

Local Education Agencies School-Level Eligibility Data for Community Eligibility Provision (CEP) Annual Reporting & Instructions for Reporting in iCAN

The Child and Adult Nutrition Services must collect school-level eligibility data from Local Education Agencies (LEAs) annually. This data is due to CANS by April 10. This is a requirement per [FNS memo SP24-2015](#). This information will be used to determine CEP eligibility and will be posted on the DOE CANS website.

This data will be collected using the [iCAN system](#) in the [School Nutrition Program](#) tile. From April 1 to April 10 the Community Eligibility Provision schedule will be open for you to enter school (or site) based data. After April 10 the CEP schedule will close and you will not be able to access it again without a request and special permission from CANS. **If your school is interested in applying CEP for school year 2015-2016, please report in this schedule to begin the application process.******

Your data should reflect direct certification and student enrollment as of [April 1, 2015](#). Verification data can be used, if your school chooses to report verification data please send an email to DOE.SchoolLunch@state.sd.us with the subject line: CEP Schedule Verification Data Used.

Instructions for reporting your CEP data in iCAN.

This step is only for LEA’s approved for CEP in the 2014-2015 school year, all other LEA’s may skip to Step 1 on the next page.

You may “View” your previously approved CEP schedule by selecting the prior school year.

The following step is for LEA’s that do not plan to adjust their previously approved CEP data.

- Print the CEP Schedule or “export” to an Excel spreadsheet. You will enter this information into your school year 2014-2015 CEP Schedule starting with Step 1 on the following page.
- Please send an email to DOE.SchoolLunch@state.sd.us with the subject line: SY 15-16 CEP No Changes Planned.

School Nutrition Programs

south dakota
DEPARTMENT OF EDUCATION
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Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Applications > CEP Year List > School Year: 2015 - 2016

Community Eligibility Provision (CEP) Site List

Action	School Year	Reporting Date	Open Date	Close Date	Status
	2015 - 2016	April 1, 2016	January 1, 1900	January 1, 1900	Not Enrolled
Add	2014 - 2015	April 1, 2015	March 31, 2015	April 10, 2015	Not Started
View	2013 - 2014	April 1, 2014	March 1, 2014	May 31, 2015	Approved

< Back

If your school would like to apply for new CEP claiming percentages you must submit new data: you may skip this step and start with Step 1 on the following page.

If your school would like to modify a group of previously approved CEP sites: please call the CANS office and ask the secretary to talk to someone about your CEP application.

Step 1.

Log into iCAN between April 1 and April 10.

You will see "Community Eligibility Provision" as an option.

Click the "**Community Eligibility Provision**" hyperlink (the blue words or see yellow highlight in snippet).

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

Step 2.

Be sure to select the **current** school year.

- For example, if you are reporting **April 1, 2015** data, you will select “Add” for the **2014-2015** school year.

Click the “**Add**” hyperlink.



The screenshot shows 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 'Year', 'Help', and 'Log Out'. Below the navigation bar, the breadcrumb trail reads 'Applications > CEP Year List >'. The main heading is 'Community Eligibility Provision (CEP) Site List'. Below the heading is a large empty rectangular box. A table is displayed below the box, with columns for 'Action', 'School Year', 'Reporting Date', 'Open Date', 'Close Date', and 'Status'. The table contains three rows of data. The second row, representing the 2014-2015 school year, is highlighted with a pink circle around the 'School Year' cell and a yellow highlight on the 'Add' cell. Below the table is a '< Back' button.

Action	School Year	Reporting Date	Open Date	Close Date	Status
	2015 - 2016	April 1, 2016	January 1, 1900	January 1, 1900	Not Enrolled
Add	2014 - 2015	April 1, 2015	March 31, 2015	April 10, 2015	Not Started
Add	2013 - 2014	April 1, 2014	March 1, 2014	May 31, 2015	Not Started

Step 3.

Be sure you are in **“Modify”**

Enter the **Number of Identified (Directly Certified) Students as of April 1** (or as reported in your Verification 742 report) for each site (pink outline).

- Remember: Directly Certified students do not receive free meal benefits from an application. They are certified from iMATCH or through some other agency to agency documentation that does not come from the household.

- TIP: Any blue text in iCAN is a hyperlink – see “Identified Students” hint highlighted in yellow

Enter your **Student Enrollment as of April 1** for each site (blue outline). Do not use your student enrollment from the Verification 742 report.

Click **“Save”**

- TIP: Blanks or zeros in any spot will create errors and you will not be able to save.

School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

[Year](#) | [Help](#) | [Log Out](#)

Applications > CEP Year List > CEP Site Eligibility >
School Year: 2015 - 2016

[VIEW](#) | [MODIFY](#) | [DELETE](#)

Community Eligibility Provision (CEP) - Site Eligibility

For School Year: 2014 - 2015

General Information

Reporting Date: April 01, 2015
Due Date: April 10, 2015

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?
0001	<input type="text"/> ELEM	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0002	<input type="text"/> HI SCH	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0003	<input type="text"/> MID SCH	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
0004	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 4

Created By: cwatterson on: 3/31/2015 8:31:51 PM

[VIEW](#) | [MODIFY](#) | [DELETE](#)

Applying for CEP for School Year 2015-2016

If your school/agency is thinking of applying for CEP for the upcoming school year, the data that you report in this CEP schedule will become part of your application for CEP. There is a CEP application that must be signed by your Authorized Representative or Superintendent and returned to CANS. This application is posted on the CANS NSLP website at <http://www.doe.sd.gov/cans/nslp.aspx>. We will be announcing a conference call to answer questions about the CEP application process in the next few weeks. Complete applications must be submitted to the CANS office no later than June 30, 2015. We suggest submitting early to avoid potential delays in claiming. A complete CEP application will include all of the following:

- iCAN CEP Schedule
- signed application
- copies of all direct certification documentation
- copy of student enrollment from April 1

The CANS department is required to annually notify local educational agencies (LEAs) of districtwide eligibility for CEP by April 15 each year. You will receive this information in an email from the CANS office on or before April 15. This information is also required to be posted on the DOE CANS website as well as reported to the FNS. As required by federal program requirements, FNS memo SP24-2015.

Please send questions on completing the CEP Schedule in iCAN to DOE.iCANHelp@state.sd.us or questions on CEP to DOE.SchoolLunch@state.sd.us. April and May will be busy months in the CANS Office for the school lunch team, please allow us a reasonable amount of time to respond to your question or inquiry. Thank you for your assistance in helping the CANS office to comply with this program requirement!

Additional resources:

CANS NSLP website: <http://www.doe.sd.gov/cans/nslp.aspx>

FRAC helpful resources: <http://frac.org/federal-foodnutrition-programs/national-school-lunch-program/community-eligibility/>

[An Advocate's Guide to Promoting Community Eligibility \(pdf\)](#)

[Community Eligibility: An Amazing New Opportunity for Schools \(pdf\)](#)

[FRAC Brief – Community Eligibility Helps Low-Income Students and Schools \(pdf\)](#)

[The Community Eligibility Provision: Alternatives to School Meal Applications \(pdf\)](#)

USDA FNS CEP information: <http://www.fns.usda.gov/school-meals/community-eligibility-provision>