID:

Grade: --All-- Status: Active Inactive

Date

File Effective Match ⁶

From: 7/1/2021

To: 4/1/2022

Match Method ⁱ

System

Sibling

Manual

Transfers

File Details

Case Number:

⁸

Options ⁷

Exclude Previously Notified Students Exclude Previously Free Students

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”

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications >

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
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: CLICK "ADD" FOR SY 2021-2022

The screenshot displays the 'School Nutrition Programs' web application interface. At the top, there is a navigation bar with links for 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. On the right side of the navigation bar, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. The South Dakota Department of Education logo is visible in the top right corner. Below the navigation bar, the breadcrumb trail shows 'Applications > CEP Year List >'. The main heading is 'Community Eligibility Provision (CEP) Site List'. A table below this heading lists CEP sites for various school years. The 'Action' column for the 2021-2022 row is highlighted with a green box, and a green arrow points to the 'Add' button. A '< Back' button is located at the bottom of the table.

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2021 - 2022	April 1, 2022	April 1, 2022	May 10, 2022	Not Started
View Modify Admin	2020 - 2021	April 1, 2021	April 1, 2021	May 10, 2021	Submitted
View Modify Admin	2019 - 2020	April 1, 2020	May 5, 2020	July 17, 2020	Submitted
View Modify Admin	2018 - 2019	April 1, 2019	March 31, 2019	April 17, 2019	Submitted
View Modify Admin	2017 - 2018	April 1, 2018	March 31, 2018	April 17, 2018	Approved
View Modify Admin	2016 - 2017	April 1, 2017	March 31, 2017	April 12, 2017	Submitted

< Back

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 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	[REDACTED] ELEM	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0001	[REDACTED] HI SCH	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0003	[REDACTED] JR HIGH	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 3



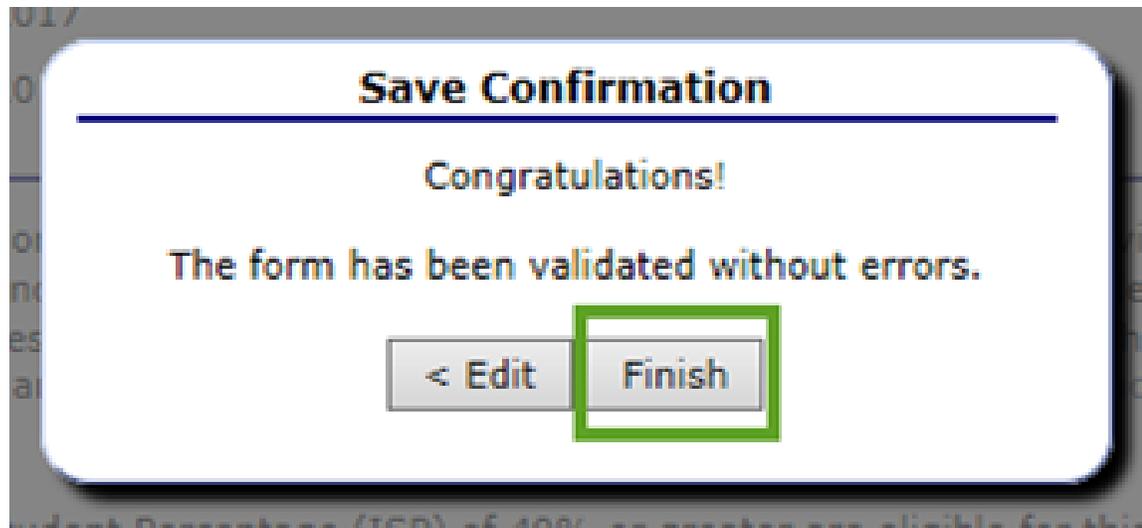
Save Cancel

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:

Ensure that at least 40 percent of enrolled students are identified students

Participate in both the NSLP and SBP

Serve lunches and breakfasts to all enrolled students at no charge



School: By individual school



Group: By group of schools



District: By School Food Authority

PARTICIPATION OPTIONS



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



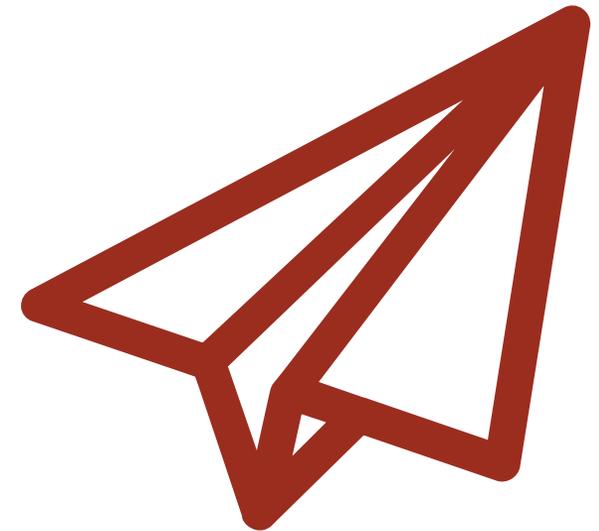
I'M ELIGIBLE — NOW WHAT!?

- 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%

A large, circular graphic with a dark red, textured background and a white border. The text "BENEFITS OF CEP" is written in bold, white, uppercase letters in the center of the circle.

**BENEFITS
OF CEP**

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

BENEFITS OF CEP



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

CEP TIMELINE CONTINUED

First day of your new CEP cycle begins.
This cycle will be used for the next 4 years.

1 July

If your school is not on the administrative review list to receive a full admin review, you may receive an abbreviated review.

School Year Begins

1 July – Start of School

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



QUESTIONS?



**CANS
CONTACT
INFO**

Andrea Theilen

- Andrea.Theilen@state.sd.us
- (605) 773-8067

Teresa Motlas

- Teresa.Motlas@state.sd.us
- (605) 367-7040

SURVEY MONKEY

<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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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- 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.