

# Operating Community Eligibility Provision (CEP) in SY24-25

Illinois State Board of Education

Nutrition Department

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Roxanne Ramage, MS, RDN, SNS

[rramage@isbe.net](mailto:rramage@isbe.net)



## What is CEP?

- CEP is an USDA approved 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.
- CEP is a 4-year reimbursement option for schools operating both the National School Lunch and School Breakfast Programs.
- 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 (25%) '*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.

## Overview of the CEP Identified Student %, the CEP Claiming Percentages, and Average Lunch and Breakfast Reimbursement, based on SY24-25 Rates of Reimbursement, 60% or greater NSLP, Severe Need Breakfast

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%	\$4.58	\$2.88
55.00%	88.00%	12.00%	\$4.09	\$2.58
52.00%	83.20%	16.80%	\$3.90	\$2.46
50.00%	80.00%	20.00%	\$3.77	\$2.38
45.00%	72.00%	28.00%	\$3.45	\$2.18
40.00%	64.00%	36.00%	\$3.12	\$1.98
35.00%	56.00%	44.00%	\$2.80	\$1.78
30.00%	48.00%	52.00%	\$2.47	\$1.59
25.00%	40.00%	60.00%	\$2.15	\$1.39

# CEP Notification

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 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.

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

# WINS – SNP Program Application versus CEP

## SNP 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
<b>Administrative Tasks</b>				
<b>Sponsor Tasks</b>		<b>Site Application Tasks</b>		
<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> Is Community Eligibility Provision (CEP) for you?</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>		
<b>Reports</b>		<b>Budget</b>		
<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

**2853-32046024027-A25**


**Approved**

Student Counts	Rate Percent	Group Info
Identified Students: <b>10</b>	CEP Eligibility: <b>62.5 %</b>	Number of Sites: <b>1</b>
Enrollment: <b>16</b>	Free Claiming %: <b>100 %</b>	Begin Date: <b>8/26/2024</b>
Modified Students: <b>0</b>	Paid Claiming %: <b>0 %</b>	End Date: <b>6/30/2028</b>

**Rate Info**

Average Breakfast Reimbursement: <b>\$2.88</b>
Average Lunch Reimbursement: <b>\$4.55</b>

Withdraw Delete



# WINS: CEP Group Information Link (2 group example)

2853-32046024027-A25

Approved

Student Counts	Rate Percent	Group Info
Identified Students: <b>10</b>	CEP Eligibility: <b>62.5 %</b>	Number of Sites: <b>1</b>
Enrollment: <b>16</b>	Free Claiming %: <b>100 %</b>	Begin Date: <b>8/26/2024</b>
Modified Students: <b>0</b>	Paid Claiming %: <b>0 %</b>	End Date: <b>6/30/2028</b>

**Rate Info**  
 Average Breakfast Reimbursement: **\$2.88**  
 Average Lunch Reimbursement: **\$4.55**

Withdraw
Delete

2848-32046024027-A25

Approved

Student Counts	Rate Percent	Group Info
Identified Students: <b>266</b>	CEP Eligibility: <b>58.46 %</b>	Number of Sites: <b>2</b>
Enrollment: <b>455</b>	Free Claiming %: <b>93.54 %</b>	Begin Date: <b>7/10/2024</b>
Modified Students: <b>0</b>	Paid Claiming %: <b>6.46 %</b>	End Date: <b>6/30/2028</b>

**Rate Info**  
 Average Breakfast Reimbursement: **\$2.72**  
 Average Lunch Reimbursement: **\$4.29**

Withdraw
Delete



# 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
+	[REDACTED]	10444	20	57	35.09	2187-03068002026-A23	Approved
+	[REDACTED]	10443	41	101	40.59	2187-03068002026-A23	Approved
+	[REDACTED]	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 2025.

# WINS: CEP Claiming

## Daily Meal Counts

### Claim

Calendar Year: 2024  
Calendar Month: 8

### Quick Links

[Site Claim Summary](#)  
[Site Claims](#)  
[Participation Detail](#)  
[Sponsor Claim Summary](#)

### Version

Selected Claim:

8: Aug 2024 Claim - Sent to FRIS - 09/10/2024

Meal Counts

Statistics

Claim Summary

### Daily Totals

#### Program Daily Meal Counts

- ✓ School Breakfast Severe Need (85%)
- ✓ National School Lunch 60% or more Eligible (100%)

Show All

Program

Day	Meal	Program	CEP
19	Breakfast	School Breakfast	12
20	Breakfast	School Breakfast	37
21	Breakfast	School Breakfast	20
22	Breakfast	School Breakfast	18
23	Breakfast	School Breakfast	19
26	Breakfast	School Breakfast	16

2025

2025

2025

2025

2025

2025

# WINS: CEP Claim Statistics

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

## Daily Meal Counts

<b>Claim</b> Calendar Year: 2024 Calendar Month: 8	<b>Quick Links</b> <a href="#">Site Claim Summary</a> <a href="#">Site Claims</a> <a href="#">Participation Detail</a> <a href="#">Sponsor Claim Summary</a>
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<b>Version</b> Selected Claim: 8: Aug 2024 Claim - Sent to FRIS - 09/10/2024 <input type="button" value="Revise"/>
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<b>Meal Counts</b>	<b>Statistics</b>
<b>Statistics</b>	
<b>Claim Summary</b>	

School Breakfast		National School Lunch	
<input type="button" value="🔍"/> Enrollment	<input type="text" value="50"/>	<input type="button" value="🔍"/> Enrollment	<input type="text" value="50"/>
<input type="button" value="🔍"/> ADA	<input type="text" value="40"/>	<input type="button" value="🔍"/> ADA	<input type="text" value="40"/>
<input type="button" value="🔍"/> CEP Eligible	<input type="text" value="50"/>	<input type="button" value="🔍"/> CEP Eligible	<input type="text" value="50"/>

# WINS: CEP Claim Data Summary

Student Counts		Rate Percent		Group Info	
Identified Students:	1023	CEP Eligibility:	44.73 %	Number of Sites:	5
Enrollment:	2287	Free Claiming %:	71.57 %	Begin Date:	7/1/2023
Modified Students:	0	Paid Claiming %:	28.43 %	End Date:	6/30/2027

### CEP Notes

Group Name	03025040026-A24	CEP Eligibility	44.73 %
Status	Approved	Free Claiming %	71.57 %
Begin Date	7/1/2023	Paid Claiming %	28.43 %
End Date	6/30/2027		

### Meals

**Illinois Free Breakfast - Breakfast**

Illinois Free Breakfast

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Free	5911
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**School Breakfast - Breakfast**

Severe Need  $5911+2349 = 8260$

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Free	5911
Paid	2349

**Illinois Free Lunch - Lunch**

Illinois Free Lunch

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Free	11929
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**National School Lunch - Lunch**

Less than 60% Eligible  $11929+4739=16,668$

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Free	11929
Paid	4739



2025

2025

2025

2025

# WINS CEP Approval Letter

This is found under the program year in which the CEP application was submitted. This is generally requested by auditors annually.

## 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

# 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 withdraw 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 25% 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 15% but less than 25%, 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 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. Also, assumes all revenue from reduced price and paid students is collected.

## 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 2023-24 CEP Evaluation Worksheets (Based on SY 2023-24 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 

**Updates to SY24-25 Rates of Reimbursement will be posted by end of October 2024**

<https://www.isbe.net/cep>

# CEP Application and Evaluation

## Application Process



- [SY 24-25 CEP for Illinois Schools - Overview and Application Process Webinar](#) 
  - [Presentation](#) 
- [CEP Application Identified Student Percentage Reduced to 25% by USDA Final Rule](#)  - Effective for SY 24-25 CEP elections
  - All materials will be updated in the near future to reflect updated CEP election threshold of 25% identified students.

## CEP APPLICATION

The Online CEP Evaluation and Application Module is closed for SY 23-24 elections. Due to the recent USDA Final Rule reducing the identified student percentage to 25% and greater, as ISBE evaluates options, more information will be shared in the near future.

At a minimum, the 25% Identified Student percentage will be an options for all LEAs for the SY 24-25 elections of CEP which will begin April 1, 2024. The deadline for CEP application submission for SY 24-25 will be June 30, 2024.

Step One of the CEP application process is to secure an April 1 enrollment file, ensuring that all NSLP/SBP students are included in the template format below. ISBE team members are available for technical assistance if needed. Contact us at [cnp@isbe.net](mailto:cnp@isbe.net) or (800) 545-7892.

- [Quick Reference Guide](#) 
- [Sample Template File](#) 
  - Only **CSV** file extension is supported
  - **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 (Cannot be a future date)
  - **Gender** is required (Must be M or F)
  - **ISBE WINS Site number** is required
  - **Student Id** is **not** required

For any school electing CEP for the first time, it is highly recommended that you complete the CEP evaluation worksheets below to ensure that election to CEP is financially feasible for your school/district.

# CEP and Verification



## Districtwide CEP

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.



## Partial CEP District

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.
  - Also serves as a best practice to have data regarding what students received reimbursable meals at school daily.



# 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 at school each school day.
- 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



# 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.



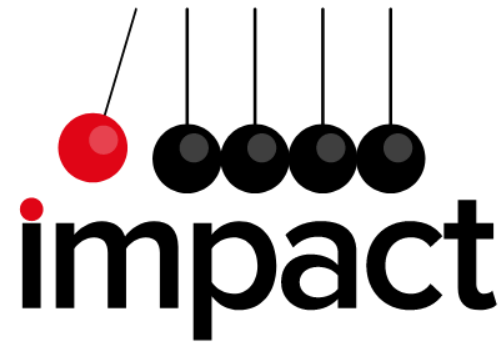
# Maximizing the Number of Identified Students

- 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 SY25-26 = April 1, 2025).
- 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





# What is Summer EBT?



- Summer EBT is a NEW federal nutrition program that provides a grocery benefit during the summer months to families with children eligible for free or reduced-price school meals.
- The Consolidated Appropriations Act, 2023 ([P.L. 117-328](#)) authorized this permanent, nationwide Program beginning in 2024.
- Summer EBT is designed to reduce childhood hunger.
- Beginning in summer 2024, Illinois will participate in this new nationwide permanent Summer EBT program.
- Eligible children will receive a one-time benefit of \$120 (2024-dollar amount) per summer on an EBT card to purchase food.

# CEP and Summer EBT

- Under the program requirements established by the United States Department of Agriculture (USDA) for Summer EBT, schools approved under the Community Eligibility Provision (CEP) require students who are not directly certified or categorically eligible, that wish to receive Summer EBT benefits, to reside in a household that is at or below the NSLP income threshold for reduced price meal benefits. (185% of the federal poverty level) AND complete a Summer EBT application.
- Summer EBT is being implemented is DIFFERENT than how Pandemic EBT (P-EBT) operated during the public health emergency.
  - Not all students enrolled in a CEP approved school are Summer EBT eligible.
- More information about Summer EBT 2025 will be released to schools, once known.

# 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.

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)

1. All Household Members

NAMES OF ALL HOUSEHOLD MEMBERS First, Middle Initial, Last	(If Student only) School Name	(If Student only) 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 HO Income	Check if Foster Child		
			1	2	3	4	5	6	7	8	9	10				
			-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-

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. GROSS INCOME AND HOW OFTEN IT WAS RECEIVED (Example: \$100/month; \$100 twice a month; \$100 every 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 62 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

Reduced based on:  
 SNAP or TANF  foster child  household's income

Paid—Reason:  
 income too high  incomplete application

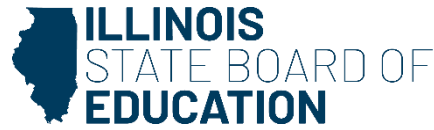
Temporary:  
 free  reduced

Signature of Determining Official: \_\_\_\_\_ 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.

- Sample Household & Income Form (ISBE 69-72) – May be used locally to gather individual student socioeconomic status.
- A notification letter to household would need to be created locally.



## Illinois School Fee Waiver Process

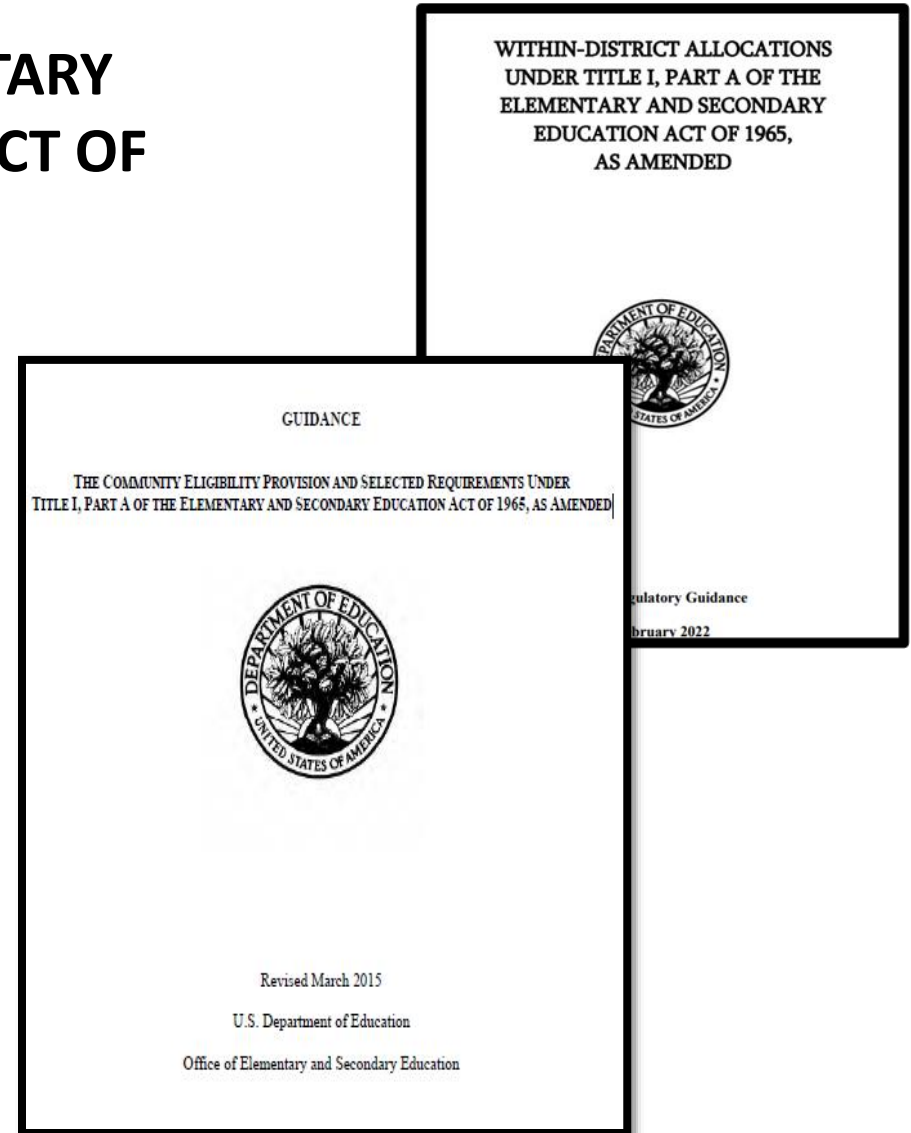
- Under **Illinois** law, school districts are required to waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board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

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

[https://www.isbe.net/Documents/pc\\_reg\\_asmt.pdf](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 to help eligible schools and libraries in the United States obtain affordable telecommunications and internet access.
- Please access the WINS CEP approval letter, via the paperclip icon, for documentation for E-rate auditors. (Slide 15)
- Most current guidance regarding E-Rate
  - USDA Policy Memo SP08-2015 Nov 21, 2014
    - <https://www.isbe.net/Documents/usac-erate-ltr.pdf>

# 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.





# Annual CEP Checklist

- Offer Healthy, Delicious Reimbursable Meals every day at school!
- Conduct Direct Certification
- Notify Families of CEP Status for meal benefits (beginning of school year)
- Identify 'low income' eligible students via alternate household form/process (\*Public Schools)
- If CEP is NOT approved at 100% FREE, evaluate identified student numbers (April 1 – June 30)
- Monitor end of your CEP cycle, and complete CEP application, when required.
- Market School Meals (NSLP, SBP) to all enrolled students.
- Market Summer Meal options to children in the area.





# Questions?

## 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/cep](http://www.isbe.net/cep)

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