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 25% identified student threshold, it will appear in green. If below 25%, 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.