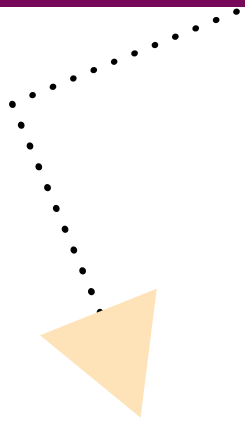


Community Eligibility Provision Reporting Instructions



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 and 20, 2021.**

USDA [Memo SP 20-2017](#) discusses this requirement in more detail.

COVID-19 Child Nutrition Response #82 provides flexibility in reporting for SY20-21

See reporting instructions below.

Contact Andrea Theilen at (605) 773-8067 or Andrea.Theilen@state.sd.us or Mikayla Hardy at (605) 773-8072 or Mikayla.Hardy@state.sd.us with questions.

Reporting Instructions

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' interface. At the top, there is a navigation bar with 'Applications' highlighted in a green box. Below the navigation bar, there is a table with two columns: 'Item' and 'Description'. The 'Community Eligibility Provision' item is highlighted in a green box.

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 2020-21



The screenshot shows the 'Community Eligibility Provision (CEP) Site List' table. The 'Add' button in the 'Action' column for the 2020-2021 school year is highlighted in a green box, with a green arrow pointing to it.

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2020 - 2021	April 1, 2021	April 1, 2021	April 15, 2021	Not Started
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	Submitted
View Modify Admin	2016 - 2017	April 1, 2017	March 31, 2017	April 12, 2017	Submitted
Add	2015 - 2016	April 1, 2016	March 1, 2016	April 21, 2016	Not Started

Instructions Continued

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 approved 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
- ◇ Click **“Save”**

School Nutrition Programs

Applications | Claims | Reports | Security | Search

Year | Help | Log Out

Applications > CEP Year List > CEP Site Eligibility >

VIEW | MODIFY

Community Eligibility Provision (CEP) - Site Eligibility

General Information

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

Total Sites: 3

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 20, 2021.

Save Confirmation

Congratulations!

The form has been validated without errors.

iMATCH Instructions

for schools that currently operate a special provision (CEP, P2, P3)

SFAs that are approved for CEP, Provision 2, or Provision 3 – Please use iMATCH to determine the ‘Identified Student’ numbers per site. See instructions below:

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) à Administration (2) à DC Matching (3) à 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 7/1/19 to 4/1/20.
- 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.

The screenshot shows the iMATCH DC Matching interface. The left sidebar contains a navigation menu with the following items: Student Eligibility (1), Administration (2), Direct Approvals, DC Matching (3), DC Compliance, Grace Period Letters, Patrons, and Eligibility Reports. The main content area is titled 'DC Matching' and has four tabs: Potential Matches, Sibling Search, Matched (4), and File Search. The 'Matched' tab is active. The interface includes the following fields and controls:

- Academic Year:** 2019 - 2020
- Site Code:** -- ALL -- (5)
- Student Details:** Last Name, First Name, ID, Grade: --All--
- Status:** Active Inactive
- Date:** From: 7/1/2019 To: 4/1/2020 (6)
- Match Method:** System, Sibling, Manual, Transfers
- Options:** Exclude Previously Notified Students, Exclude Previously Free Students (7)
- File Details:** Case Number: []
- Buttons:** Reset, Apply (8)