



## 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 10, 2024.**

USDA **Memo SP 20-2017** discusses this requirement in more detail.

**See reporting instructions below.**

Contact Andrea Theilen at **(605) 773-8067** or **Andrea.Theilen@state.sd.us** or Diana Lieseth at **(605) 773-2977** or **Diana.Lieseth@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**”

**School Nutrition Programs**

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

Applications > School Year: 2023 - 2024

Item	Description
<a href="#">Application Packet</a>	Applications Forms (Sponsor and Site)
<a href="#">Verification Report</a>	Mandatory Annual Verification Report
<a href="#">FFVP Application Packet</a>	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
<a href="#">Site Enrollment</a>	Site Enrollment and Eligibility by Site
<b><a href="#">Community Eligibility Provision</a></b>	Enrollment and Eligibility for Community Eligibility Provision
<a href="#">Download Forms</a>	Forms Available for Downloading

**Step 3:** Click “Add” for SY 2023-24

Applications > CEP Year List > School Year: 2023 - 2024

**Community Eligibility Provision (CEP) Site List**

Action	School Year	Reporting Date	Open Date	Close Date	Status
<b>Add</b>	2023 - 2024	April 1, 2024	April 1, 2024	May 10, 2024	Not Started
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	2022 - 2023	April 1, 2023	April 1, 2023	May 10, 2023	Submitted
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	2021 - 2022	April 1, 2022	April 1, 2022	May 10, 2022	Submitted
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	2020 - 2021	April 1, 2021	April 1, 2021	May 10, 2021	Submitted
<a href="#">View</a>   <a href="#">Modify</a>   <a href="#">Admin</a>	2019 - 2020	April 1, 2020	May 5, 2020	July 17, 2020	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 10, 2024.

**Save Confirmation**

Congratulations!

The form has been validated without errors.

# iMATCH Instructions

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

SFAs that are approved for CEP, 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 7/1/23 to 4/1/24.
- 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 items: Student Eligibility (1), Administration (2), DC Matching (3), DC Compliance, Grace Period Letters, Patrons, Eligibility Reports, Eligibility Roster, Student Status Change, and DC Reports. The main content area is titled 'DC Matching' and has tabs for 'Potential Matches', 'Sibling Search', 'Matched' (4), and 'File Search'. The 'Matched' tab is active. The interface includes the following elements:

- 'Academic Year' dropdown set to '2023 - 2024'.
- 'Site Code' dropdown set to '-- ALL --' (5).
- 'Student Details' section with fields for Last Name, First Name, ID, and Grade (set to '--All--').
- 'Date' section with radio buttons for 'File', 'Effective', and 'Match' (selected). Below are 'From' and 'To' date pickers set to '7/1/2023' and '4/1/2024' (6).
- 'Match Method' section with checkboxes for 'System', 'Sibling', 'Manual', and 'Transfers'.
- 'File Details' section with a 'Case Number' field and 'Reset' and 'Apply' (8) buttons.
- 'Options' section (7) with checkboxes for 'Exclude Previously Notified Students' and 'Exclude Previously Free Students'.
- 'Matched Students' section at the bottom with 'Notify All', 'Notify', and 'Export' buttons.