



Community Eligibility Provision (CEP)

Illinois State Board of Education
Nutrition Department
March 2023

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Today's Agenda

- Just Announced – USDA Proposed Rule on CEP
- CEP 101
- Evaluate CEP
- Submit the CEP Application in WINS
- Once Approved as CEP



Just Announced!

- Today (March 23, 2023) the USDA's Food and Nutrition Service published a **proposed rule**, *Child Nutrition Programs: Community Eligibility Provision – Increasing Options for Schools*.
- The rule proposes to expand access to the Community Eligibility Provision (CEP) by **lowering the minimum identified student percentage participation threshold from 40 percent to 25 percent**, which would give States and schools greater flexibility to choose to invest non-Federal funds to offer no-cost meals to all enrolled students.
- As a result, more students, families, and schools would have an opportunity to experience the benefits of CEP, including access to meals at no cost, eliminating unpaid meal charges, minimizing stigma, reducing paperwork for school nutrition staff and families, and streamlining meal service operations.



USDA Proposed Rule on CEP

- The proposed rule is available in the [Federal Register](#)
- Public Comments accepted by USDA through May 8, 2023.
- Visit [Community Eligibility Provision | Food and Nutrition Service \(usda.gov\)](#) for more information, including the [Summary of Proposed Rule](#), which highlights changes the proposed rule would have on CEP.
- USDA webinar on this topic planned for Thursday, March 30, 2023, 2:00 PM CST.
 - Please register for the Zoom webinar here:
https://www.zoomgov.com/webinar/register/WN_74rPI4iARlA-MZzzOiEGLA



WINS –Program Application versus CEP

Program Application

- Application Completed Annually in the Spring
- Program selection details
 - NSLP
 - SBP
 - After School Snack
 - Seamless Summer Option
- July 1 – June 30 approval period

CEP Evaluation and Application Module

- Application Completed April 1 – June 30
- CEP Approval is for 4 consecutive school years
- July 1 – June 30 approval period

WINS





What is Community Eligibility Provision (CEP)?

- Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended the Richard B. Russell National School Lunch Act to provide an alternative to household eligibility applications for free and reduced-price meals in high poverty Local Educational Agencies (LEAs) (or districts) and schools.
- CEP is a 4-year reimbursement option for eligible high poverty LEA's.
- CEP schools use an approved percentage for meal claiming purposes. This approved percentage is determined based on the number of *Identified Students* enrolled in the school.
- An LEA may participate in CEP for some or all schools in the LEA.



CEP Benefits

- **Students**

- Breakfast and Lunch Offered Daily to ALL Students
- No Meal Charges
- Meals are Healthy and Nutritious
- Ensures Students are 'Ready to Learn'
- No Overt Identification

- **Parents**

- Simplification of Meal Benefit Paperwork
- No cash payment for meals

- **Schools**

- Reduced School Nutrition Program Paperwork
- Streamlines Meal Service
- Eases implementation of Alternative Breakfast Models





To be eligible for CEP, a school must:

- Have a minimum level (40%) *Identified Students* as of April 1 in the year prior to implementing CEP;
- Agree to serve lunches AND breakfasts at no cost to all students for up to four consecutive years;
- Agree to cover with non-Federal funds any costs of providing meals at no cost to all students above amounts provided in Federal assistance;
- Not collect free and reduced-price household eligibility applications from households in participating schools during the period of participation in the CEP; (This may be changing for SY23-24 in some areas, due to a NEW USDA Program: Summer EBT, beginning in Summer 2024. More will be shared once known)
- Count total breakfasts and lunches served to students; and
- NOT be a residential childcare institution (RCCI) as that term is set forth in the definition of "School" in 7 CFR 210.2.



Determining School Eligibility

The percent of Identified Students must first be determined by participating school, but then can be used by school, a group of schools within the LEA, or in the aggregate for an entire LEA.

$$\% \text{ Identified Students} = \frac{\# \text{ of Identified Students as of April 1} \times 100}{\text{Total Enrollment}^* \text{ as of April 1}}$$

The percent of Identified Students is then multiplied by the USDA determined factor of 1.6 – the currently used factor.

****Enrollment is defined as number of students with access to the NSLP and/or SBP enrolled in the school as of April 1.***



Who are Enrolled Students?

- Enrolled students are students enrolled in the school applying for CEP that have access to at least one meal service at the school.
- Students who do not have access to either breakfast or lunch, or students tuitioned to other schools are NOT counted in the student enrollment numbers.
- Enrolled Pre-school students may be included if they are offered at least one meal service. (breakfast or lunch under SNP)





Who are Identified Students?

- Identified Students are:
 - Directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), income eligible FREE Medicaid, foster children and the extension of benefits to students within the same household.
 - Homeless
 - Certified by homeless coordinator listing
 - Runaway
 - Certified by runaway coordinator listing
 - Migrant Youth
 - Certified by the migrant coordinator listing
 - Head Start
 - Certified by the Head Start coordinator listing

Please NOTE: DC Medicaid REDUCED do NOT count as an Identified Student for CEP purposes.





Maximizing the Number of Identified Students

- It is very important that all schools considering implementation of CEP maximize the number of “identified students’ as of April 1 the year prior to implementation (if applying for SY23-24 = April 1, 2023).
- ISBE recommends that ALL LEAs conduct monthly direct certification.
 - USDA requires at least once annually.
- Extend FREE meal benefits to all household members of students that are directly certified.
- For household applications submitted with a SNAP or TANF number or foster child is marked on the household app – search the direct certification system for these students – if found as FREE eligible they can be counted as Identified Students.
- **THIS STEP IS IMPORTANT FOR ALL SPONSOR THAT ARE NOT APPROVED TO CLAIM AT 100% FREE.**



Common Misunderstandings about Identified Students

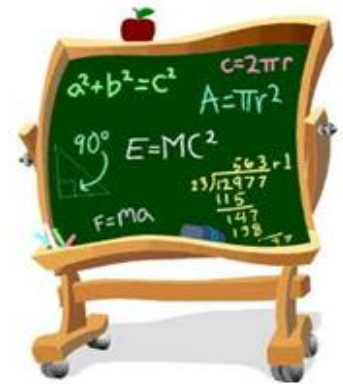


- Identified Students are **NOT** the same as your Free & Reduced Eligibility numbers.
- Identified Students are **NOT** those that were certified for free or reduced meals based on data submitted on a Household Eligibility Application (HEA).
- Identified Student numbers **DO NOT** include:
 - SNAP/TANF number on an HEA
 - Foster child marked on a HEA
 - Homeless, Migrant, Runaway marked on a HEA (without a signature from that programs coordinator)
 - Submission of a HEA based on income
 - **Directly certified or extension of benefits for income eligible REDUCED Medicaid**



Determining Claim Percentages

- Reimbursement for a CEP group in the First Year under CEP is based on the percentage of *Identified Students* as of April 1 of the school year prior to the First Year of electing benefits.
 - For SY23-24 – use April 1, 2023 Identified Students and Enrollment.
- The percentage of *Identified Students* is multiplied by a factor of 1.6 to determine the total percentage of meals reimbursed at the Federal FREE reimbursement rate. (The percentage derived from this calculation must not exceed 100 percent.)
- The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal PAID reimbursement rate.
- The claiming percentage is applied to the total number of meals served to determine the reimbursement amount.
- The claiming percentages established for a school in the First Year of CEP are guaranteed for a period of four school years and may be increased if Identified Student percentages increase for that school/group of schools/district by withdrawing the current group and re-applying.





Overview of the CEP Identified Student %, the CEP Claiming Percentages, and Average Lunch and Breakfast Reimbursement, based on SY22-23 Rates of Reimbursement

CEP Identified Student %	FREE Claiming % (* 1.6 USDA factor)	PAID Claiming % (100-Free)	Average LUNCH Reimbursement	Average Breakfast Reimbursement
62.50%	100.00%	0.00%	4.43	2.67
55.00%	88.00%	12.00%	4.02	2.43
52.00%	83.20%	16.80%	3.85	2.32
50.00%	80.00%	20.00%	3.73	2.25
45.00%	72.00%	28.00%	3.45	2.08
40.00%	64.00%	36.00%	3.16	1.9



Deciding the Best CEP Option for Your District



Individual school site

- Site data used to determine claiming percentage.

Group(s) of school sites

- Schools grouped to maximize claiming percentage.
- No limit to the number of groups or individual sites.
- Same site cannot be used more than once.

Districtwide

- All sites in the district are a grouped together.
- All sites will have the same claiming percentage.
- Individual site data used for some programs/grants/funding.

In some instances, even when sites are grouped for the CEP claiming percentages, the site level data is used for USDA and other programs.



CEP Evaluation Worksheet

- To assist schools in evaluating the CEP versus Traditional Method, we have developed worksheets that are available.
- The worksheet can be used to determine if CEP or traditional participation in the meal programs will provide a greater amount of reimbursement.
- **Important Note:** The worksheet only shows the difference in reimbursement amounts and does NOT identify any added value and/or savings to the school due to the certification and verification processes no longer required.



NUTRITION

COMMUNITY ELIGIBILITY PROVISION (CEP)

CEP is an alternative to collecting, approving, and verifying household eligibility applications for free and reduced price eligible students in high poverty local educational agencies (LEAs) for schools participating in the National School Lunch and School Breakfast Programs.

Application Process



Documents



Evaluation Worksheets



- **School Year 2022-23 CEP Evaluation Worksheets (Based on SY 2022-23 Rates of Reimbursements)**

In order to determine which worksheet to use, the 60% rate refers to the district's National School Lunch Program rate of reimbursement. Those districts claiming 60% or greater F/R lunches two years prior receive the 60% or greater rate of reimbursement.

The Severe Need Breakfast, is higher rate of reimbursement provided to sites that claimed 40% or greater of their lunches as F/R two years prior. This information can be found on your most recent Approval Letter available in WINS under the attachment link (paper clip icon).

- [NSLP 60% rate and Non Severe Need Breakfast](#)
- [NSLP 60% rate and Severe Need Breakfast](#)
- [NSLP less than 60% rate and Non Severe Need Breakfast](#)
- [NSLP less than 60% rate and Severe Need Breakfast](#)



What information is needed to complete the CEP worksheet?

- Determine if you want to do the worksheet by individual site or group.
- Claim data (monthly, annually, etc):
 - Breakfast - free, reduced, paid meals
 - Lunch – free, reduced, paid meals
- Student prices:
 - breakfast – reduced & paid.
 - Lunch – reduced & paid.
- Enrollment (individual site or group)
- Identified Students (individual site or group)
- Remember if you are grouping sites together or the district together – combine your claim data, enrollment and identified student numbers!!!



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Traditional Method						
Breakfasts		Total Meals Claimed	Lunches		Total Meals Claimed	
	Free			Free		
	Reduced-Price			Reduced-Price		
	Paid			Paid		
	Total Breakfasts Claimed	0		Total Lunches Claimed	0	
		Student Prices			Student Prices	
	Reduced-Price			Reduced-Price		
	Paid			Paid		
	Total Breakfast Revenue	\$0.00		Total Lunch Revenue	\$0.00	
Total Revenue Based on Traditional Claiming: \$0.00						
Community Eligibility Provision (CEP) Method					Increase in Meals Served	
1	Enrollment Identified Students		5	Total Breakfasts Claimed	0	Breakfast % Increase
2	% of Identified Students	#DIV/0!	6	Total Lunches Claimed	0	Lunch % Increase
3	% of Meals Reimbursed at Free Rate	#DIV/0!	7	Total Breakfast Revenue	#DIV/0!	Increased Breakfast Revenue
4	% of Meals Reimbursed at the Paid Rate	#DIV/0!	8	Total Lunch Revenue	#DIV/0!	Increased Lunch Revenue
Total Revenue Based on CEP Claiming: #DIV/0!					Total Revenue: \$0.00	
Traditional Claiming = \$0.00			vs.	CEP Claiming = #DIV/0!		Increased Meals= \$0.00
#DIV/0!						
CEP - Average Reimbursement Rate per BREAKFAST			CEP - Average Reimbursement Rate per LUNCH			
#DIV/0!			#DIV/0!			



School District #ABC

- *Identified Student percentage* as of April 1, 2023:
Identified Students (192) divided by enrollment (345) =
55.65%
- Multiply by the USDA factor of 1.6: $0.5565 \times 1.6 = .8904$
- Of the total meals claimed,
 - 89.04% reimbursed at the FREE rate
 - 10.96% reimbursed at the PAID rate.
 - Average Reimbursement: \$2.45 for Breakfast, \$4.06 for Lunch





Illinois State Board of Education

Traditional Method					
Breakfasts	Total Meals Claimed		Lunches	Total Meals Claimed	
	Free	1,605		Free	2,698
	Reduced-Price	45		Reduced-Price	59
	Paid	1,455		Paid	2,763
	Total Breakfasts Claimed	3,105		Total Lunches Claimed	5,520
	Student Prices			Student Prices	
	Reduced-Price	\$0.30		Reduced-Price	\$0.40
	Paid	\$2.00		Paid	\$3.25
	Total Breakfast Revenue	\$8,075.10		Total Lunch Revenue	\$23,651.03
	Total Revenue Based on Traditional Claiming: \$31,726.13				
Community Eligibility Provision (CEP) Method					
1	Enrollment Identified Students	345 192	5	Total Breakfasts Claimed	3,105
2	% of Identified Students	55.65%	6	Total Lunches Claimed	5,520
3	% of Meals Reimbursed at Free Rate	89.04%	7	Total Breakfast Revenue	\$ 7,607.41
4	% of Meals Reimbursed at the Paid Rate	10.96%	8	Total Lunch Revenue	\$ 22,398.82
Total Revenue Based on CEP Claiming: \$30,006.23					
Traditional Claiming = \$31,726.13			vs.	CEP Claiming = \$30,006.23	
Traditional Claiming Provides Greater Reimbursement					
CEP - Average Reimbursement Rate per BREAKFAST			CEP - Average Reimbursement Rate per LUNCH		
\$ 2.45			\$ 4.06		



Illinois State Board of Education

Traditional Method							
Breakfasts		Total Meals Claimed	Lunches		Total Meals Claimed		
	Free	1,605		Free	2,698		
	Reduced-Price	45		Reduced-Price	59		
	Paid	1,455		Paid	2,763		
	Total Breakfasts Claimed	3,105		Total Lunches Claimed	5,520		
		Student Prices			Student Prices		
	Reduced-Price	\$0.30		Reduced-Price	\$0.40		
	Paid	\$2.00		Paid	\$3.25		
	Total Breakfast Revenue	\$8,075.10		Total Lunch Revenue	\$23,651.03		
	Total Revenue Based on Traditional Claiming: \$31,726.13						
Community Eligibility Provision (CEP) Method					Increase in Meals Served		
1	Enrollment Identified Students	345 192	5	Total Breakfasts Claimed	3,105	Breakfast % Increase	15%
2	% of Identified Students	55.65%	6	Total Lunches Claimed	5,520	Lunch % Increase	8%
3	% of Meals Reimbursed at Free Rate	89.04%	7	Total Breakfast Revenue	\$ 7,607.41	Increased Breakfast Revenue	\$ 8,748.52
4	% of Meals Reimbursed at the Paid Rate	10.96%	8	Total Lunch Revenue	\$ 22,398.82	Increased Lunch Revenue	\$ 24,190.72
Total Revenue Based on CEP Claiming: \$30,006.23					Total Revenue: \$32,939.25		
Traditional Claiming = \$31,726.13			vs.	CEP Claiming = \$30,006.23		Increased Meals= \$32,939.25	
Traditional Claiming Provides Greater Reimbursement					Consider CEP at this Level		
CEP - Average Reimbursement Rate per BREAKFAST			CEP - Average Reimbursement Rate per LUNCH				
\$ 2.45			\$ 4.06				



FRAC CEP Resources

FRAC's Community Eligibility Grouping Tool and Financial Calculators

- [Grouping Tool](#)—Group schools together to increase your ISP and maximize your claiming percentages.
- [Financial Calculators](#)
 - Break Even Calculator—Use your ISP and basic information about your school nutrition operations to calculate the participation needed (in breakfast, lunch, supper and/or snack) to break even.
 - District Level Calculator—Dig deeper to look at expenses and revenue under community eligibility by school type and compare implementing community eligibility to your current operations.



<https://frac.org/community-eligibility>



Community Eligibility Provision (CEP) Evaluation and Application Module in WINS

This module can be used by districts that are interested in evaluating if CEP will work for your district or school.

Step 1: Obtain a COMPLETE DISTRICTWIDE Enrollment file, as of April 1, 2023. Sample upload format available. A green banner will appear on the top if the file is successfully uploaded, select Continue (in the lower right corner) to populate the results by WINS site on the next screen.

Step 2: Evaluate results. The module will determine the total number of students enrolled as well as the number of students that are identified students by WINS site.

Step 3: Ensure that all identified students are marked and if not marked, modify the record. Once process exhausted, submit for ISBE review. Upload required documentation.

Step 4: Seek administrative authority to apply for CEP and submit final CEP application in WINS prior to June 30, 2023.



QUICK REFERENCE GUIDE

CEP Evaluation & Application Module

The Community Eligibility Provision process is now in ISBE's Web-Based Illinois Nutrition System (WINS). School Nutrition Programs sponsors can use the Community Eligibility Provision Evaluation (CEP) and Application Module to evaluate if CEP will work for them. After uploading an enrollment file, districts will be able to make adjustments by modifying students and grouping sites. After any necessary modified student approvals by ISBE, sponsors can then submit their CEP application.

Accessing the Module

- Log into WINS through IWAS at www.isbe.net, under System Quick Links at the top of the screen.
- Select "Is Community Eligibility Provision (CEP) for you?" under the Sponsor Tasks tab.

Uploading an Enrollment File

- Create a complete list of your enrolled students in the template file format provided. Only CSV file extension is supported.
- Select Choose File and highlight your .csv file name, and then select Upload.
- After uploading your file, a red banner will identify errors in your enrollment file that need to be fixed in order to continue.
- A green banner will appear if the file is successfully uploaded. Select Continue to populate the results.

Submit the CEP Application

- You must have the authorized representative's permission to submit on behalf of the sponsor and agree to all the requirements of CEP.
- After careful review, submit the CEP application.

Grouping Sites

- WINS sites may be grouped to maximize claiming percentages. CEP would only be at these sites.
- There is a check box to group all of your sites (or if you are a single site district).
- If your site group selections meet the 40% identified student threshold, it will appear in green. If below 40%, a red banner appears with additional guidance.

Maximize Identified Students

- The students appearing on shaded green are enrolled and identified students.
- Students listed on shaded gray are unmatched but can be modified, such as those Direct Certified by Extension of Benefits.
- Modified students must be submitted with documentation to ISBE for approval.

Review and Evaluate Results

- After submitting an error-free enrollment file, the results of the matching process will display. This includes total enrollment, total identified students, and identified student percentage both with and without the USDA approved factor.
- If the numbers qualify and are satisfactory, sponsors can submit the CEP application, or they can edit individual students as identified and group WINS sites to maximize claiming percentages before submitting.

CEP Quick Reference Sheet



WINS Web-based Illinois Nutrition System



Sponsor Lookup

Name / RCDT / City / Address / Zip: Program: Program Year:

✓ Your application is complete.

Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

Ball Chatham CUSD 5 (51-084-0050-26)

[+Add Contact](#)
[+Add Address](#)

Mailing Address Ball Chatham CUSD 5 201 W Mulberry St Chatham, IL, 62829-1329(Sangamon) Show Map	District Superintendent (Auth. Rep.) Name: Dr. Becca Lamon Title: Superintendent Business: (217) 483-2416 Fax: (217) 483-2940 Email: blamon@bcso5.org	Delivery Address Ball Chatham CUSD 5 201 W Mulberry St Chatham, IL, 62829-1329(Sangamon) Show Map
Sponsor Contact Name: Chad Martel Title: Director of Food Service Business: (217) 483-2424 x2301 Fax: (217) 483-5402 Email: cmartel@bcso5.org	Sponsor Claim Contact Name: Chad T. Martel Title: Director of Food Service Business: (217) 483-2424 x2301 Fax: (217) 483-5402 Email: cmartel@bcso5.org	Food Service Director Name: Chad T. Martel Title: Director of Food Service Business: (217) 483-2424 x2301 Fax: (217) 483-5402 Email: cmartel@bcso5.org
Local Wellness Policy Contact Name: Chad T. Martel Title: Director of Food Service Business: (217) 483-2424 x2301 Fax: (217) 483-5402 Email: cmartel@bcso5.org		

Sponsor Tasks | **Sponsor Applications & Participation** | Site Applications | Claims & Monitoring | Sponsor Info

Administrative Tasks

Sponsor Tasks	Site Application Tasks
<input type="checkbox"/> Batch Daily Meal Counts	<input checked="" type="checkbox"/> Enroll Site In New Program
<input type="checkbox"/> Batch Participation Detail	<input checked="" type="checkbox"/> Edit Site Questionnaire
<input type="checkbox"/> Add/Remove Detail Dates	<input checked="" type="checkbox"/> Edit Program Participation
<input type="checkbox"/> Batch Site Questionnaire	<input checked="" type="checkbox"/> Edit Participation Detail
<input type="checkbox"/> Batch Site Participation	
<input checked="" type="checkbox"/> Is Community Eligibility Provision (CEP) for you?	
<input type="checkbox"/> Add New Site	
<input type="checkbox"/> Deactivate/Re-activate Site(s)	
<input type="checkbox"/> Deactivate Sponsor	
<input type="checkbox"/> Review Citation Responses	
<input type="checkbox"/> Supply Chain Assistance 2023	
<input type="checkbox"/> Waivers	



Upload COMPLETE DISTRICTWIDE Enrollment File

Welcome to the ISBE Community Eligibility Provision (CEP) Evaluation and Application Module

Print

This module can be used by districts that are interested in evaluating if CEP will work for your district or school. By uploading a complete enrollment file, the module will determine the total number of students enrolled as well as the number of students that are identified students by WINS site, those students that are direct certified for free meals and meet this USDA defined term.

Therefore, the first step is to create a complete list of enrolled students in the template file format provided. (Sample upload format available at link in upper right hand corner) Uploading a file to this system does not require a CEP application. Once the complete enrollment file is available, from this screen, you will select Choose File and highlight the .csv file name. Select Upload. If the file has errors or is in the wrong format, a red banner will appear with additional guidance. A green banner will appear on the top if the file is successfully uploaded. Once the green banner appears, select Continue (in the lower right corner) to populate the results by WINS site on the next screen.

Upload Student File

Sample upload file

Select File:

Choose File No file chosen

Upload

- Only CSV file extension is supported
- Header row with field names required
- First Name is required (Cannot exceed 30 characters)
- Middle Name is not required (Cannot exceed 30 characters)
- Last Name is required (Cannot exceed 30 characters)
- Birth date is required MM/DD/YYYY (if single digit month or day, leading zero is not required)(Cannot be a future date)
- Gender is required (Must be M or F)
- WINS 5-digit site number is required (Should contain sites belonging to the sponsor only)
- Student Id is not required

Continue



Complete Districtwide Enrollment File as of April 1, 2023

FirstName	MiddleName	LastName	Birthdate	Gender	SiteNumb	StudentId

- Only **CSV** file extension is supported
- **Header row** with field names required
- **First Name** is required (Cannot exceed 30 characters)
- **Middle Name** is **not** required (Cannot exceed 30 characters)
- **Last Name** is required (Cannot exceed 30 characters)
- **Birth date** is required MM/DD/YYYY (if single digit month or day, leading zero is not required)(Cannot be a future date)
- **Gender** is required (Must be **M** or **F**)
- **WINS 5-digit site number** is required (Should contain sites belonging to the sponsor only)
- **Student Id** is **not** required



Upload Student File Successfully

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Uploaded student file successfully

Upload Student File

[Sample upload file](#)

Select File:

[Choose File](#) No file chosen

[Upload](#)

- Only CSV file extension is supported
- **Header row** with field names required
- **First Name** is required (Cannot exceed 30 characters)
- **Middle Name** is **not** required (Cannot exceed 30 characters)
- **Last Name** is required (Cannot exceed 30 characters)
- **Birth date** is required MM/DD/YYYY (if single digit month or day, leading zero is not required)(Cannot be a future date)
- **Gender** is required (Must be M or F)
- **WINS 5-digit site number** is required (Should contain sites belonging to the sponsor only)
- **Student Id** is not required

[Continue](#)



Upload Student File Error

Organization: County of Winnebago SD 320 Type: Organization
 RCDT: 04-101-3200-26 Status: Approved
 Program Year: 2019 Program: SNP



Welcome to the ISBE Community Eligibility Provision (CEP) Evaluation and Application Module

[Print](#)

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Error - File upload.

The following errors were detected in the upload file:

- Line 2 Gender cannot exceed one character.
- Line 3 - Gender cannot exceed one character.
- Line 4) - Gender cannot exceed one character.
- Line 26 - Gender cannot exceed one character.
- Line 43 - Birth date must fall between 05/06/1994 and today.



Evaluate Results

Organization: County of Winnebago SD 320Type: Organization
 RCDT: 04-101-3200-26 Status: Approved
 Program Year:2019 Program:SNP



Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action
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No group exists

Select All Sites

[Download Unmatched Students](#)

Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	Group
	South Beloit Sr High School	10267	263	114	43.35%	69.36%	<input type="text"/>
	Clark Elementary School	10268	198	106	53.54%	85.66%	<input type="text"/>
	Riverview Elementary School	10269	214	108	50.47%	80.75%	<input type="text"/>
	South Beloit Jr High School	43113	131	66	50.38%	80.61%	<input type="text"/>
	Blackhawk Elementary School	49823	155	79	50.97%	81.55%	<input type="text"/>



Scenario #1: All sites in 1 group

Organization: County of Winnebago SD 320 Type: Organization
 RCDT: 04-101-3200-26 Status: Approved
 Program Year: 2019 Program: SNP



Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action
A 5	961	473	49.22%	78.75%	Delete

Save Continue

Clear All

Select All Sites @

Download Unmatched Students

Action	Site Name	Site Number	Total # of enrolled students @	Total # of identified students @	Identified student Percentage @	USDA Factor * [1.6] Percentage @	Group
	South Beloit Sr High School	10267	263	114	43.35%	69.36%	A ▾
	Clark Elementary School	10268	198	106	53.54%	85.66%	A ▾
	Riverview Elementary School	10269	214	108	50.47%	80.75%	A ▾
	South Beloit Jr High School	43113	131	66	50.38%	80.61%	A ▾
	Blackhawk Elementary School	49823	155	79	50.97%	81.55%	A ▾



Scenario #2: Multiple groups, with 1 group NOT eligible

Organization: Bloomington SD 87Type: Organization
 RCDT: 17-064-0870-25 Status: Approved
 Program Year:2019 Program:SNP



Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action
C <input type="checkbox"/>	2359	928	39.34%	62.94%	Delete
B <input type="checkbox"/>	1923	1081	56.21%	89.94%	Delete
A <input type="checkbox"/>	792	479	60.48%	96.77%	Delete

Save Continue

Clear All

Select All Sites

Download Unmatched Students

Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	Group
<input type="checkbox"/>	Bloomington High School	12582	1506	669	44.42%	71.07%	C
<input type="checkbox"/>	Bloomington Jr High School	12583	1208	607	50.25%	80.40%	B
<input type="checkbox"/>	Bent Elem School	12584	359	233	64.90%	100.00%	B
<input type="checkbox"/>	Irving Elementary School	12585	356	241	67.70%	100.00%	B
<input type="checkbox"/>	Oakland Elementary School	12586	464	139	29.96%	47.94%	C
<input type="checkbox"/>	Sheridan Elem School	12587	378	279	73.81%	100.00%	A
<input type="checkbox"/>	Stevenson Elem School	12588	414	200	48.31%	77.30%	A
<input type="checkbox"/>	Washington Elem School	12589	369	120	30.85%	49.36%	C



Modification of Individual Students

Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	Group
	Urbana High School	10386	1181	624	52.84%	84.54%	A ▼

Excel PDF Print

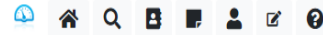
Search:

Actions	First Name	Middle Name	Last Name	Gender	Birthdate	Snap	Tanf	Medicaid	Foster	Homeless	HeadStart	Migrant	Address	IES Case Id	IES Rin				
X						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
X						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X						<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
X						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Once Modified Student Process is COMPLETE, Select Save, Continue.

Organization: Bloomington SD 87Type: Organization
RCDT: 17-064-0870-25 Status: Approved
Program Year:2019 Program:SNP



Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action
C	2359	928	39.34%	62.94%	Delete
B	1923	1081	56.21%	89.94%	Delete
A	792	479	60.48%	96.77%	Delete

Save Continue

Clear All

Select All Sites

Download Unmatched Students

Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	Group
	Bloomington High School	12582	1506	669	44.42%	71.07%	C
	Bloomington Jr High School	12583	1208	607	50.25%	80.40%	B
	Bent Elem School	12584	359	233	64.90%	100.00%	B
	Irving Elementary School	12585	356	241	67.70%	100.00%	B
	Oakland Elementary School	12586	464	139	29.96%	47.94%	C
	Sheridan Elem School	12587	378	279	73.81%	100.00%	A
	Stevenson Elem School	12588	414	200	48.31%	77.30%	A
	Washington Elem School	12589	369	120	30.85%	49.36%	C



Submitting for ISBE Review (if modified students) or Submitting CEP Application for approval (if complete)

Organization: Urbana SD 116 Type: Organization
RCDT: 09-010-1160-22 Status: Approved
Program Year: 2019 Program: SNP



Urbana SD 116 Groups

[Add Attachment](#)

[Back](#)

[Start Over](#)

[Submit Application](#)

1309-09010116022-A20

Pending Sponsor Approval

Student Counts

Identified Students:	2603
Enrollment:	4232
Modified Students:	0

Rate Percent

CEP Eligibility:	61.51 %
Free Claiming %:	98.41 %
Paid Claiming %:	1.59 %

Group Info

Number of Sites:	8
Begin Date:	
End Date:	

Rate Info

Average Breakfast Reimbursement: \$2.15
Average Lunch Reimbursement: \$3.38



1338-09010116022-A20

Student Counts

Identified Students:	2603
Enrollment:	4232
Modified Students:	0

Rate Percent

CEP Eligibility:	61.51 %
Free Claiming %:	98.41 %
Paid Claiming %:	1.59 %

Group Info

Number of Sites:	8
Begin Date:	
End Date:	



Status: Pending ISBE Approval

1328-49081041025-A21

Pending ISBE Approval

Student Counts

Identified Students:	3795
Enrollment:	6065
Modified Students:	<u>360</u>

Rate Percent

CEP Eligibility:	62.57 %
Free Claiming %:	100 %
Paid Claiming %:	0 %

Group Info

Number of Sites:	14
Begin Date:	
End Date:	

Rate Info

Average Breakfast Reimbursement:	\$2.18
Average Lunch Reimbursement:	\$3.43





Status: Pending Sponsor Approval

1309-09010116022-A20

Pending Sponsor Approval

Student Counts

Identified Students:	2603
Enrollment:	4232
Modified Students:	0

Rate Percent

CEP Eligibility:	61.51 %
Free Claiming %:	98.41 %
Paid Claiming %:	1.59 %

Group Info

Number of Sites:	8
Begin Date:	
End Date:	

Rate Info

Average Breakfast Reimbursement:	\$2.15
Average Lunch Reimbursement:	\$3.38





Status: **Approved**

1327-04101205025-A20

Approved

Student Counts

Identified Students:	17578
Enrollment:	27705
Modified Students:	0

Rate Percent

CEP Eligibility:	63.45 %
Free Claiming %:	100 %
Paid Claiming %:	0 %

Group Info

Number of Sites:	43
Begin Date:	7/1/2019
End Date:	6/30/2023

Rate Info

Average Breakfast Reimbursement:	\$2.18
Average Lunch Reimbursement:	\$3.43

Withdraw





WINS CEP Approval Letter

WINS

Web-based Illinois Nutrition System



Sponsor Lookup

Name / RCDT / City / Address / Zip

03068002026

Program

School Nutrition Programs

Program

2023

Attachments

Search

2023

Attachments

Filename	Desc.	Doc Type	Expires	Last Update Date
ApprovalNslp_20221007_120027.pdf	Auto-Generated Approval Letter	Approval Letter		10/7/2022 12:00:33 AM
ApprovalNslp_20220929_120238.pdf	Auto-Generated Approval Letter	Approval Letter		9/29/2022 12:02:42 AM
CepWithdrawalNotification_20220923_014802.pdf	Auto-Generated CEP Notification	CEP Withdrawal Notice		9/23/2022 1:48:03 AM
ApprovalCep_20220923_014759.pdf	Auto-Generated CEP Notification	CEP Approval Letter		9/23/2022 1:48:01 AM
ApprovalNslp_20220813_120016.pdf	Auto-Generated Approval Letter	Approval Letter		8/13/2022 12:00:23 AM
ApprovalNslp_20220805_120035.pdf	Auto-Generated Approval Letter	Approval Letter		8/5/2022 12:00:37 AM

In WINS, under the paperclip icon (Attachments), you can see the CEP Approval Letter in the program year in which the CEP is approved. A notification CEP letter is generated for each year (Year 2, 3, and 4) confirming the status, and those are also available in the paperclip icon in each program year.



WINS: Main Dashboard

- Sponsor Tasks
- Sponsor Applications & Participation
- Site Applications
- Claims & Monitoring
- Sponsor Info

Administrative Tasks

Sponsor Tasks

- Batch Daily Meal Counts
- Batch Participation Detail
- Add/Remove Detail Dates
- Batch Site Questionnaire
- Batch Site Participation
- Is Community Eligibility Provision (CEP) for you?**
- CEP Group Information**
- + Add New Site
- x Deactivate/Re-activate Site(s)
- x Deactivate Sponsor
- ▲ Review Citation Responses
- ☰ Waivers

Site Application Tasks

- Enroll Site In New Program
- Edit Site Questionnaire
- Edit Program Participation
- Edit Participation Detail

Reports

- Waiver Submissions
- Applications Not Received
- NSLP Verification Summary Report
- Direct Certification
- Deleted Sites
- Claim Data Report
- Summary Reports - Applications Submitted for Sponsor
- Summary Reports - Applications Submitted for Sites
- Summary Reports - List of Sites and Applications Submitted

Budget

No WINS Budgets required.





WINS: CEP Group Information Link

2187-0000000000-A23

Approved

Student Counts

Identified Students:	115
Enrollment:	282
Modified Students:	0

Rate Percent

CEP Eligibility:	40.78 %
Free Claiming %:	65.25 %
Paid Claiming %:	34.75 %

Group Info

Number of Sites:	3
Begin Date:	7/1/2022
End Date:	6/30/2026

Rate Info

Average Breakfast Reimbursement: \$1.93

Average Lunch Reimbursement: \$3.19

Withdraw





WINS: CEP Group Information Link (2 group example)

2122-000-00000000-A23

Approved

Student Counts		Rate Percent		Group Info	
Identified Students:	2711	CEP Eligibility:	63.34 %	Number of Sites:	10
Enrollment:	4280	Free Claiming %:	100 %	Begin Date:	7/1/2022
Modified Students:	0	Paid Claiming %:	0 %	End Date:	6/30/2026

Rate Info

Average Breakfast Reimbursement: \$2.69

Average Lunch Reimbursement: \$4.43

Withdraw

2124-000-00000000-B23

Approved



Student Counts		Rate Percent		Group Info	
Identified Students:	2420	CEP Eligibility:	43.6 %	Number of Sites:	8
Enrollment:	5550	Free Claiming %:	69.77 %	Begin Date:	7/1/2022
Modified Students:	0	Paid Claiming %:	30.23 %	End Date:	6/30/2026

Rate Info

Average Breakfast Reimbursement: \$2.03

Average Lunch Reimbursement: \$3.35

Withdraw



WINS: CEP Group Information Link (Site Specific CEP Data)



$$35.09 * 1.6 = 56.14\%$$

Action	SiteName	SiteNumber	Identified Students	Enrollment	Identified Students %	GroupName	Status
	██████████	10444	20	57	35.09	2187-03068002026-A23	Approved
	Lincolnwood High School	10443	41	101	40.59	2187-03068002026-A23	Approved
	██████████	10445	54	124	43.55	2187-03068002026-A23	Approved

- Site level CEP Data is used to determine % eligibility for USDA Programs such as Summer Food Service Program, Fresh Fruit and Vegetable Program, and After School Snacks, as well as Illinois State Meal Service Mandates.
- This data is also used to publish the annual eligibility data file. This is the Identified Student % times the USDA Factor of 1.6 to provide equivalent data.
 - This is the posted data annually from ISBE, as of October each year.
 - <https://www.isbe.net/Pages/Nutrition-Data-Analytics-Maps.aspx>



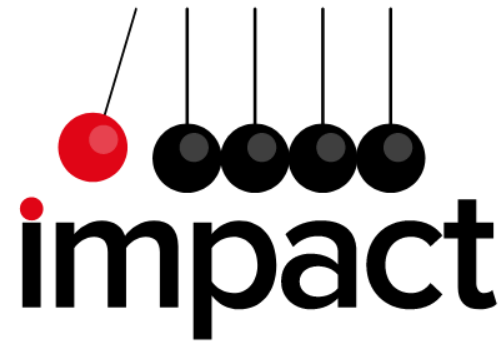
Required Documentation for Modified Students

- Please make sure that all modified students are clearly marked on the documentation.
- All source documentation can be scanned as ONE COMPLETE FILE.
- Documentation includes:
 - Direct Certification Reports – The printed report is required. The downloaded excel file will not serve as the required documentation.
 - Seeing this frequently for names that are hyphenated, have a blank space, or have an apostrophe.
 - Homeless, migrant, runaway & Head Start listings signed by that programs coordinator
 - Extension of benefits forms – Signature of Determining Official Required



CEP Participation: Impact on Other Programs

- Participation in CEP impacts other areas of your school.
- It is important to share this information with your administration/school board/business manager, so that they are aware and can prepare for such impacts.
- Remember, that schools/districts, that operate via CEP, will NOT have a meal benefit application process, and therefore will NOT have an individual student eligibility status based on the Household Eligibility Application for NSLP.
 - For example, you will not know if Student A is eligible for Free, Reduced-Price, or Paid meal benefits.
- Some *Other Programs* possibly impacted include:
 - Grants
 - Title I
 - E-Rate
 - Illinois School District Fees





Gathering Socioeconomic Status

- Schools participating in CEP may still need to collect individual socioeconomic status of students in CEP schools for other programs. This data is NOT needed for the meal programs but potentially for other programs.
- **Socioeconomic data is REQUIRED for PUBLIC SCHOOLS – To mark students as Low Income in the Student Information System!**
 - Accessing direct certification system data is NOT COMPLETE, ACCURATE DATA.
 - Often, low-income families will need a determination letter from the school for other services.
- To assist schools in gathering this data an Alternative Household Form has been developed.
- Keep in mind that this form is not in anyway related to the federal meal programs, it is just a resource schools can use if they need individual student socioeconomic data.
- Funds from the non-profit school lunch account can NOT be used to fund the printing or processing of such form.





- Sample Household & Income Form – May be used locally to gather individual student socioeconomic status.
- A notification letter to household would need to be created locally.

Use your "Mouse" or "Tab" key to move through the fields, and the mouse to mark check boxes. After completing last field, save document to hard drive to make future updates or click print button.

HOUSEHOLD AND INCOME FORM

(school name) is participating in the Community Eligibility Option (CEO) provision under the National School Lunch Program. Under CEO, all children in the school will receive a breakfast/lunch at no charge regardless of income or completion of this form. However, to determine eligibility for various **additional** state and federal program benefits that your child(ren) may qualify for, please complete, sign and return this application to (school name)

(school name)

1. All Household Members

NAMES OF ALL HOUSEHOLD MEMBERS <small>First, Middle Initial, Last</small>	Is foster child? <small>School Name</small>	Is student? <small>Grade</small>	SNAP OR TANF CASE NUMBER (If any, for each household member) Skip to Part 4 if you list a SNAP or TANF case number.												Check if NO Income	Check if Foster Child		
			1	2	3	4	5	6	7	8	9	10	11	12				
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>	<input type="checkbox"/>

2. Homeless, Migrant, Runaway, or Head Start

Homeless Migrant Runaway Head Start

3. Total Household Gross Income (before deductions) You must tell us how much and how often.

A. NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	GROSS INCOME AND HOW OFTEN IT WAS RECEIVED (Example: \$100/month; \$100 twice a month; \$100/very other week; \$100/week)							
	B. Earnings From Work (Before Deductions)		C. Welfare, Child Support, Alimony		D. Pensions, Retirement, Social Security		E. Worker's Comp, Unemployment, SSI, etc. (All other income)	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
I.	\$		\$		\$		\$	
II.	\$		\$		\$		\$	
III.	\$		\$		\$		\$	
IV.	\$		\$		\$		\$	
V.	\$		\$		\$		\$	

4. Signature

Date _____ Printed Name of Adult Household Member _____ Signature of Adult Household Member _____

5. Contact Information

Work Telephone Number (include Area Code) _____ Home Telephone Number (include Area Code) _____ Home Address (Number, Street, City, State, Zip Code) _____

SCHOOL USE ONLY

INITIAL DETERMINATION Annual Income Conversion Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12 Convert income only if different frequencies of pay are reported.

TOTAL INCOME \$ _____ Per: Week Every 2 Weeks Twice a Month Month Year NUMBER IN HOUSEHOLD: _____ CHANGE IN STATUS: _____ Date: _____

Free based on: homeless migrant runaway Head Start SNAP or TANF foster child household's income

Reduced based on: household's income Paid—Reason: Income too high Incomplete application

Temporary: Free Reduced Unit: _____ Unit: _____ (maximum is 45 days each)

Signature of Determining Official _____ Date Withdrawn: _____ Date: _____

Privacy Act Statement: You do not have to give this information, but if you do not, we cannot determine your child's eligibility for additional benefits under state and federal programs. We will hold the information you provide us as private and confidential to the extent required by law. However, we will share your socioeconomic status with various state and federal programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. Regardless, all students enrolled in Community Eligibility Option school will receive a meal at no charge.

Non-discrimination Statement: In accordance with Federal Law and U.S. Department of Education policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write U.S. Department of Education, Office for Civil Rights, The Wampanoag Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323 or call (215) 656-8541 (Voice). Individuals who are hearing impaired or have speech disabilities may contact U.S. DOE through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). The U.S. Department of Education is an equal opportunity provider and employer.

69-72 School Year 2011-2011 CEO (8/11)



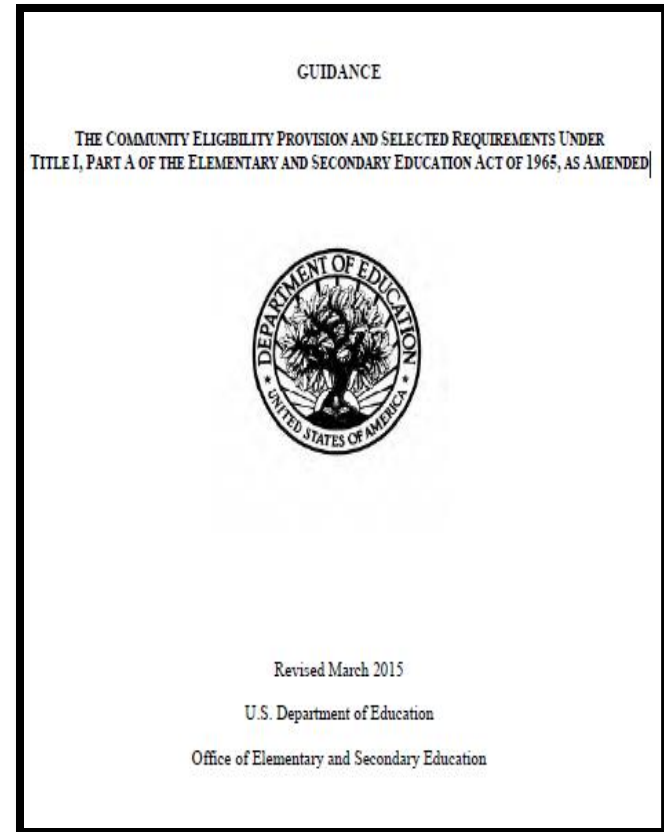
Illinois School Fee Waiver Process

- Under **Illinois** law, school districts are required to waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board will waive fees as communicated in its adopted policy (e.g., reduced-price lunch or medical emergencies). [105 ILCS 5/10-20.13 and 34-21.6]
- As CEP participating schools will NOT have eligibility meal status by individual student, therefore there are the following options:
 - Do not assess or collect fees.
 - Collect socioeconomic data specific to the fee waiver process.



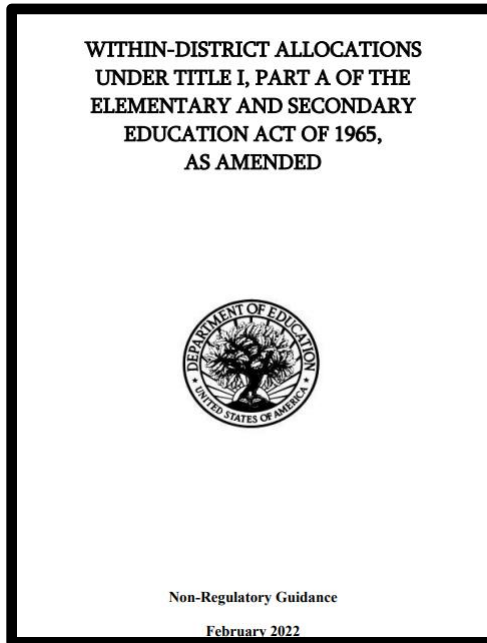
TITLE I, PART A OF THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965, AS AMENDED

- The United States Department of Education has issued guidance related to Title I and CEP participating schools.





TITLE I, PART A OF THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965, AS AMENDED



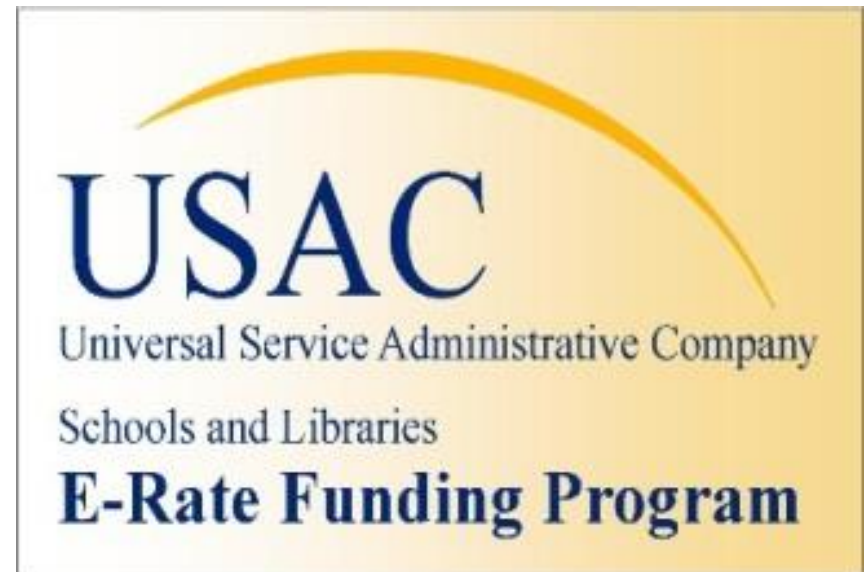
For questions specific to Title I, please consult your Title I consultant.

https://www.isbe.net/Documents/pc_reg_asmt.pdf



E-Rate

- The Universal Service Schools and Libraries Program, commonly known as “E-rate,” provides discounts of up to 90 percent to help eligible schools and libraries in the United States obtain affordable telecommunications and internet access.
- Most current guidance regarding E-Rate
 - USDA Policy Memo SP08-2015 Nov 21, 2014
 - <https://www.isbe.net/Documents/usac-erate-ltr.pdf>





CEP Notification

- Sample notice available from ISBE, once approved.
- This is SPECIFIC to Meal Services.
- If CEP approved, ANNUALLY notify enrolled students and families.

Sample Letter to Households in Schools/Districts Participating in CEP
(Copy and Paste Sample Letter onto School District Letterhead)

Community Eligibility Provision Notification

Dear Parent or Guardian: Date: _____

We are pleased to inform you that _____
(insert name of school(s)/district)

will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the current school year.

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students of

_____ *(insert name of school(s)/district implementing CEP)*

are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the this school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact us at _____ *(insert school contact information)*

Sincerely,

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.



CEP and Meal Counting



- CEP schools must obtain an accurate meal count of reimbursable student meals, both breakfast and lunches daily, to submit claims for reimbursement.
- Schools implementing CEP are encouraged to utilize existing POS systems to ensure accurate meal counts as well as track adult meals and a la carte sales.
 - This ensures one meal per student per meal service.
- In SNP, there is no reimbursement for adult meals.



Meal Counting and Claiming in CEP



- Total Number of Reimbursable Breakfasts
- Total Number of Reimbursable Lunches
- Counted DAILY at the Point of Service

In the WINS system, when completing the CEP approved site's claim each month, the total number of meals served is entered and WINS will apply your approved claiming percentage to that number of meals.



WINS: CEP Claiming

Daily Meal Counts

Claim

Calendar Year: 2022
Calendar Month: 8

Quick Links

[Site Claims](#)
[Participation Detail](#)

Version

Selected Claim:
New Claim

Meal Counts

Daily Totals

Program Daily Meal Counts

- School Breakfast Severe Need (66%)
- National School Lunch 60% or more Eligible (61%)

Show All

Program National School Lunch ▾

Day	Meal	Program	CEP
1	Lunch	National School Lunch	CEP
2	Lunch	National School Lunch	CEP
3	Lunch	National School Lunch	CEP
4	Lunch	National School Lunch	CEP
5	Lunch	National School Lunch	CEP



WINS: CEP Claim Statistics

- Enrollment and CEP Eligible on the Claim is the same number.
- ADA is Average Daily Attendance.

VERSION

Selected Claim:

Meal Counts	<h3>Statistics</h3> <table border="1"> <thead> <tr> <th>School Breakfast</th> <th>National School Lunch</th> </tr> </thead> <tbody> <tr> <td> <input type="button" value="Enrollment"/> Enrollment <input type="text" value="325"/> </td> <td> <input type="button" value="Enrollment"/> Enrollment <input type="text" value="325"/> </td> </tr> <tr> <td> <input type="button" value="ADA"/> ADA <input type="text" value="291"/> </td> <td> <input type="button" value="ADA"/> ADA <input type="text" value="291"/> </td> </tr> <tr> <td> <input type="button" value="CEP Eligible"/> CEP Eligible <input type="text" value="325"/> </td> <td> <input type="button" value="CEP Eligible"/> CEP Eligible <input type="text" value="325"/> </td> </tr> <tr> <td colspan="2"> <h3>After School Snack</h3> </td> </tr> <tr> <td> <input type="button" value="Enrollment"/> Enrollment <input type="text" value="59"/> </td> <td></td> </tr> <tr> <td> <input type="button" value="ADA"/> ADA <input type="text" value="46"/> </td> <td></td> </tr> <tr> <td> <input type="button" value="Free Eligible"/> Free Eligible <input type="text" value="59"/> </td> <td></td> </tr> </tbody> </table>	School Breakfast	National School Lunch	<input type="button" value="Enrollment"/> Enrollment <input type="text" value="325"/>	<input type="button" value="Enrollment"/> Enrollment <input type="text" value="325"/>	<input type="button" value="ADA"/> ADA <input type="text" value="291"/>	<input type="button" value="ADA"/> ADA <input type="text" value="291"/>	<input type="button" value="CEP Eligible"/> CEP Eligible <input type="text" value="325"/>	<input type="button" value="CEP Eligible"/> CEP Eligible <input type="text" value="325"/>	<h3>After School Snack</h3>		<input type="button" value="Enrollment"/> Enrollment <input type="text" value="59"/>		<input type="button" value="ADA"/> ADA <input type="text" value="46"/>		<input type="button" value="Free Eligible"/> Free Eligible <input type="text" value="59"/>	
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Claim Summary																	

Have questions or need help? Contact our Call Center (312)558-2600 between 7:00am - 5:00pm CST Monday - Friday or Click here



WINS: CEP Claim Data Summary

Student Counts	Rate Percent	Group Info
Identified Students: 2420	CEP Eligibility: 43.6 %	Number of Sites: 8
Enrollment: 5550	Free Claiming %: 69.77 %	Begin Date: 7/1/2022
Modified Students: 0	Paid Claiming %: 30.23 %	End Date: 6/30/2026

Claim Data

Claim Month	Aug 2022	Status	Sent to FRIS
Days of Operation	08/01/2022 - 08/31/2022	Type	Claim
Days Claimed	9	Date Received	09/12/2022
Claim Source	Sponsor	Date Approved	09/12/2022
<i>Last Updated: BATCHUPLOADSERVICE</i>		<i>Submitted by: BATCHUPLOADSERVICE</i>	

Meals

Illinois Free Breakfast - Breakfast

Illinois Free Breakfast

Free 801

Illinois Free Lunch - Lunch

Illinois Free Lunch

Free 3413

School Breakfast - Breakfast

Severe Need

Free 801
Paid 347

$$801 + 347 = 1148$$

National School Lunch - Lunch

60% or more Eligible

Free 3413
Paid 1479

$$3413 + 1479 = 4892$$

Statistics



Managing CEP: Closed, New Schools



- If you have closed or new schools, generally the school district should plan to complete the CEP Application process for that next school year.
 - In some instances, we can work with schools if one school building closes, and all of the enrolled students move to a new school building, but this is rare.
 - In WINS, meals are claimed where the students are enrolled in SIS (serving school).
- Please check all CEP approvals and site listings annually for accuracy.



Managing CEP: Year 2, Year 3 and Year 4 If NOT approved at 100% Claiming FREE

- EVALUATE Identified Student numbers ANNUALLY.
- If the numbers increase for the group of schools, USDA allows you to withdrawal the current group and reestablish the 4-year cycle with the new claiming percentages.
- If the numbers decrease, no action is needed. The school remains at the initial base year claiming percentages.
 - You will want to monitor if the numbers decrease below 40% identified, as the schools may no longer qualify for CEP at the end of the 4-year cycle.





CEP Grace Year

- If after the 4-year CEP cycle, a CEP group has an identified student percentage (ISP) at least 30% but less than 40%, that CEP group may continue participating in CEP for one grace year (a fifth year).
- Reimbursement for a CEP group in a grace year is based on the ISP on April 1 in year 4 of the current 4-year cycle.
- This impacts a small number of CEP approved sponsors. More guidance is in the USDA CEP Planning and Implementation Guidance.
- This CEP Grace Year application is completed in WINS using the CEP Module.



CEP and Verification

- The verification process is NOT completed by a school that is approved as CEP, as the school did not collect and process any household eligibility applications for meal benefits.
 - The Verification Summary Report is NOT COMPLETED.
- If you are a district that has some schools that are CEP approved and some non-CEP approved schools, the verification process is conducted by the district for those NON CEP Sites.
 - Data will be reported by the district on the verification summary report.

March is National Nutrition Month®! Schools are working hard to serve healthy meals that give students fuel for the future. Check out the diversity of school breakfasts and lunches offered across the country to meet students' nutritional needs and preferences at Team Nutrition's [School Meals Trays, Many Ways!](https://www.fns.usda.gov/tn/school-meals-trays-many-ways)



Illinois: Chicago Public Schools

- Tofu taco (V)
- Potato wedges
- Orange wedges
- Choice of milk

<https://www.fns.usda.gov/tn/school-meals-trays-many-ways>



CEP and A la Carte and Seconds

- CEP allows each student to have ONE reimbursable breakfast and ONE reimbursable lunch each school day at school.
- If the student wishes to purchase additional a la carte items, those prices are set by the local school district.
- USDA Smart Snacks are applicable.

USDA
United States Department of Agriculture

The School Day Just Got Healthier

Childhood obesity has more than doubled in children and quadrupled in adolescents over the past 30 years, leading to increased risks for cardiovascular disease, diabetes, and breathing problems. Thanks to the Healthy Hunger-Free Kids Act, major improvements are being made across the country to promote better nutrition, reduce obesity, and create a healthier next generation.

At least **80%** of Americans favor national nutrition standards for snacks and à la carte foods sold in U.S. schools.

Thanks to the updated standards, kids are now eating up to **16% more veggies** and **23% more fruit** at lunch.

Before the Smart Snacks in School rule **39 states** already had standards in place. Schools have had a full year to implement these changes.

44%
\$385 MILLION

Over **44%** of schools are participating in farm to school programs, leading to **\$385 million** in local purchases.

School breakfast participation has **increased 24%** over the past 5 years. Students who eat school breakfast have been shown to achieve higher test scores and miss fewer days of school.

Learn more about supporting healthy choices at school at <http://www.fns.usda.gov/healthierschoolday>.

For Resources refer to <http://www.fns.usda.gov/sites/default/files/healthierschoolday.pdf>



CEP and Special Milk Program



- If the student is offered a reimbursable meal and declines the meal, there is NO federal reimbursement for the milk only.
- CEP school may ONLY participate in the Special Milk Program IF there is a group of students that DO NOT have access to reimbursable meals, such as ½ day students.
 - Even with ½ students, we will encourage meal services
 - Breakfast for morning students
 - Lunch for afternoon students



CEP Timelines – SY2023-2024 Implementation

April 1, 2023: Determine the Number of Identified Students and Enrollment. Maintain proper documentation for both the Identified Students and enrollment.

April 1, 2023: Complete CEP Application via the online *CEP Evaluation and Application Module*, available in *WINS*.

June 30, 2023: Deadline to apply to participate in CEP for SY2023-2024.

June 30, 2023: Deadline to withdrawal from CEP.





Any Questions?



Websites:

- <https://www.isbe.net/CEP>
- https://www.isbe.net/Documents/69-72_hshld_income.pdf#search=69-72
- <https://www.isbe.net/Pages/School-Fee-Waivers.aspx>
- <https://www.isbe.net/Documents/CEP-Quick-Reference-Guide.pdf>



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