

The LEA, group of schools (schools participating), or school that intend to elect the Community Eligibility Provision (CEP) for school year 2025 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, 2024.

- The data submitted must be in excel or an excel compatible program.
 - Student enrollment master list, all students enrolled
 - Direct Certification list downloaded from NEO.
 - This can be included in one document with sperate tabs for each or separate documents for each.
- The student benefit issuance master list must be in excel or compatible program. The date the master list was created must be indicated. This list must include:
 - Student Name – all enrolled students (F,R & P)
 - School Student attends
 - Student Determining Status
 - SNAP
 - TANF
 - Homeless
 - Migrant
 - Headstart
 - Student eligibility because of household status, and not on the DC list, this must be noted with what DC student is in the household by included the household address for both.
 - Data extraction date.
- The DC list must be downloaded into excel, and date of download must be indicated.
- Homeless, Migrant, Foster, Head Start must be noted. The Homeless, Migrant, Head Start notification letter sent to the approving officer must be included. The notice must include the student names, date of notice and the Liaison name.
- Using the information above include the number of enrolled students and the number of Identified Eligible Students. Calculate the Free claiming percentage. Include this information with the data submitted.

This data must be determined as of 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 for approval.

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

Once the data is validated and the Participation Agreement is signed and returned to the District, the District can move forward.

For questions and assistance in the process contact David Hartley at 207-624-6878 or email david.hartley@maine.gov

Once the data is ready to submit contact David Hartley for instructions to submit the data.

This will be done in CNPweb.