

COMMUNITY ELIGIBILITY PROVISION (CEP) & PROVISION 2 (P2) QUICK GUIDE

School Nutrition Programs

Both the Community Eligibility Provision (CEP) and Provision 2 (P2) allow schools to serve meals at no charge to all students while reducing administrative burden. However, the requirements for eligibility determinations, meal counting, and claiming differ.

Topic	Community Eligibility Provision (CEP)	Provision 2 (P2) <i>If ineligible for CEP</i>
Participation Criteria	All schools or groups of schools with an identified student percentage (ISP) of $\geq 25\%$ based off April 1 data of the school year prior to implementing CEP. "60/40" schools are not eligible.	All schools, excluding "60/40" schools, may participate.
Duration	4 years	4 years: Base Year + 3 non-base Years
Meals served at no charge	Yes	Yes
Free/Reduced Meal Applications	Must NOT be distributed	Yes, base Year only. Must not be distributed in non-base years.
Free/Reduced Verification	No	Yes, base Year only. Verification not conducted in non-base years.
Meal Counting	Meals must be counted at the point of service. It is best practice to count meals by student name however this is not required if safeguards are in place to prevent the claiming of second meals.	Base Year: meals must be counted at the point of service by student's eligibility status (Free, Reduced, and Paid); Years 2, 3, & 4: It is best practice to count meals by student name however this is not required if safeguards are in place to prevent the claiming of second meals.
Claiming & Reimbursement	Federal reimbursement is based on claiming percentages derived from the percentage of identified students multiplied by a factor of 1.6. The difference is reimbursed in the 'paid' category.	<u>Base Year</u> : Federal reimbursement by eligibility category for meals served (free, reduced, paid). <u>Non-base Years 2–4</u> : Federal reimbursement is determined by applying the

	State funds cover the difference between the free & paid reimbursement rates for schools that qualify for Maine's no charge meals.	percentages of free, reduced, and paid meals served during the base year to the total meal count for the claiming month.
Documentation	April 1 student enrollment April 1 direct certification: SNAP/TANF/Homeless/Foster/Medicaid Free	Student eligibility documents (F/R applications, direct certification, ...) from the base year

Tips

- ☐ Configure point-of-service meal counting systems to count reimbursable student meals based on participation in CEP or P2.
- ☐ Communicate with administration that free/reduced applications will not be distributed & remind administration to establish an alternative income collection process if needed to collect individual student income eligibility for other programs, unless P2 base year.
- ☐ Maintain all supporting documentation used to support the participation criteria for the duration of the cycle:
 - CEP: Student enrollment lists and direct certification documentation
 - P2: Base year student eligibility documentation and meal counts
- ☐ Calculate April 1 Identified Student Percentage (ISP) for CEP each year to determine if a higher claiming percentage is an option or, for P2, to determine eligibility for CEP.

Key Dates

Timeframe	Community Eligibility Provision (CEP)	Special Provision 2 (SP2)
July 1 – Start of School Year	Configure electronic point-of-service systems as CEP Do not distribute F/R Meal Application Perform Direct Certification Matches	Configure electronic point-of-service systems as SP2 Perform Direct Certification Matches <u>Base Year only</u> – distribute and process F/R applications, determine eligibility, count meals by F/R/P category
March	Prepare to calculate Identified Student Percentage (ISP).	Prepare to calculate Identified Student Percentage (ISP) to determine future eligibility for CEP.
April 1	Download in Excel a list of students enrolled in the district. Download in Excel the direct certification list. Obtain information about students identified as homeless and/or migrant.	Download in Excel a list of students enrolled in the district. Download in Excel the direct certification list. Obtain information about students identified as homeless and/or migrant.
April	!!Calculate Identified Student Percentage (ISP) using students directly certified or otherwise categorically eligible and total enrollment as of April 1.	!!Calculate Identified Student Percentage (ISP) to determine eligibility for CEP.
June 30	Submit CEP election to the State Agency for the upcoming school year (new participants, renewals, or regroupings).	If switching to CEP for the upcoming year, submit CEP election to the State Agency.