



Child Nutrition
Maine Department of Education

COMMUNITY ELIGIBILITY PROVISION

February 15, 2022

Abbreviations

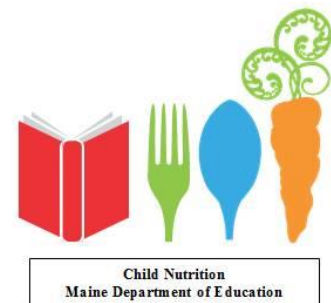
- CEP: Community Eligibility Provision
- DC: Direct Certification
- ISP: Identified Student Percentage

- NO Child Nutrition Meal Benefit applications are collected at any time when participating in CEP.



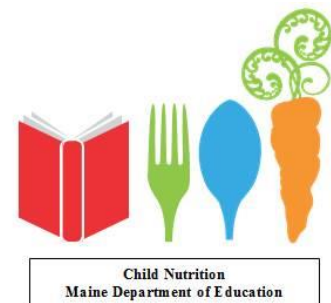
Why CEP?

- No applications to collect and processed
- No Verification
- Simple meal accountability
 - Thereby saving time!!!
- Could save the State of Maine money in providing universal free meals in school



What is Community Eligibility Provision (CEP)

- 4-year program
- District DOES NOT collect Child Nutrition Meal benefit applications
- Claiming is based on percentage of students enrolled and listed on the DC list, homeless, migrant, Headstart



How is a District/School Eligible

- 40% of students enrolled are free based on the Direct Certification list, homeless, migrant, TANF, Foster, HeadStart as of April 1st
- **NO** applications are used to make these determinations.
- NO rounding up. 39.99 % does not qualify.



Extended Benefits

- Families living together as one economic unit, one family is on the DC list, other family is not on the DC list, all children living in the household qualify.
- Family Household does not apply to Homeless, Migrant, Foster, Headstart.



Direct Certification list

- The DC list has the status of the student listed:

S-SNAP
T-TANF
B-both SNAP & TANF
M-Migrant
F-Foster
H-Homeless

- S, T, B applies to household
- M, F, H only applies to student listed



Election and Eligibility Criteria

- LEAs may elect the Provision for:
 - all district schools, District Wide
 - a group(s) of schools or
 - an individual school
- Eligible school or group of schools must have an identified student percentage of at least 40% by April 1st of the school year prior to implementing CEP.
- Election to participate is an LEA level decision but requires concurrence from the State agency.



First Step

- Determine if the District or group of schools is eligible to participate
- Superintendent must email ME Child Nutrition with intent to participate: david.hartley@maine.gov by June 30th of the year prior to beginning
- Agreement will be sent to Supt. to sign stating intention to participate, listing schools interested
- Agreement will be signed by ME Child Nutrition and returned to District



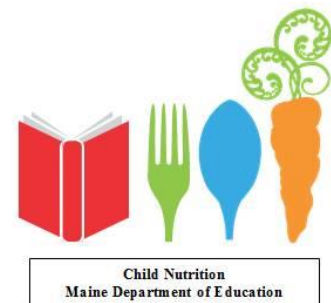
First Steps-Continued

- A media release must be sent stating the intention to participate. Sample can be found on the ME Child Nutrition web site:
- <https://www.maine.gov/doe/schools/nutrition/programs/nslp/specialprovisions>
- Copy must be maintained.



First Steps-Continued

The LEA agrees to update and amend its Free and Reduced-Price Policy Statement to include participation in Community Eligibility Provision and submit it to MEDOE any time a new base year is established, or an extension is requested.



Example to qualify

Enrolled

1,555

Eligible

623

% Eligible

40.06%, District is
Eligible.

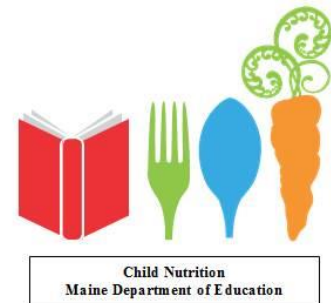
* 1.6 multiplier = 64.10% free claiming
percentage, 35.90% paid claiming



Example to NOT qualify

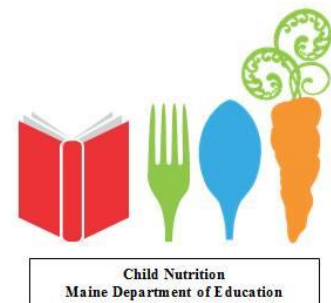
Enrolled	1,555
Eligible	621
% Eligible	39.94%, District is NOT Eligible.

Think about Provision II !!



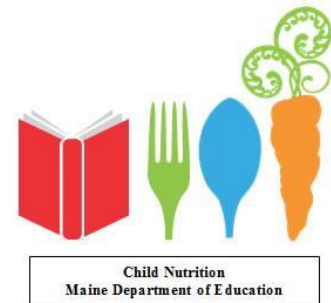
Sweet Spot

- 62.50 % eligible - ISP
- * 1.6 multiplier
- = 100% claiming free



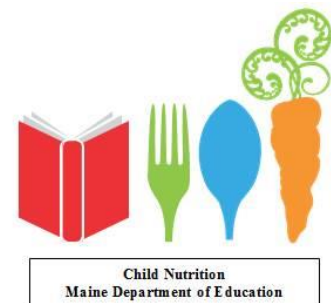
Documentation

- Must be submitted securely.
- You will be sent a link to be used to upload the data.
- Title documents specifically
 - Example: RSU 99 Enrollment
RSU 99 DC list
- Each item is uploaded separately



Submit Documentation

- When ready to submit documentation email david.hartley@maine.gov
- You will receive an email with a link to upload the documentation securely.



What must be submitted

- Student enrollment to include school name – excel or compatible program
 - Dated
- DC list – either the excel download or printed from web
 - Dated



Master Enrollment List

- DC eligible students on the master list noted.
 - If student is eligible because of household status, and not on the DC list, this must be noted with what DC student is in the household to include the address for all students at that address.
- Homeless, Migrant, Foster must be noted. The homeless, migrant liaison notification letter to the approving officer must be included. The notice must include the student names, date of notice and the Homeless/Migrant Liaison name.



Group ISP

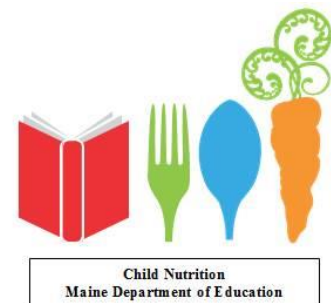
- Flintstone School ISP 49.80%
- Pretorius School ISP 69.55%
- Bundy School ISP 35.68%
 - You do not average the above percents
- Combined 49.61%
 - Total Enrollment: 1,270
 - Total DC: 630 = 49.61%
- Free Claiming $49.61\% * 1.6 = 79.37\%$



Adjustments

- During years 2, 3 and 4, the LEA/school may adjust upward the claiming percentage based on April 1st data that shows improved claiming eligibility, a new ISP numbers can be completed, creating a new year one.

If numbers reduced a new year is not required



State Approval Process

- An LEA must obtain State agency concurrence to elect CEP.
- The State agency **must** review documentation submitted by the LEA to ensure the LEA/school:
 - Meets the minimum identified student percentage
 - Participates in both the NSLP and SBP
 - Has a record of administering the meal program in accordance with program regulations



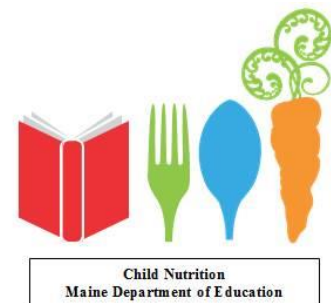
Eligibility Validation

- Once the documentation has been validated and the free claiming percentage determined, an agreement will be completed.
- This will contain the schools participating and the claiming percentages that will be used during the 4-years the agreement will be in effect.



What documents to maintain?

- The District is required to maintain all documentation used to determine the claiming percentages
- It might be requested during an Administration review to validate.



CNPweb Annual Agreement Site Info Sheet

- #38 Drop down select:

National School Lunch Program

38. Participation: ▼

- #46 Drop down select:

School Breakfast Program

46. Participation: ▼



CNPweb Annual Agreement Site Info Sheet

To be completed by State Agency using Data
Supplied and Validated

- #30 Total Enrollment
- #31 Site – Identified Students
 - For the school entering information about
- #34 CEP ISP%: either for this individual school or the group of schools that will be participating
- #35 “Group Name” if needed
- #37 “CEP Year 1”



October Survey

- Will be completed
- For Free eligible students, multiply your free claiming percentage by current enrollment
 - 200 students enrolled
 - Free Claiming Percentage $62.50\% * 200 = 125$
 - Reduced: none in CEP
 - Paid Claiming Percentage: $37.50\% * 200 = 75$



Verification

- Verification is not completed, if District wide CEP
- CNPWeb annual Agreement
 - If District wide CEP:

Type of Verification

Verification is required for all SFAs participating in the National School Lunch Program.

33. Basic Alternate 3% Alternate 1% Plus No Verification Required, Submission of Verification Report is Required

- If not District wide CEP select “Basic”



Claiming

- Count number of reimbursable meals served to students by type of meal: breakfast or lunch.
- Enter TOTAL number of meals, by meal type, breakfast or lunch, served, to students in CNPweb claiming system
- CNPweb will calculate the number of meals to be claimed for Free and Paid reimbursement



Claiming

42.06% ISP

*

1.6 Multiplier

=

67.30% of meals served are Free Meals

Claiming % is rounded to two decimals

32.70% of meals claimed are Paid Meals.

No Reduced Reimbursement.



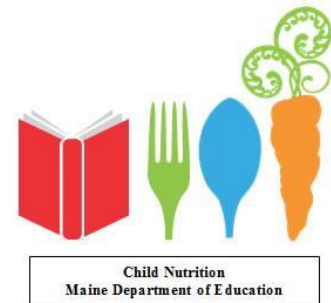
Claiming

- Enter total number of reimbursable lunches served: 1,154
 - CNPweb $1,154 * 67.30\% = 777$ lunches free
 - 377 lunches paid
- Enter total number of reimbursable breakfasts served: 986
 - CNPweb $986 * 67.30\% = 664$ breakfast free
 - 322 breakfast paid



More Information

- <https://www.maine.gov/doe/schools/nutrition/programs/nslp/specialprovisions>
- Questions: david.hartley@maine.gov
207-624-6878



QUESTIONS

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