

# 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 <u>Memo SP 20-2017</u> 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.

This institution is an equal opportunity provider.

## **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"

Applications Claims Compliance	Reports   Security   Search	Programs	Year Help	Log Out		
Applications >			School Year	2023 - 2024		
Item	Description					
Application Packet	Applications Forms (Sponsor a	nd Site)				
Verification Report	Mandatory Annual Verification	Report				
FFVP Application Packet	Fresh Fruit and Vegetable Prog	gram Application Forms (SF/	A and Site)			
Site Enrollment	Site Enrollment and Eligibility	Site Enrollment and Eligibility by Site				
Community Eligibility Provision	Enrollment and Eligibility for C	Enrollment and Eligibility for Community Eligibility Provision				
Download Forms	Forms Available for Downloadi	ng				

### Step 3: Click "Add" for SY 2023-24

Applications > CEP Year List >	•				School Year: 2023 - 2
	Commu	nity Eligibility Pro	ovision (CEP) Si	te List	
Action	School Year	Reporting Date	<u>Open Date</u>	<u>Close Date</u>	Status
Add	2023 - 2024	April 1, 2024	April 1, 2024	May 10, 2024	Not Started
View   Modify   Admin	2022 - 2023	April 1, 2023	April 1, 2023	May 10, 2023	Submitted
View   Modify   Admin	2021 - 2022	April 1, 2022	April 1, 2022	May 10, 2022	Submitted
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

# **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
- o Click "Save"

#### 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.

Application	s Claims Reports Secur	my se	arch			i con	Help Log Out
Applications	> CEP Year List > CEP Site Eligibilit	ty >					
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### **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
- 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.

Student Eligibility	tem				
Administration 2	DC Matching	<b>.</b>			
Direct Approvals	Potential Matches Sibling Search Matched	File Search			
DC Matching 3	Academic Year				
DC Compliance	2023 - 2024 V	5			
Grace Period Letters	ALL ALL	×			
Patrons	Student Details	Date	Match Method 🕕	File Details	
Eligibility Reports	First Name:	From: 7/1/2023	Sibling	case Number.	Reset
Eligibility Roster	ID:	To: 4/1/2024	Manual		8 Apply
Student Status Change	Grade:All Status: Active Inactive	• • • • • • • • • • • • • • • • • • • •			· ·
DC Reports	Options 7				
	Exclude Previously Notified Students Exclude Pre	viously Free Students			
	Matched Students			N	otify All Notify Export