

# 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 11, 2022.**

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

**See reporting instructions below.**

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# 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 the following items:

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 2021-22



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 the following items:

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

# 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 11, 2022.

**Save Confirmation**

Congratulations!

The form has been validated without errors.

# iMATCH Instructions

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

SFAs that are approved for CEP, or Provision 2– 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](mailto: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.**

The screenshot shows the iMATCH web application interface. On the left is a navigation menu with 'Student Eligibility' (1), 'Administration' (2), 'DC Matching' (3), 'DC Compliance', 'Grace Period Letters', 'Patrons', and 'Eligibility Reports'. The main content area is titled 'DC Matching' and has tabs for 'Potential Matches', 'Sibling Search', 'Matched' (4), and 'File Search'. Under 'Matched', there is a dropdown for 'Academic Year' (set to 2021 - 2022) and a 'Site Code' dropdown (5) with a 'Site' dropdown menu. Below this are 'Student Details' (Last Name, First Name, ID, Grade) and 'Date' (6) fields with 'From' (7/1/2021) and 'To' (4/1/2022) dates. There are radio buttons for 'File', 'Effective', and 'Match' (selected). To the right are 'Match Method' checkboxes for 'System', 'Sibling', 'Manual', and 'Transfers'. At the bottom left are 'Options' (7) with checkboxes for 'Exclude Previously Notified Students' and 'Exclude Previously Free Students'. At the bottom right are 'Reset' and 'Apply' (8) buttons.