



# Operating Community Eligibility Provision (CEP) in SY22-23

Illinois State Board of Education

Nutrition Department

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## What is 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 Reimbursable 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





## CEP Eligibility Basics

- Have a minimum level (40%) '*Identified Students*' as of April 1 in the year prior to implementing CEP;
- Agree to serve **free lunches AND breakfasts** 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;  
(PUBLIC schools in Illinois will still need student socioeconomic data for SIS)
- Count total breakfasts and lunches served to students; and
- NOT be a residential child care institution (RCCI) as that term is set forth in the definition of "School" in 7 CFR 210.2.



## CEP Notification

- Sample notice available from ISBE.
- This is SPECIFIC to Meal Services.
- For SY22-23, if elected CEP after school began, refunds of any monies paid for reimbursable meals **MUST** be made to the households.

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](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



## 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





## WINS: Main Dashboard

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Administrative Tasks				
Sponsor Tasks		Site Application Tasks		
<ul style="list-style-type: none"><li>Batch Daily Meal Counts</li><li>Batch Participation Detail</li><li>Add/Remove Detail Dates</li><li>Batch Site Questionnaire</li><li>Batch Site Participation</li><li><b>Is Community Eligibility Provision (CEP) for you?</b></li><li><b>CEP Group Information</b></li><li>+ Add New Site</li><li>× Deactivate/Re-activate Site(s)</li><li>× Deactivate Sponsor</li><li>⚠ Review Citation Responses</li><li>☰ Waivers</li></ul>		<ul style="list-style-type: none"><li>✎ Enroll Site In New Program</li><li>✎ Edit Site Questionnaire</li><li>✎ Edit Program Participation</li><li>✎ Edit Participation Detail</li></ul>		
Reports		Budget		
<ul style="list-style-type: none"><li>📄 Waiver Submissions</li><li>📊 Applications Not Received</li><li>➡ NSLP Verification Summary Report</li><li>➡ Direct Certification</li><li>📄 Deleted Sites</li><li>📄 Claim Data Report</li><li>📄 Summary Reports - Applications Submitted for Sponsor</li><li>📄 Summary Reports - Applications Submitted for Sites</li><li>📄 Summary Reports - List of Sites and Applications Submitted</li></ul>		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)

2122-000000000-A23

Approved

Student Counts	
Identified Students:	2711
Enrollment:	4280
Modified Students:	0

Rate Percent	
CEP Eligibility:	63.34 %
Free Claiming %:	100 %
Paid Claiming %:	0 %

Group Info	
Number of Sites:	10
Begin Date:	7/1/2022
End Date:	6/30/2026

**Rate Info**

Average Breakfast Reimbursement: \$2.69

Average Lunch Reimbursement: \$4.43

Withdraw

2124-000000000-B23

Approved

Student Counts	
Identified Students:	2420
Enrollment:	5550
Modified Students:	0

Rate Percent	
CEP Eligibility:	43.6 %
Free Claiming %:	69.77 %
Paid Claiming %:	30.23 %



Group Info	
Number of Sites:	8
Begin Date:	7/1/2022
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
	<del>Lincolnwood High School</del>	10444	20	57	35.09	2187-03068002026-A23	Approved
	<del>Lincolnwood High School</del>	10443	41	101	40.59	2187-03068002026-A23	Approved
	<del>Lincolnwood High School</del>	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.
  - Expect this data file in early January 2023. Prior to this, the last data available was from October 2019 (Pre-Pandemic).



## 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
1	Lunch	National School Lunch
2	Lunch	National School Lunch
3	Lunch	National School Lunch
4	Lunch	National School Lunch
5	Lunch	National School Lunch

CEP	
CEP	
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CEP	
CEP	



## WINS: CEP Claim Statistics

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

**Version**

Selected Claim:  
6: Aug 2022 Claim - Sent to FRIS - 09/06/2022 [Revise](#)

Meal Counts
Statistics
Claim Summary

### Statistics

School Breakfast	National School Lunch
<a href="#">?</a> Enrollment 325	<a href="#">?</a> Enrollment 325
<a href="#">?</a> ADA 291	<a href="#">?</a> ADA 291
<a href="#">?</a> CEP Eligible 325	<a href="#">?</a> CEP Eligible 325

### After School Snack

[?](#) Enrollment 59	
[?](#) ADA 46	
[?](#) Free Eligible 59	

[Previous](#) [Next](#)

Have questions or need help? Contact our Call Center (217)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  
Days of Operation: 08/01/2022 - 08/31/2022  
Days Claimed: 9  
Claim Source: Sponsor

Last Updated: BATCHUPLOADSERVICE

Status Type  
Date Received  
Date Approved

Submitted by: BATCHUPLOADSERVICE

Sent to FRIS  
Claim  
09/12/2022  
09/12/2022

### 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



## 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

202?

#### 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



## 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.



## 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.





## CEP and Direct Certification with Medicaid

- ISBE expanded the DC Medicaid matches to include both FREE and REDUCED-PRICE eligible Medicaid matches.
  - While this data may be used to mark students as low income for SIS and other socioeconomic data, the DC Medicaid Reduced Price eligible students are NOT included in the Identified Student Numbers for CEP evaluation and application.





# CEP and Meal Counting



- CEP schools must obtain an accurate meal count of reimbursable 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.



## 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.



# 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.





## 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 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.





## 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.**

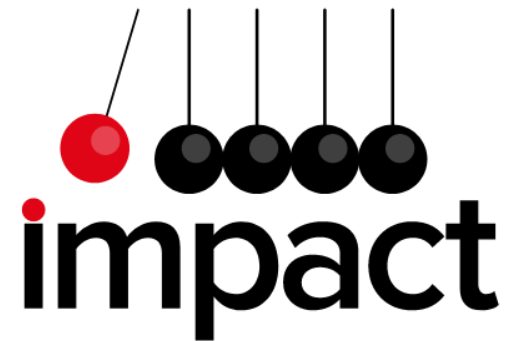


## **IMPACT ON OTHER PROGRAM AREAS AND GRANTS**



## 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.





# Illinois State Board of Education

- 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 print "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)

**1. All Household Members**

NAMES OF ALL HOUSEHOLD MEMBERS First, Middle Initial, Last	Is Foster Child? School Name	Is Student? Grade	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		

**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)**

	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 ☐ foster child ☐ runaway ☐ Head Start

**Reduced based on:** ☐ SNAP or TANF ☐ 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) 696-8541 (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)

Print Recel Form



## Illinois School Fee Waiver Process

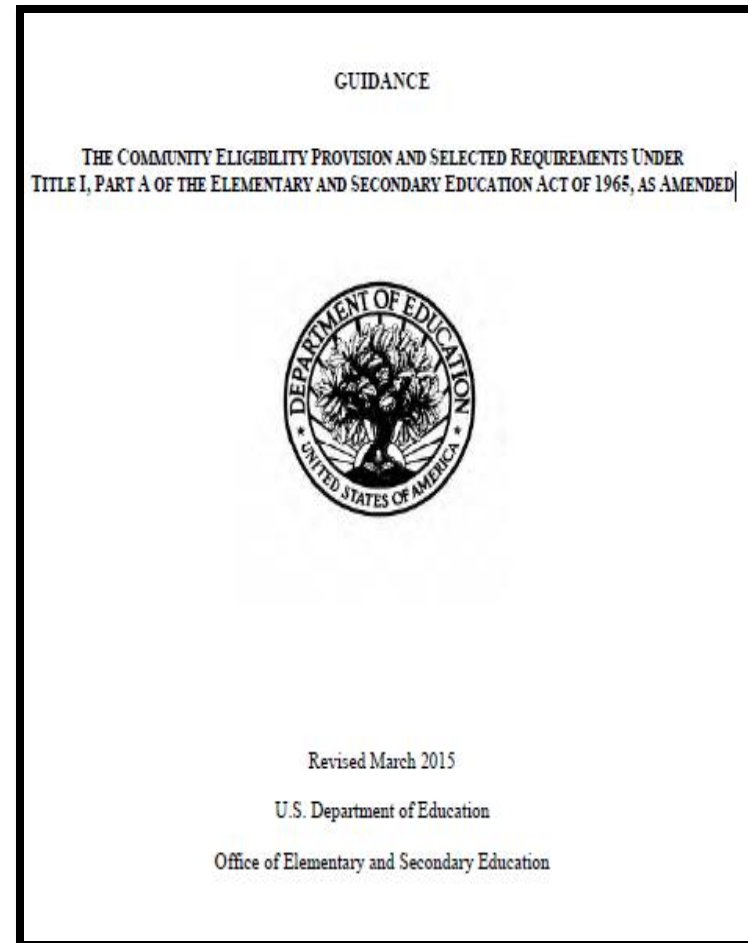
- Under **Illinois** law, school districts are required to waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board 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 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.

The guidance document indicates that the total amount of Title I funds will not be impacted by participation in CEP. However, there could be an impact in how those Title I funds are distributed within the district.





## 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.
- The new rules require school districts to determine the E-Rate discount for the entire district, rather than for individual schools, by dividing the number of students eligible for free and reduced-price meals in the district by the district’s total enrollment.
  - Schools electing CEP will use their Identified Student Percentage (ISP) multiplied by the CEP multiplier (currently 1.6) for the purposes of determining the number of free and reduced-price eligible students.
- Most current guidance regarding E-Rate
  - USDA Policy Memo SP08-2015 Nov 21, 2014





## CEP Timelines

**April 1, 20XX**: Determine the Number of Identified Students and Enrollment. Maintain proper documentation for both the Identified Students and enrollment.

**April 1, 20XX**: Complete CEP Application via the online *CEP Evaluation and Application Module*, available in *WINS*.

**June 30, 20XX**: Deadline to apply to participate in CEP

**June 30, 20XX**: Deadline to withdrawal from CEP.





## Websites:

- <https://www.isbe.net/Pages/Guidance-for-HHFKA.aspx>
- [https://www.isbe.net/Documents/69-72\\_hshld\\_income.pdf#search=69-72](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>



## Contact Us



### Nutrition Department

**Telephone:** 800/545-7892 in Illinois only  
217/782-2491

**Fax:** 217/524-6124

**Email:** [cnp@isbe.net](mailto:cnp@isbe.net)

**Website:** [www.isbe.net/nutrition](http://www.isbe.net/nutrition)

CEP Staff: Roxanne Ramage ([rramage@isbe.net](mailto:rramage@isbe.net))