

Community Eligibility Provision

Preparing Data for Your CEP Application

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1

Community Eligibility Provision Webinar

We are a Community
Eligibility school....
Now What?

2

Community Eligibility Provision

How do we
get started
with CEP?

What type of records do we
need to prepare & keep on file?

3

Getting Started with CEP – Collecting Data

$$\text{Identified Student \%} = \frac{\text{\# of Identified Students}}{\text{Total \# of enrolled students with access to NSLP/SBP}} \times 100$$

4

Getting Started with CEP – Collecting Data

Step 1: Collecting the data for # of Identified Students

$$\text{Identified Student \%} = \frac{\text{\# of Identified Students}}{\text{Total \# of enrolled students with access to NSLP/SBP}} \times 100$$

5

Getting Started with CEP – Collecting Data

Identified Students: Students Directly Certified for school meals at no cost

- Assistance Program Household (Basic Food, TANF, FDPIR)
- Other Source Categorical Eligible Students (Foster Care, Homeless, Migrant, Head Start or Even Start)

What data sources can I use?

6

Getting Started with CEP – Collecting Data

Direct Certification list showing students eligible as of April 1st

Near Matches

Empire School District

Number of students with near matches: 186

Resolve any "Near Matches" first

	School Name	State Stdnt ID	District Stdnt ID	Last Name	First Name
Resolve			6990		RICHARD
Resolve			21102		DANIELA
Resolve			4121		JOHN
Resolve			4377		YARELI
Resolve			6093		PAOLA
Resolve			6349		RAMIRO

7

Getting Started with CEP – Collecting Data

Direct Certification list showing students eligible as of April 1st







District Name	School Name	School Year	Last Name	First Name	Match Date	Date Enrolled In District
Empire SD	Divergent Elem	2014-15			9/12/2014	8/30/2014
Empire SD	Divergent Elem	2014-15			2/1/2015	2/1/2015
Empire SD	Candor Elem	2014-15			8/30/2014	8/30/2014
Empire SD	Candor Elem	2014-15			8/30/2014	8/30/2014
Empire SD	Dauntless HS	2014-15			3/19/2015	3/19/2015
Empire SD	Aridite MS	2014-15			12/2/2014	12/2/2014
Empire SD						8/30/2014

Download as an excel file

- Sort by school
- Alphabetical by student last name

8

Getting Started with CEP – Collecting Data

Step 1: Collecting the data

Identified Students: Students Directly Certified for school meals at no cost

- Assistance Program Household (Basic Food, TANF, FDPIR)
- ~~Other Source Categorical Eligible Students~~ (Foster Care, Homeless, Migrant, Head Start or Even Start)

Student Roster

Use the table below to list each student you rate, the student's grade level, the student's ratings based on the TELPAS Proficiency Level Decisions (PLDs), and the specified rater information. For each domain assessed, indicate the student's English language proficiency rating: B-beginning, I-intermediate, A-advanced, and H-advanced high. If, in consultation with your campus coordinator, it is determined that a student is unable to be rated in a domain, mark "E" (Exempt/Outstanding Circumstances) or "X" (ARD Decision) in accordance with the instructions in Rater Activity 7. Sign and date the roster and return it to your campus coordinator.

Student Name	Grade Level	Rating				Rater Information	
		Listening	Speaking	Writing	Reading (K-1 only)	A (1-8)	B (11-2)
1.							
2.							
3.							
4.							

11

Getting Started with CEP – Collecting Data

List from Homeless Liaison

- 1st day of school - March 31st
- Alphabetical by last name
 - By school

Empire School District

List of "Homeless Students" August 30, 2014 - March 31, 2015

Last Name	First Name	School	Date Certified	Certified By:
AGUILAR	Will	Dauntless HS	12/2/2014	H.T.
AGUILAR	Edward	Dauntless HS	1/15/2015	H.T.
Homeless Liaison Signature:			<i>Helen Twist</i>	3/31/2015

12

Getting Started with CEP – Collecting Data

Migrant List

Page 6 of 8

Washington State Migrant Student Data and Recruitment Office

MIGRANT STUDENT LIST

Students Currently Enrolled In The 2013-2014 School Year
for Grades P0-12 And Ages 3 Through 21

Data Printed: 03/24/2014

WASSTON	STUDENT ID	DOB	AGE	SEX	ENROLL DATE	ENROLL STATUS	ENROLL TYPE
1996	17	12	08/19/2012	No	08/21/2013		
1999	13	8	01/17/2013	Yes	08/21/2013		
1997	16	11	01/17/2013	Yes			
1995	18	12	01/17/2013				
1997	15	10	07/26/2013				
2000	13	8	07/31/2011				
2001	12	7	07/31/2011				

Get List from ECEAP too

13

Getting Started with CEP – Collecting Data

Step 1: Collecting the data

Identified Student % = $\frac{1323}{\text{Total \# of enrolled students with access to NSLP/SBP}}$ X 100

What data sources can I use?

14

Getting Started with CEP – Collecting Data

Best Practice: Color code enrollment list to reflect the "Identified Student Population"

#	Name	Last Name	School
6	GUTIERREZ	Peter	Candor Elem
7	HERNANDEZ CARRASCO	Miguel	Candor Elem
8	HERNANDEZ CARRASCO	Miguel	Candor Elem
9	HERRERA-LOPEZ	Yoselin	Candor Elem
10	ACEVEDO	Christina	Dauntless HS
11	AGUILAR	Will	Dauntless HS
12	AGUILAR	Edward	Dauntless HS
13	AGUILAR DIAZ	Abert	Dauntless HS
14	AGUILERA	Gilbert	Dauntless HS
15	ALCALA	Michael	Dauntless HS
16	GONZALEZ	Eric	Aridite MS
17	GUTIERREZ	Cameron	Aridite MS
18	HERMOSO-SEDANO	Meredith	Aridite MS
19	HERNANDEZ	Mia	Aridite MS
20	HERNANDEZ	Mike	Aridite MS

Directly Certified	
Extended Eligibility	
Migrant	
Homeless	

17

Getting Started with CEP – Collecting Data

Direct Cert List		1297
Direct Cert – extended eligibility	+	5
Direct Cert – student search	+	2
Homeless List	+	2
Migrant List	+	7
Head Start / ECEAP List	+	10
	=	1323

18

Getting Started with CEP Collecting Data

Example: Empire School District

$$\text{Identified Student \%} = \frac{1323}{2601} = 50.87\%$$

Putting it all together!

19

Getting Started with CEP – Application Process

CEP Application Workbook

[Instructions](#) | [Contact Page](#) | [Agreement](#) | [Meal Counting](#) | [LEA-District](#) | [Individual School](#) | [Grouped Schools](#)

20

Getting Started with CEP – Application Process

1. CEP Application is reviewed for completeness and accuracy by program specialist
2. Supporting documentation is validated by program specialist
3. Approval provided once steps 1 and 2 are complete

21

Getting Started with CEP – Document Retention

Must retain records used in development of the ISP

- Initial year of approval
- Year any updates are made to the ISP

3 years after submission of the final claim for reimbursement

22

Grouping Strategies

Qualify a near-eligible site with an eligible site to make both sites eligible

School A: $105/300 = 35\%$ Identified Student
 School B: $325/500 = 65\%$ Identified Student
 Group School A & B = 53.8% Identified Student

23

Reimbursement under CEP

Identified Student % $\times 1.6 =$ Reimbursed at Free Rate

Remainder reimbursed at Paid Rate

* Any meal costs in excess of the total Federal reimbursement must be covered through non-Federal sources.

24

Reimbursement under CEP

Evaluate

- ✓ Number of F/R Applications for students eligible by income
These students may move to the paid category
\$2.53/2.90 -> .28¢
- ✓ Loss of .30 ¢ Breakfast & .40 ¢ copay for lunch
- ✓ Loss of .18 ¢ / breakfast for reduced price meals

25

Empire School District - Example

50.87 x 1.6% = 81.4% Reimbursed at Free rate
18.6% Remainder reimbursed at Paid Rate

1000 student meals
814 reimbursed at the "Free" Rate
186 Reimbursed at the "Paid" Rate

26

Grouping Strategies

Maximize Reimbursement

School C: $382/513 = 74.5\%$ Identified Student
(100% reimbursed at free rate)

School D: $258/496 = 52\%$ Identified Student
(83% reimbursed at free rate)

Group School C & D = 63.4% Identified Student
(100% reimbursed at free rate)

27

Community Eligibility Provision Timeline

Now - April 1st
LEAs gather data to figure Identified Student Percentage

April ————— May ————— June

June 30th
CEP Application due to OSPI CNS

28

Where do I find Community Eligibility Provision guidance and resources?

The screenshot shows the OSPI (Office of Superintendent of Public Instruction) website for Child Nutrition. The main navigation includes 'Program Application and Requirements' and 'Community Eligibility Provision'. Under 'Community Eligibility Provision', there are links to:

- Dept. of Ed. Guidance on Community Eligibility Option
- Introduction to Community Eligibility Webinar Recording
- Evaluating and Preparing for Community Eligibility Provision
- Community Eligibility Provision Reference Sheet
- USDA Community Eligibility Reimbursement Estimator

 Other sections include 'Child Nutrition Programs' (School Breakfast Program (SBP), Fresh Fruit and Vegetable Program (FFVP), Special Milk Program (SMP), Summer Food Service Program (SFP)) and 'School Meals Community Eligibility Provision'. A FRAC (Food Research and Action Center) search bar is also visible at the bottom.

29

Community Eligibility Provision Webinar

Questions?

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A Partner in Education

30