

# **Community Eligibility Provision (CEP)**

## **Election for School Year 2025-2026**

Illinois State Board of Education

Nutrition Department

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# AGENDA

- Overview of CEP
- CEP Reimbursement
- Evaluating CEP
- Applying for CEP
- Operating as CEP Approved
- SY25-26 Election Deadlines

# 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)?

- 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.
- 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 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 (25%) *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;  
(A USDA Program, Summer EBT, will require socioeconomic eligibility determinations for all enrolled students.)
- 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, then can be used by school, group of schools within the LEA, or districtwide.
- Percent Identified Students is equal to # of Identified Students divided by Total enrollment.
- All CEP application data is as of April 1
- The percent of Identified Students is then multiplied by the USDA determined factor of 1.6 – the currently used factor.

# Who are Enrolled Students?

- Enrolled students are students enrolled in the school applying for CEP that have access to at least one USDA funded SNP meal service (breakfast and/or lunch) 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 for the CEP application.
- Enrolled Pre-school students may be included if they are offered at least one USDA funded SNP meal service. (breakfast and/or lunch under SNP)





# Who are Identified Students?

- Identified Students are:
    - Directly certified for free meals based on their participation in the
      - Supplemental Nutrition Assistance Program (SNAP),
      - Temporary Assistance for Needy Families (TANF),
      - Income eligible FREE Medicaid,
        - **Reduced Medicaid Matches are NOT included.**
      - the extension of benefits to students within the same household (for above programs), and
      - foster children.
    - Homeless\*
    - Runaway\*
    - Migrant Youth\*
    - Head Start\*
- \* As Certified by the Program coordinator

# 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 in the DC system, they can be counted as Identified Students.
- **THIS STEP IS IMPORTANT FOR ALL SPONSOR THAT ARE NOT APPROVED TO CLAIM AT 100% FREE. ISBE recommends that ALL sponsors evaluate your CEP numbers annually, with options to withdrawal and reapply for a NEW 4 year cycle, to extend the cycle.**

# 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

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



# 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 SY25-26 – use April 1, 2025 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 consecutive school years.
- If the Identified Student percentage increases for a CEP group, then you can withdrawal and reapply for the group, extending the CEP approval for an additional four consecutive school years.

# The CEP Process: Evaluate and Apply

- For any school electing CEP for the first time, especially at lower ISP percentages, it is highly recommended that you complete a financial evaluation to ensure that election to CEP is financially feasible for your school/district.
- USDA refers to CEP as a federal/local cost sharing model program.
- If it is determined that it is financially feasible to apply for CEP, then continue with the CEP application.

## 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 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)

<https://www.isbe.net/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 2024-25 CEP Evaluation Worksheets (Based on SY 2024-25 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

Outreach Data



## 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!!!

# School District #ABC Example



- *Severe Need Breakfast and 60% and greater Lunch Reimbursement*
- *Identified Student percentage as of April 1, 2025:*  
Identified Students (175) divided by enrollment (324) = 0.5401 or 54.01%
- Multiply by the USDA factor of 1.6:  $0.5401 \times 1.6 = .8642$  or 86.42%
- Of the total meals claimed,
  - 86.42% reimbursed at the FREE rate
  - 13.58% reimbursed at the PAID rate.
    - Average Reimbursement:
      - » \$2.54 for Breakfast
      - » \$4.03 for Lunch

# School District #ABC Example

| 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                                   | \$2.10              |  | Paid                       | \$3.35       |
|  |  |                     |  |                            |              |
| Total Breakfast Revenue                                  | \$8,373.15                             | Total Lunch Revenue | \$23,345.14                                |                            |              |
| Total Revenue Based on Traditional Claiming: \$31,718.29 |  |                     |  |                            |              |
| Community Eligibility Provision (CEP) Method             |  |                     |  |                            |              |
| 1  | Enrollment                             | 324                 | 5  | Total Breakfasts Claimed   | 3,105        |
|  | Identified Students                    | 175                 |  |                            |              |
| 2  | % of Identified Students               | 54.01%              | 6  | Total Lunches Claimed      | 5,520        |
| 3  | % of Meals Reimbursed at Free Rate     | 86.42%              | 7  | Total Breakfast Revenue    | \$ 7,892.45  |
| 4  | % of Meals Reimbursed at the Paid Rate | 13.58%              | 8  | Total Lunch Revenue        | \$ 22,245.60 |
| Total Revenue Based on CEP Claiming: \$30,138.05         |  |                     |  |                            |              |
| Traditional Claiming = \$31,718.29                       |  |                     | vs.  | CEP Claiming = \$30,138.05 |              |
| Traditional Claiming Provides Greater Reimbursement      |  |                     |  |                            |              |
| CEP - Average Reimbursement Rate per BREAKFAST           |  |                     | CEP - Average Reimbursement Rate per LUNCH |                            |              |
|  | \$                                     | 2.54                |  | \$                         | 4.03         |

# School District #ABC Example

| 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                                   | \$2.10              |  | Paid                       | \$3.35              |                              |              |
|  |  |                     |  |                            |                     |                              |              |
| Total Breakfast Revenue                                  |  | \$8,373.15          | Total Lunch Revenue                        |                            | \$23,345.14         |                              |              |
| Total Revenue Based on Traditional Claiming: \$31,718.29 |  |                     |  |                            |                     |                              |              |
|  |  |                     |  |                            |                     |                              |              |
| Community Eligibility Provision (CEP) Method             |  |                     |  |                            |                     |                              |              |
| Increase in Meals Served                                 |  |                     |  |                            |                     |                              |              |
| 1  | Enrollment Identified Students         | 324<br>175          | 5  | Total Breakfasts Claimed   | 3,105               | Breakfast % Increase         | 6%           |
| 2  | % of Identified Students               | 54.01%              | 6  | Total Lunches Claimed      | 5,520               | Lunch % Increase             | 5%           |
| 3  | % of Meals Reimbursed at Free Rate     | 86.42%              | 7  | Total Breakfast Revenue    | \$ 7,892.45         | Increased Breakfast Revenue  | \$ 8,366.00  |
| 4  | % of Meals Reimbursed at the Paid Rate | 13.58%              | 8  | Total Lunch Revenue        | \$ 22,245.60        | Increased Lunch Revenue      | \$ 23,357.88 |
| Total Revenue Based on CEP Claiming: \$30,138.05         |  |                     |  |                            |                     | Total Revenue: \$31,723.88   |              |
| Traditional Claiming = \$31,718.29                       |  |                     | vs.  | CEP Claiming = \$30,138.05 |                     | Increased Meals= \$31,723.88 |              |
| Traditional Claiming Provides Greater Reimbursement      |  |                     |  |                            |                     | Consider CEP at this Level   |              |
|  |  |                     |  |                            |                     |                              |              |
| CEP - Average Reimbursement Rate per BREAKFAST           |  |                     | CEP - Average Reimbursement Rate per LUNCH |                            |                     |                              |              |
| \$ 2.54  |  |                     | \$ 4.03                                    |                            |                     |                              |              |

# School District #XYZ Example



- *Severe Need Breakfast and Greater than 60% Lunch Reimbursement*
- *Identified Student percentage as of April 1, 2025:*  
Identified Students (303) divided by enrollment (927) = 0.3269 or 32.69%
- Multiply by the USDA factor of 1.6:  $0.3269 \times 1.6 = .5230$  or 52.30%
- Of the total meals claimed,
  - 52.30% reimbursed at the FREE rate
  - 47.70% reimbursed at the PAID rate.
    - Average Reimbursement:
      - » \$1.69 for Breakfast
      - » \$2.65 for Lunch

# School District #XYZ Example

| Traditional Method                                  |   |        |  |                            |                          |              |             |
|---|---|--------|--|----------------------------|--------------------------|--------------|-------------|
| Breakfasts  | Total Meals Claimed                                       |        | Lunches                                    | Total Meals Claimed        |                          |              |             |
|   | Free  | 4,815  |  | Free                       | 8,094                    |              |             |
|   | Reduced-Price   | 135    |  | Reduced-Price              | 177                      |              |             |
|   | Paid  | 9,315  |  | Paid                       | 8,289                    |              |             |
|   | Total Breakfasts Claimed                                  | 14,265 |  | Total Lunches Claimed      | 16,560                   |              |             |
|   | Student Prices  |        |  | Student Prices             |                          |              |             |
|   | Reduced-Price   | \$0.30 |  | Reduced-Price              | \$0.40                   |              |             |
|   | Paid  | \$2.00 |  | Paid                       | \$3.25                   |              |             |
|   | Total Breakfast Revenue                                   |        |  | \$36,513.45                | Total Lunch Revenue      |              | \$69,206.52 |
|   | Total Revenue Based on Traditional Claiming: \$105,719.97 |        |  |                            |                          |              |             |
| Community Eligibility Provision (CEP) Method        |   |        |  |                            |                          |              |             |
| 1   | Enrollment Identified Students                            | 927    | 303  | 5                          | Total Breakfasts Claimed | 14,265       |             |
| 2   | % of Identified Students                                  | 32.69% |  | 6                          | Total Lunches Claimed    | 16,560       |             |
| 3   | % of Meals Reimbursed at Free Rate                        | 52.30% |  | 7                          | Total Breakfast Revenue  | \$ 24,139.43 |             |
| 4   | % of Meals Reimbursed at the Paid Rate                    | 47.70% |  | 8                          | Total Lunch Revenue      | \$ 43,851.84 |             |
| Total Revenue Based on CEP Claiming: \$67,991.27    |   |        |  |                            |                          |              |             |
| Traditional Claiming = \$105,719.97                 |   |        | vs.  | CEP Claiming = \$67,991.27 |                          |              |             |
| Traditional Claiming Provides Greater Reimbursement |   |        |  |                            |                          |              |             |
| CEP - Average Reimbursement Rate per BREAKFAST      |   |        | CEP - Average Reimbursement Rate per LUNCH |                            |                          |              |             |
| \$ 1.69   |   |        | \$ 2.65                                    |                            |                          |              |             |

# 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, 2025. 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, 2025.



# CEP Quick Reference Sheet

## 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](http://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.

Illinois State Board of Education Nutrition Department

December 2023

# WINS

Web-based Illinois Nutrition System



## Sponsor Lookup

Name / RCDT / City / Address / Zip

51084186025

Program

School Nutrition Programs

Program Year

2025

Search

Your application is complete.


| Alerts  | [+] |
|---|-----|
| No Sponsor alerts. Please use the Show Existing Site Alerts link below. |     |
|   |     |

| Comments/Notes                         | [+] |
|--|-----|
| Canceled - unable to conduct in thi... |     |
| WINS not used in this program year     |     |
| WINS not used in this program year     |     |
|  |     |

Springfield SD 186 (51-084-1860-25)


| Sponsor Tasks  | Sponsor Applications & Participation | Site Applications  | Claims & Monitoring | Sponsor Info |
|--|--------------------------------------|--|---------------------|--------------|
| Administrative Tasks   |                                      |  |                     |              |
| Sponsor Tasks  |                                      | Site Application Tasks   |                     |              |
| Batch Daily Meal Counts<br>Batch Participation Detail<br>Add/Remove Detail Dates<br>Batch Site Questionnaire<br>Batch Site Participation<br>Is Community Eligibility Provision (CEP) for you?<br>CEP Group Information<br>Add New Site<br>Deactivate/Re-activate Site(s)<br>Deactivate Sponsor<br>Review Citation Responses<br>Waivers |                                      | Enroll Site In New Program<br>Edit Site Questionnaire<br>Edit Program Participation<br>Edit Participation Detail |                     |              |
| Reports  |                                      | Budget   |                     |              |
| Waiver Submissions<br>Applications Not Received<br>NSLP Verification Summary Report<br>Direct Certification<br>Deleted Sites<br>Claim Data Report<br>Summary Reports - Applications Submitted for Sponsor<br>Summary Reports - Applications Submitted for Sites<br>Summary Reports - List of Sites and Applications Submitted          |                                      | No WINS Budgets required.  |                     |              |


# Upload COMPLETE DISTRICTWIDE Enrollment File





**WINS**  
Web-based Illinois Nutrition System


ISBE HOME | LOGOUT  
SESSION 19:51  
TIMEOUT


 Nutrition


 Letter Notifications

 Sponsor Lookup

 Site Lookup

 Notes

 Admin

 Help

Organization ▶ Springfield SD 186   Type:Organization   RCDT ▶ 51-084-1860-25   Status: Approved   Program Year:2025   Program ▶ SNP   Meal Service ▶   Tier ▶   Review Dates ▶

**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**

**Select File:**  
[Choose File](#) No file chosen [Upload](#)

[Sample upload file](#)

- 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
- **Grade** is **not** required

|   | A         | B        | C        | D         | E      | F        | G         | H     | I |
|---|-----------|----------|----------|-----------|--------|----------|-----------|-------|---|
| 1 | FirstName | MiddleNa | LastName | Birthdate | Gender | SiteNumb | StudentId | Grade |   |
| 2 |           |          |          |           |        |          |           |       |   |
| 3 |           |          |          |           |        |          |           |       |   |
| 4 |           |          |          |           |        |          |           |       |   |
| 5 |           |          |          |           |        |          |           |       |   |
| 6 |           |          |          |           |        |          |           |       |   |

# Complete Districtwide Enrollment File as of April 1, 2025

| A         | B        | C        | D         | E      | F        | G         | H     |  |
|-----------|----------|----------|-----------|--------|----------|-----------|-------|--|
| FirstName | MiddleNa | LastName | Birthdate | Gender | SiteNumb | StudentId | Grade |  |
|           |          |          |           |        |          |           |       |  |
|           |          |          |           |        |          |           |       |  |
|           |          |          |           |        |          |           |       |  |
|           |          |          |           |        |          |           |       |  |
|           |          |          |           |        |          |           |       |  |

- 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
- **Grade** is **not** required

# Upload Student File Successfully

## 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.

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 320Type: 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](#)

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.

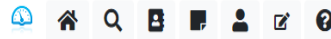
Error - File upload.

### 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                                 |                                  |             |
|---|-----------------------------|------------------|--------------------------------|----------------------------------|--|----------------------------------|-------------|
| No group exists                             |                             |                  |                                |                                  |  |                                  |             |
| <input type="checkbox"/> Select All Sites ⓘ |                             |                  |                                |                                  | <div>Download Unmatched Students</div> |                                  |             |
| 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%                           | <div></div> |
|   | Clark Elementary School     | 10268            | 198                            | 106                              | 53.54%                                 | 85.66%                           | <div></div> |
|   | Riverview Elementary School | 10269            | 214                            | 108                              | 50.47%                                 | 80.75%                           | <div></div> |
|   | South Beloit Jr High School | 43113            | 131                            | 66                               | 50.38%                                 | 80.61%                           | <div></div> |
|   | Blackhawk Elementary School | 49823            | 155                            | 79                               | 50.97%                                 | 81.55%                           | <div></div> |

- Does the Data look reasonable?
- Is enrollment complete?
- Are all sites included?
- Download Unmatched Students Report to review and determine if any are Identified Students

# Scenario #1: All sites in 1 group

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 |
|------------|----------------|------------------|-----------------------|--------------------------------|--------|
| A 5        | 961            | 473              | 49.22%                | 78.75%                         | Delete |

Save Continue

Clear All

Select All Sites 0

Download Unmatched Students

| Action | Site Name                   | Site Number | Total # of enrolled students 0 | Total # of identified students 0 | Identified student Percentage 0 | USDA Factor * [1.6] Percentage 0 | 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

Nutrition

Letter Notifications

Sponsor Lookup

Site Lookup

Notes

Admin

Add Review

Help

Organization ▶ J S Morton HSD 201

Type: Organization

RCDT ▶ 06-016-2010-17

Status: Approved

Program Year: 2024

Program ▶ SNP

Meal Service ▶

Tier ▶

Review Dates ▶

| Group Name | Enrolled Total | Identified Total | Identified Percentage | USDA Factor * [1.6] Percentage | Action |
|------------|----------------|------------------|-----------------------|--------------------------------|--------|
| A 1        | 5              | 1                | 20.00%                | 32.00%                         | Delete |
| B 2        | 4339           | 2935             | 67.64%                | 100.00%                        | Delete |
| C 1        | 3388           | 1956             | 57.73%                | 92.37%                         | Delete |

Save

Continue

Clear All

Select All Sites

Start Over

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 |
|--------|-----------------------------------|-------------|------------------------------|--------------------------------|-------------------------------|--------------------------------|-------|
|        | J Sterling Morton Alternative Sch | 61577       | 5                            | 1                              | 20.00%                        | 32.00%                         | A     |
|        | J Sterling Morton East High Sch   | 70320       | 3263                         | 2198                           | 67.36%                        | 100.00%                        | B     |
|        | J Sterling Morton Freshman Cntr   | 52718       | 1076                         | 737                            | 68.49%                        | 100.00%                        | B     |
|        | J Sterling Morton West High Sch   | 11572       | 3388                         | 1956                           | 57.73%                        | 92.37%                         | 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%                              | <div>A ▼</div>           |                                     |                          |                          |                          |                          |         |             |         |
| <div><div>ExcelPDFPrint</div><div>Search: <input type="text"/></div></div> |                    |             |                                |                                  |                                 |                                     |                          |                                     |                          |                          |                          |                          |         |             |         |
| 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"/> |         |             |         |
| X  |                    |             |                                |                                  |                                 | <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"/> |         |             |         |
| X  |                    |             |                                |                                  |                                 | <input checked="" 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"/> |         |             |         |
| X  |                    |             |                                |                                  |                                 | <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"/> |         |             |         |

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

Nutrition
Letter Notifications
Sponsor Lookup
Site Lookup
Notes
Admin
Add Review
Help

Organization ▶ J S Morton HSD 201
Type: Organization
RCDT ▶ 06-016-2010-17
Status: Approved
Program Year: 2024
Program ▶ SNP
Meal Service ▶
Tier ▶
Review Dates ▶

| Group Name | Enrolled Total | Identified Total | Identified Percentage | USDA Factor * [1.6] Percentage | Action |
|------------|----------------|------------------|-----------------------|--------------------------------|--------|
| A 1        | 5              | 1                | 20.00%                | 32.00%                         | Delete |
| B 2        | 4339           | 2935             | 67.64%                | 100.00%                        | Delete |
| C 1        | 3388           | 1956             | 57.73%                | 92.37%                         | Delete |

SaveContinue

Clear All

☒ Select All Sites

Start Over

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 |
|--------|-----------------------------------|-------------|------------------------------|--------------------------------|-------------------------------|--------------------------------|-------|
|        | J Sterling Morton Alternative Sch | 61577       | 5                            | 1                              | 20.00%                        | 32.00%                         | A     |
|        | J Sterling Morton East High Sch   | 70320       | 3263                         | 2198                           | 67.36%                        | 100.00%                        | B     |
|        | J Sterling Morton Freshman Cntr   | 52718       | 1076                         | 737                            | 68.49%                        | 100.00%                        | B     |
|        | J Sterling Morton West High Sch   | 11572       | 3388                         | 1956                           | 57.73%                        | 92.37%                         | 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            | Rate Percent             | Group Info         |
|---------------------------|--------------------------|--------------------|
| Identified Students: 2603 | CEP Eligibility: 61.51 % | Number of Sites: 8 |
| Enrollment: 4232          | Free Claiming %: 98.41 % | Begin Date:        |
| Modified Students: 0      | Paid Claiming %: 1.59 %  | End Date:          |

Rate Info

Average Breakfast Reimbursement: \$2.15

Average Lunch Reimbursement: \$3.38

1338-09010116022-A20

| Student Counts            | Rate Percent             | Group Info         |
|---------------------------|--------------------------|--------------------|
| Identified Students: 2603 | CEP Eligibility: 61.51 % | Number of Sites: 8 |
| Enrollment: 4232          | Free Claiming %: 98.41 % | Begin Date:        |
| Modified Students: 0      | Paid Claiming %: 1.59 %  | End Date:          |

# Status: Pending ISBE Approval

1328-49081041025-A21

Pending ISBE Approval

## Student Counts

Identified Students: 3795

Enrollment: 6065

Modified Students: 360

## 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**

**1692-51084186025-A22**

Approved

| Student Counts       |       | Rate Percent     |         | Group Info       |           |
|----------------------|-------|------------------|---------|------------------|-----------|
| Identified Students: | 8323  | CEP Eligibility: | 64.06 % | Number of Sites: | 33        |
| Enrollment:          | 12993 | Free Claiming %: | 100 %   | Begin Date:      | 7/1/2021  |
| Modified Students:   | 0     | Paid Claiming %: | 0 %     | End Date:        | 6/30/2025 |

**Rate Info**

Average Breakfast Reimbursement: **\$2.77**









Average Lunch Reimbursement: **\$4.37**

Withdraw

Delete

# WINS CEP Approval Letter

**WINS**  
Web-based Illinois Nutrition System




### Sponsor Lookup

Name / RCDT / City / Address / Zip






Program

Program Year

**Attachments**

 Your application is complete.

### Attachments

| Filename  | Desc.                           | Doc Type                | Expires | Last Update Date      |
|---|---------------------------------|-------------------------|---------|-----------------------|
|  ApprovalNslp_20250326_120022.pdf          | Auto-Generated Approval Letter  | Approval Letter         |         | 3/26/2025 12:00:23 AM |
|  ApprovalCep_20250325_122256.pdf           | Auto-Generated CEP Notification | CEP Approval Letter     |         | 3/25/2025 12:22:57 AM |
|  CepAnnualNotification_20250301_122437.pdf | Auto-Generated CEP Notification | CEP Annual Notification |         | 3/1/2025 12:24:37 AM  |
|  ApprovalNslp_20240917_120027.pdf          | Auto-Generated Approval Letter  | Approval Letter         |         | 9/17/2024 12:00:30 AM |
|  ApprovalCep_20240612_121928.pdf           | Auto-Generated CEP Notification | CEP Approval Letter     |         | 6/12/2024 12:19:30 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  |                                      | 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>Is Community Eligibility Provision (CEP) for you?</li> <li>CEP Group Information</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

2776-260000000000-A25

Approved

| Student Counts       |    |
|----------------------|----|
| Identified Students: | 20 |
| Enrollment:          | 33 |
| Modified Students:   | 0  |

| Rate Percent     |         |
|------------------|---------|
| CEP Eligibility: | 60.61 % |
| Free Claiming %: | 96.97 % |
| Paid Claiming %: | 3.03 %  |

| Group Info       |           |
|------------------|-----------|
| Number of Sites: | 3         |
| Begin Date:      | 7/1/2024  |
| End Date:        | 6/30/2028 |

Rate Info

Average Breakfast Reimbursement: **\$2.80**

Average Lunch Reimbursement: **\$4.43**

Withdraw

Delete

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

**2122-000-0000-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

**2124-000-0000-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

OF

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



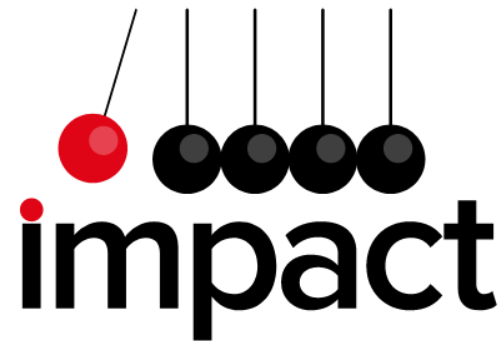
$$44.44 * 1.6 = 71.10\%$$

| SiteNumber | Identified Students | Enrollment | Identified Students % |
|------------|---------------------|------------|-----------------------|
| 62631      | 4                   | 9          | 44.44                 |
| 12960      | 12                  | 19         | 63.16                 |
| 62632      | 4                   | 5          | 80                    |

- 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>

# 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
  - Summer EBT



# Gathering Socioeconomic Status

- Schools participating in CEP will 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 including Summer EBT.
- 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.

# Household and Income Form

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

**HOUSEHOLD AND INCOME FORM**

\_\_\_\_\_ 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 children may qualify for, please complete, sign and return this application to \_\_\_\_\_.

1. All Household Members

| NAMES OF ALL HOUSEHOLD MEMBERS<br>(First, Middle Initial, Last) | Is Student at School Name | Is Homeless or Runaway | SNAP OR TANF CASE NUMBER (If any, for each household member, enter to Part 4 if you file a SNAP or TANF case number) |   |   |   |   |   |   |   |   |    |    |    | Check if NO active | Check if Foster Care |
|---|---------------------------|------------------------|--|---|---|---|---|---|---|---|---|----|----|----|--------------------|----------------------|
|   |                           |                        | 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<br>(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, Sick Pay, 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 (Enter income only if different frequency 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 ☐ SNAP or TANF ☐ Refused based on: ☐ Income too high ☐ Paid—Reason: ☐ Temporary: ☐ New (INSTITUTION is 45 days max)  
☐ Migrant ☐ Foster child ☐ Incomplete application ☐ Reduced ☐ Date Withdrawn: \_\_\_\_\_  
☐ Runaway ☐ Household's income ☐ Signature of Determining Official \_\_\_\_\_  
☐ Head Start

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)696-6541 (Voice). Individuals who are hearing impaired or have speech disabilities may contact U.S. DOE through the Federal Relay Service at (800) 877-4336 or (800) 844-1330 (Toll-free). The U.S. Department of Education is an equal opportunity provider and employer.

69-72 School Year 2011-2011 CEO (R/1)

Print | Reset Form

- ISBE Sample Household & Income Form (ISBE Form 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 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.

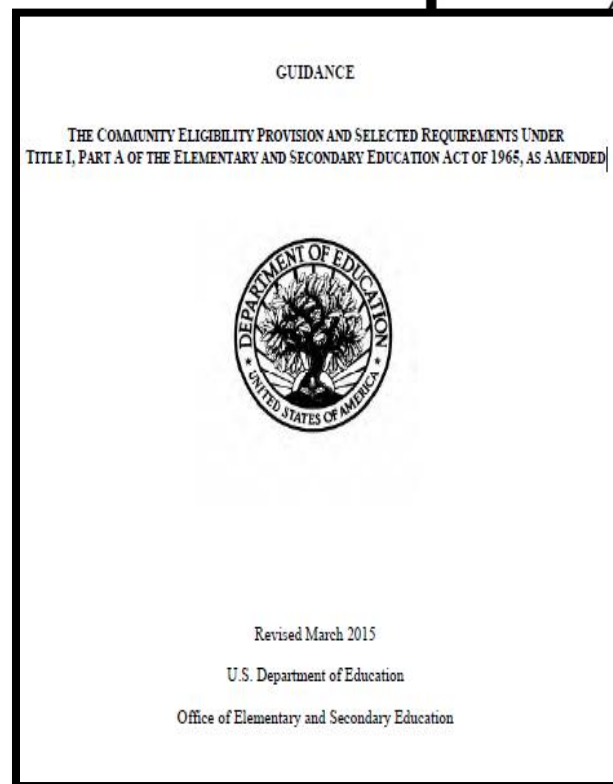


# TITLE I, PART A OF THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965, AS AMENDED

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

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)



WITHIN-DISTRICT ALLOCATIONS  
UNDER TITLE I, PART A OF THE  
ELEMENTARY AND SECONDARY  
EDUCATION ACT OF 1965,  
AS AMENDED



Regulatory Guidance  
February 2022

# 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 41)
- Most current guidance regarding E-Rate
  - USDA Policy Memo SP08-2015 Nov 21, 2014
    - <https://www.isbe.net/Documents/usac-erate-ltr.pdf>

# CEP and Summer EBT 2025 and beyond

- The Illinois Summer EBT Plan is Pending USDA Approval.
- Under SEBT, only those students that meet income eligibility requirements for free or reduced-price school meals are eligible for Summer EBT benefits. (\$120 per eligible student)
- Beginning in 2025, at CEP approved schools, while ISBE will pull all low-income eligible students from the Student Information System (SIS), only students directly certified for meal benefits will be SEBT eligible.
- All other CEP enrolled students, will need to submit a SEBT application through DHS.
  - This is anticipated to open in early April 2025.
  - More information will be shared soon.

# Annual CEP Notification to Households

- 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,

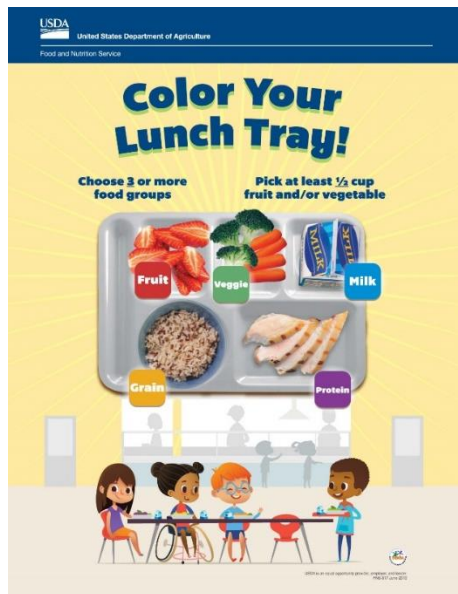
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national 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](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.

# 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               |
|-----|-------|-----------------------|
| 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 |  |
| CEP |  |
| CEP |  |
| 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   | <b>Statistics</b> |
| Statistics    |                   |
| Claim Summary |                   |

**School Breakfast**

|              |     |
|--------------|-----|
| Enrollment   | 325 |
| ADA          | 291 |
| CEP Eligible | 325 |

**After School Snack**

|               |    |
|---------------|----|
| Enrollment    | 59 |
| ADA           | 46 |
| Free Eligible | 59 |

**National School Lunch**

|              |     |
|--------------|-----|
| Enrollment   | 325 |
| ADA          | 291 |
| CEP Eligible | 325 |

[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

# 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 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 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



## CEP Timelines – SY2025-2026 Implementation



**April 1, 2025:** Determine the Number of Identified Students and Enrollment. Maintain proper documentation for both the Identified Students and enrollment.

**April 1, 2025:** Complete CEP Application via the online *CEP Evaluation and Application Module*, available in *WINS*.

**June 30, 2025:** Deadline to apply to participate in CEP for SY2025-2026.

**June 30, 2025:** Deadline to withdrawal from CEP.

\* CEP applications may be submitted for NEW sites prior to the site claiming meals in WINS, when the NEW site is making program application.





- **CEP Grouping Tool:** This tool allows school districts and other stakeholders to strategically group schools to maximize the federal funding a school district will receive if they adopt community eligibility.
- **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>



<https://bestpractices.nokidhungry.org/programs/community-eligibility-provision>

- Outreach Resources
  - School Administrators
  - School Business Officials
  - Community/Parents
- CEP Calculators



### THE COMMUNITY ELIGIBILITY PROVISION (CEP)

#### What is CEP?

CEP is a federal reimbursement option for schools participating in the National School Lunch Program and School Breakfast Program. It was permanently authorized nationwide by the Healthy, Hunger-Free Kids Act of 2010.

#### Key Features

- Schools that elect CEP serve meals to all students at no cost to them.
- CEP eliminates the need to gather household income information or claim meal reimbursements according to student eligibility status.
- Participating schools receive per-meal funding based on a formula that uses data from other public benefit programs.

#### How Does CEP Work?

**Eligibility** - A school is eligible for CEP if at least 40 percent of enrolled students participate in certain public benefit programs like the Supplemental Nutrition Assistance Program (SNAP) or are identified as being automatically eligible for free school meals, such as children experiencing homelessness. This percentage – known as the identified student percentage or ISP – is determined largely through a data matching process called direct certification, which schools are required to do for other purposes. Schools can operate under CEP for four years before redetermining their eligibility.

**Funding** - The ISP is multiplied by 1.6 to approximate the total percentage of students eligible for free school meals had applications been collected. Schools are reimbursed at the highest level, the "free" rate, for that percentage of meals served and receive the lower "paid" rate for the remaining meals. For example, a school with a 62.5 percent ISP would receive the free rate for 100 percent of meals served, while a 55 percent ISP would receive the free rate for 88 percent of meals served and the paid rate for the other 12 percent of meals served.

**Election** - A district could elect CEP for a single eligible school, multiple eligible schools, or the entire district. The district may also group schools together to optimize the ISP across schools. The grouping can include schools with an individual ISP below 40 percent as long as the group's ISP is at least 40 percent.

#### Why CEP?

##### Benefits for Students & Families

- Promotes equity by ensuring all children have equal access to nutritious meals, like they do for desks and textbooks.
- Removes the requirement to complete an application to receive free or reduced-price school meals, which may be challenging due to language or literacy barriers or fear related to immigration status.
- Eliminates out-of-pocket meal costs for all families, benefiting families struggling to make ends meet but just above the cut-off for free and reduced-price meals.
- Reduces stigma around school meals.
- Improves student attendance and test scores, and reduces disciplinary referrals across all grade levels.

##### Benefits for Schools & School Districts

- Eliminates school meal debt – no more alternative meals, debt collecting or negative press.
- Significantly reduces administrative burden.
- Can generate revenue for school nutrition budgets.
- Makes it easier to serve meals in the classroom.
- Does **not** negatively impact the amount of federal Title I education funds a district receives.

Learn more about CEP at [bestpractices.nokidhungry.org/cep](https://bestpractices.nokidhungry.org/cep)





# Questions?

## Websites:

- <https://www.isbe.net/CEP>
- [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/Documents/CEP-Quick-Reference-Guide.pdf>
- <https://www.isbe.net/Documents/cep-plan-implement-guidance1601.pdf>

# Nutrition Department

## Illinois State Board of Education

**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))

Thank you