**LEA Notification of Eligibility for District-Wide Community Eligibility Provision**

**Implementation Date**: January 2019

**Revised Date**:Decmeber 2020

**Next Review Date**: December 2021

**Purpose**: This procedure is used to annually notify LEAs of their district-wide eligibility to participate in Community Eligibility Provision (CEP).

**Applicable Audience**:

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| Office | Division | Section | Position |
| School Finance & Operations | Child Nutrition | NSLP |  |
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**Definitions**:

Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas.

Direct Certification (DC)means the process of establishing children's categorical eligibility for benefits by obtaining documentation directly from the State or local SNAP, TANF, or FDPIR office that the children are from households currently receiving SNAP, TANF, or FDPIR benefits. Households determined eligible for benefits through direct certifications are not required to submit a free and reduced price application to the school.

Food and Nutrition Service (FNS)  is an agency of the [United States Department of Agriculture](https://en.wikipedia.org/wiki/United_States_Department_of_Agriculture) (USDA). The FNS is the federal agency responsible for administering the nation’s domestic nutrition assistance programs. The service helps to address the issue of [hunger in the United States](https://en.wikipedia.org/wiki/Hunger_in_the_United_States).

Identified Student Percentage (ISP) is the percentage of enrolled students who are categorically eligible for free meals based on participation in another, specific assistance program.

Local educational agency (LEA) means a public board of education or other public or private nonprofit authority legally constituted within a state having administrative control of schools.

State Agency (SA) State of Maine

**Statutes, Rules or References**:

7CFR 245

SP 11-2018

**Tasks, Responsibilities and Accountabilities**:

**Procedure**:

1. Annually, on or around March 15th, the SA Special Provision Specialist will create a list of LEAs and their percentage of directly certified students to enrollment.
2. School-level eligibility data from the current school year will be provided from LEAs and Maine DOE data to generate this list of schools with an Identified Student percentage (ISP)
3. The list will identify that meet the following requirements and MEDOE will notify each LEA of their Community Eligibility Status no later than April 15th annually. MEDOE must notify:

* LEAs with an identified student percentage of at least 40 percent district wide, of the potential to participate in community eligibility in the subsequent year; the estimated cash assistance the local educational agency would receive; and the procedures to participate in community eligibility.
* LEAs with an identified student percentage that is less than 40 percent district wide but greater than or equal to 30 percent, that they may be eligible to participate in community eligibility in the subsequent year if they meet the eligibility requirements set forth in paragraph (f)(3) of this section as of April 1.
* LEAs currently using community eligibility district wide, of the options available in establishing claiming percentages for next school year.
* LEAs currently in year 4 with an identified student percentage district wide that is less than 40 percent but greater than or equal to 30 percent, of the grace year eligibility.

1. The list will be posted on the SA website under Special Provisions and submitted to FNS. This will be done annually by April 1st to meet the April 15 deadline.
2. Prior to May 1of each year, LEAs will be notified through the SA listserv of the CEP annual notification list on the SA website.
3. The web page address will be forwarded to USDA [cepnotification@fns.usda.gov](mailto:cepnotification@fns.usda.gov)

**Roles**:

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| --- | --- | --- | --- |
| Key Contact | Position | Email | Phone Number |
| Walter Beesley | Child Nutrition Director | [Walter.beesley@maine.gov](mailto:Walter.beesley@maine.gov) | 624-6875 |
| David Hartley | Special Provision Specialist | [David.hartley@maine.gov](mailto:David.hartley@maine.gov) | 624-6878 |

**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

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| Version | Revision Log | Date |
| Version 1.0 | Initial Publication | January 2019 |
| Version 1.1 | Revision | June 2019 |
| Version 1.2 | Revision | October 2019 |
| Version 1.3 | Reformat | June 2020 |
| Version 1.4 | Revision | December 2020 |

Date: Manager Signature:

Date: Division Director Signature: