



Community Eligibility Provision (CEP)

Illinois State Board of Education
Nutrition Division

SNP B2S Conference – July 2019

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Agenda

- Overview of CEP
- Program Requirements
- Identified Students
- Claiming
- Worksheets
- Impact on Other Programs
- CEP Evaluation and Application Module – New for SY19-20 Applications
- Application & Timelines



What is CEP?

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



To be eligible for CEP, a school must:

- Have a minimum level (40%) '*Identified Students*' as of April 1 in the year prior to implementing CEP;
- Agree to serve 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;
- 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.



Determining School Eligibility

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

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

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

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



What 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 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)



Who are **NOT** 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 on a Household Eligibility Application.
- Identified Student numbers **do not** include:
 - SNAP/TANF number on an application
 - Foster child marked on a household application
 - Homeless, Migrant, Runaway marked on a household application (without a signature from that programs coordinator)
 - Submission of a household application based on income





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 SY20-21 = April 1, 2020).
- ISBE recommends that ALL LEAs conduct monthly direct certification.
- 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 they can be counted as Identified Students.



Overview of Determining Claim Percentages

- Reimbursement for a school in the First Year under CEP is based on the percentage *Identified Students* as of April 1 of the school year prior to the First Year of electing benefits.
 - For SY16-17 – use April 1, 2016 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 are guaranteed for a period of four school years and may be increased if Identified Student percentages increase for that school/group of schools/district.





Example:

- *Identified Student percentage* as of April 1, 2020:
Identified Students (300) divided by enrollment (557) =
53.86%
- Multiply by the USDA factor of 1.6: $0.5386 \times 1.6 = .8618$
- Of the total meals claimed,
 - 86.18% reimbursed at the FREE rate
 - 13.82% reimbursed at the PAID rate.
 - Average Reimbursement: \$1.92 for Breakfast, \$3.01 for Lunch





How can CEP be set-up?

- **By individual school site**
 - Each site can apply to be an individual CEP site.
- **By group/groups of school sites**
 - Groups of schools can be put together and a claiming % for each group will be determined. There is no limit to the number of groups.
 - Some sites could be individual and some could be in groups within the same school district.
- **By District**
 - All sites in the district are a part of 1 group. All sites will have the same claiming %.



Claiming Meals 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.



Meal Counting and Claiming



- Complete the CEP Meal Count Edit Form monthly for each school site (even if grouped for CEP, a separate meal count edit form is required for each school site)



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.



What information is needed to complete the CEP worksheet?

- Determine if you want to do the worksheet by individual site or group.
- Claim data:
 - 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!!!



Illinois State Board of Education

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



CEP Participation: Impact on Other Programs

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



Gathering Socioeconomic Status



- Schools participating in CEP may still need to collect individual socioeconomic status of students in CEP schools for other programs. This data is NOT needed for the meal programs but potentially for other programs.
- 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	Is listed at School Name	Is listed as 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 Foster Child			
			1	2	3	4	5	6	7	8	9	10	11	12				
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
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			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

2. Homeless, Migrant, Runaway, or Head Start
 Homeless Migrant Runaway Head Start

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

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

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

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

SCHOOL USE ONLY

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

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

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

Reduced based on:
 household's income

Paid—Reason:
 Income too high Incomplete application

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

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.

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

Sample Household & Income Form – May be used locally to gather individual student socioeconomic status.



Illinois School Fee Waiver Process

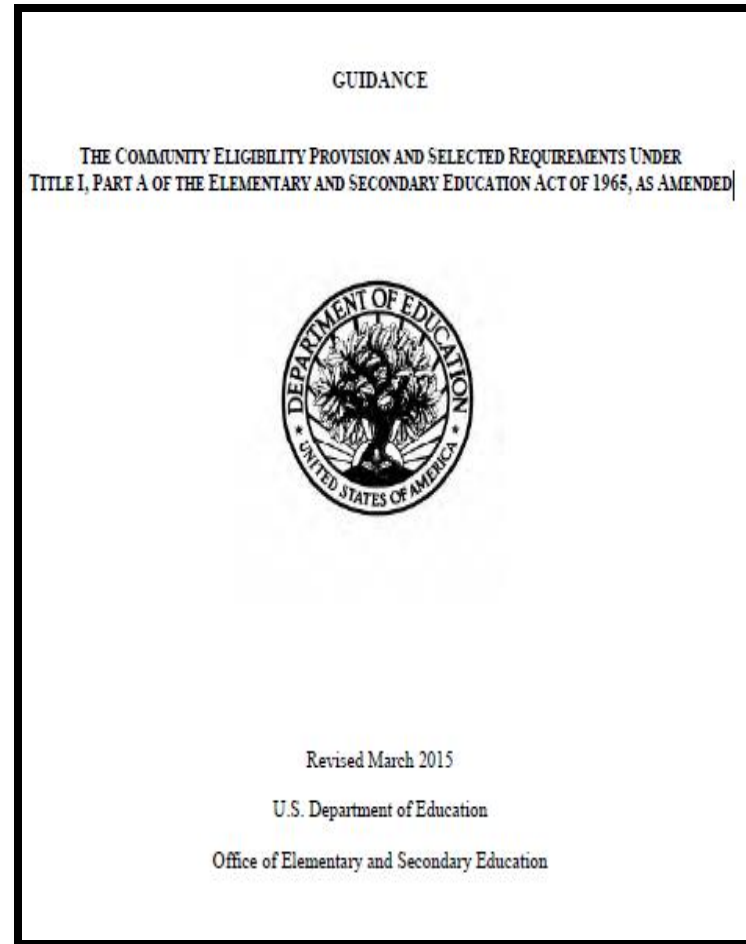
- Under **Illinois** law, school districts are required to waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board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



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

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

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





E-Rate

- The Universal Service Schools and Libraries Program, commonly known as “E-rate,” provides discounts of up to 90 percent to help eligible schools and libraries in the United States obtain affordable telecommunications and internet access.
- The new rules require school districts to determine the E-Rate discount for the entire district, rather than for individual schools, by dividing the number of students eligible for free and reduced-price meals in the district by the district’s total enrollment.
 - Schools electing CEP will use their Identified Student Percentage (ISP) multiplied by the CEP multiplier (currently 1.6) for the purposes of determining the number of free and reduced-price eligible students.
- Most current guidance regarding E-Rate
 - USDA Policy Memo SP08-2015 Nov 21, 2014



Community Eligibility Provision (CEP) Evaluation and Application Module

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, 2020. 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 application prior to June 30, 2020.



WINS Web-based Illinois Nutrition System



Sponsor Lookup

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

Your application is complete.

Alerts [-]

Questionnaire: 2020 Please complete the SNP sponsor questionnaire.

Show existing site alerts

Comments/Notes [-]

Entered for testing purposes

Show existing site notes

County of Winnebago SD 320 (04-101-3200-26)

To change the contact information, please refer to the instructions under the Help/Question icon at the top of the screen.

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

Mailing Address	District Superintendent (Auth. Rep.)	Delivery Address
County of Winnebago SD 320 850 Hayes Ave South Beloit, IL, 61080-2119(Winnebago) Show Map	Name: Mr. Scott L Fisher Title: Business: (815) 389-3478 Fax: (815) 389-3477 Email: sfisher@sb320.org	County of Winnebago SD 320 850 Hayes Ave South Beloit, IL, 61080-2119(Winnebago) Show Map
Sponsor Contact	Sponsor Claim Contact	
Name: Donald W. Ramboldt Title: Food Service Director Business: (815) 389-9177 Fax: (815) 389-3477 Email: dramboldt@sb320.org	Name: Donald Ramboldt Title: Food Service Director Business: (815) 389-9177 Fax: (815) 389-3477 Email: dramboldt@sb320.org	

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Administrative Tasks				
Sponsor Tasks		Site Application Tasks		
Batch Daily Meal Counts		<input checked="" type="checkbox"/> Enroll Site In New Program		
Batch Participation Detail		<input checked="" type="checkbox"/> Edit Site Questionnaire		
Is Community Eligibility Provision (CEP) for you?		<input checked="" type="checkbox"/> Edit Program Participation		
CEP Approval Information		<input checked="" type="checkbox"/> Edit Participation Detail		
Add New Site				
Deactivate/Re-activate Site(s)				
Deactivate Sponsor				
Review Citation Responses				



WINS Web-based Illinois Nutrition System



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

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Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
Administrative Tasks				
Sponsor Tasks		Site Application Tasks		
Batch Daily Meal Counts	Batch Participation Detail	Enroll Site In New Program	Edit Site Questionnaire	Edit Program Participation
Is Community Eligibility Provision (CEP) for you?	CEP Approval Information	Edit Participation Detail		
Add New Site	Deactivate/Re-activate Site(s)			
Deactivate Sponsor	Review Citation Responses			



CEP Approval Information

1048-04101205025-A16

Approved

Student Counts

Identified Students:	18888
Enrollment:	27323
Modified Students:	0

Rate Percent

CEP Eligibility:	69.13 %
Free Claiming %:	100 %
Paid Claiming %:	0 %

Group Info

Number of Sites:	47
Begin Date:	7/1/2015
End Date:	6/30/2019

Rate Info

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

Withdraw



1327-04101205025-A20

Approved

Student Counts

Identified Students:	17578
Enrollment:	27705
Modified Students:	0

Rate Percent

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

Group Info

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

Rate Info

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

Withdraw



Back

Excel PDF Print

Search...

Action	SiteName	SiteNumber	Identified Students	Enrollment	Identified Students %	GroupName
	Abraham Lincoln Middle School	10221	528	695	75.97	1048-04101205025-A16
	AC Thompson Elem School	10249	196	295	66.44	1048-04101205025-A16
	Arthur Froberg Elem School	10231	283	445	63.6	1048-04101205025-A16
	Auburn High School	10215	1139	1771	64.31	1048-04101205025-A16
	Barbour Two-Way Lang Immersion	10222	512	668	76.65	1048-04101205025-A16
	Bernard W Flinn Middle School	10220	665	1011	65.78	1048-04101205025-A16
	Beyer Elem School	10223	338	375	90.13	1048-04101205025-A16





QUICK REFERENCE GUIDE

CEP Evaluation & Application Module

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

Accessing the Module

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

Uploading an Enrollment File

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

Submit the CEP Application

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

Grouping Sites

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

Maximize Identified Students

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

Review and Evaluate Results

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



CEP Timelines – SY2020-2021 Implementation

April 1, 2020: Determine the Number of Identified Students and Enrollment. Maintain proper documentation for both the Identified Students and enrollment.



April 1, 2020: Complete CEP Application via the online *CEP Evaluation and Application Module*, available in *WINS*.

June 30, 2020: Deadline to apply to participate in CEP for SY2020-2021.



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/Pages/School-Fee-Waivers.aspx>
- <https://www.isbe.net/Documents/CEP-Quick-Reference-Guide.pdf>



Contact Us



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