

CEP Base Year Instruction

The LEA, group of schools, or school that intend to elect the Community Eligibility Provision (CEP) for school year 2023 must submit to the State Agency documentation demonstrating the LEA, group of schools, or school meets the identified student percentage by no later than June 30, 2022 of the school year prior to CEP implementation.

- The data submitted must be in excel or compatible program.
- The student enrollment master list must include the school each child attends. The date the master list was created must be indicated.
- The DC list must be downloaded into excel, and date of download must be indicated.
- The DC eligible students on the master list must be designated.
- 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
- 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.

This data must be determined by April 1st of the school year prior to CEP election

These documents must be submitted to the Maine Child Nutrition office by June 30th of the school year prior to CEP election

After the data is validated the Participation Agreement for the Community Eligibility Provision will be sent to the Legal Agent for approval and signature.