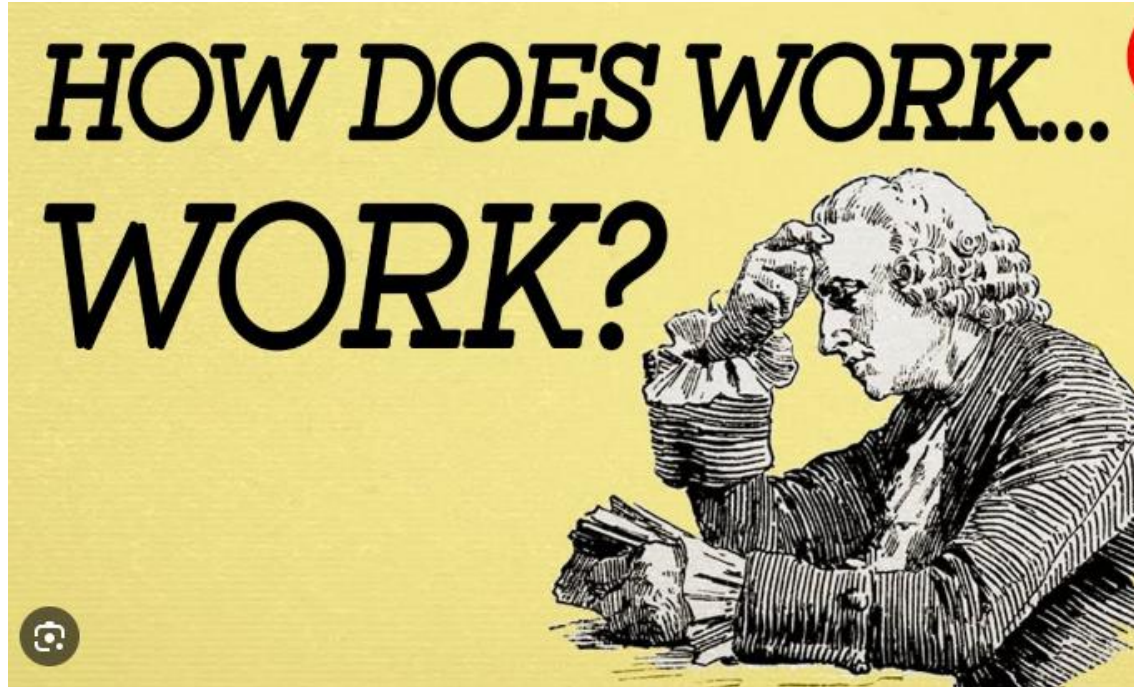




CEP

March 2025

Community Eligibility Provision CEP



Community Eligibility Provision

Allows a school district, school(s) within the district or groups of schools within the district to claim all meals served at no charge to students.

Number of enrolled students receiving free reimbursable meals based on the Direct Certification list.

All meals are claimed either free or paid, depending on the claiming percentages determined.

No student pays for a reimbursable meal in CEP.

Definitions

- LEA - Local Education Agency
- ISP – Individual Student Percentage
- Categorical Eligibility - students not on the DC list however the head of Head Start or Liaison of homeless have given you list of eligible students.
- Students that submit an application with a Food Stamp number are not eligible.

Just a Few Benefits of CEP

Increases access to school meals for children in high poverty areas

No household applications, families DO NOT complete School Meals Applications

Eliminates the administrative burden of verification

Reduced chance of overt identification

- Uses 1.6 multiplier for ISP to increase Federal Funds
 - This can get your school to exceed the 50% requirement for various programs: Summer, FFVP,

Things to Think About

Potential issues surrounding the absence of application data

Is school meal application data used to distribute other sources of funding? (e-rate, State, Local, etc)

Anticipated level of Federal reimbursement

If Selecting to Participate in CEP

- No Child Nutrition Benefit applications collected for 4 years
 - Check schools to dispose of any blank applications
- Must offer both breakfast and lunch, students only receive one type of meal each day.
- Meal accountability:
 - Clicker
 - Computer
 - Computer by name
 - Tic sheet

7 CFR 245.2 Direct Certification

- *Direct certification:*
- means determining a child is eligible for free meals or free milk, as applicable, based on documentation obtained directly from the appropriate State or local agency or individuals authorized to certify that the child is a member of a household receiving assistance under SNAP, as defined in this section; is a member of a household receiving assistance under *FDPIR* or under the TANF program, as defined in this section; a Foster child, Homeless child, a Migrant child, a Head Start child and a Runaway child, as defined in this section.
- And new to this list Medicaid Free

Claiming Percentage

- USDA changed the qualifier from 40% to 25%
- This means that schools/groups of schools/district that have a minimum of 25% of the enrolled students determined to be qualified for free meals based on the Direct Certification list qualifies.
 - Also eligible: Homeless, Migrant, Head Start
 - If students are not on the DC list the above must be determined by the Schools liaison for these programs.
- As of April 1st, of the preceding year: planning to begin operating CEP
For SY 2026 - April 1, 2025.

Addition to Eligibility

- Maine Medicaid is now eligible to determine your CEP claiming percentage.
- Maine Medicaid Free is eligible
- Maine Medicaid Reduced is NOT eligible to be used in determining CEP percentages.

Enrolled Students

- Students who are enrolled in and attending schools participating in the community eligibility provision school and who have access to at least one meal service daily, breakfast or lunch.
- Students who do not have access to either meal, breakfast or lunch, due to the times they are attending school would not be included in the count of enrolled students
 - Pre K

Identified Student Determinations (ISP)

ISP = number of students enrolled in a school identified as receiving free meal benefits because of being listed on the Direct Certification list: $\text{DC Students} / \text{Enrollment} = \text{ISP}$

ISP must be at least 25% for an individual school, group of schools, or entire LEA to participate in CEP. 24.99999% does not qualify

Note: not all schools in the group or in the LEA if electing for the entire LEA have to meet the 25% threshold

- LEA or school must have an identified student percentage of at least 25% as of April 1st of the school year prior to implementing CEP
- Students certified based on documentation of benefit receipt or categorical eligibility as described in 7 CFR part 245 (e.g. directly certified with SNAP, TANF, FDPIR, categorically eligible – migrant youth, homeless, etc)
 - All students living in the household receiving either SNAP, TANF or ME Medicaid-Free benefits qualify, as long as one child is DC eligible for SNAP, TANF or ME Medicaid - Free.
 - Foster, Migrant, Homeless and Head Start do to NOT carry to other household students.

NEO DC list

S-SNAP	ELIGIBLE
T-TANF	ELIGIBLE
F-Foster Care	ELIGIBLE
M-Migrant	ELIGIBLE
H-Homeless	ELIGIBLE
A-Maine Care Free	ELIGIBLE
X-Maine Care Reduced	NOT ELIGIBLE

Student Name Matches

- When you are doing student name matches between the DC list and your enrollment be careful to double check names that are:
 - Not spelled the same, maybe one letter different
 - Hartley
 - Hartlee
 - Names with hyphens: Smith-Jones
 - Name changes:
 - Using a preferred name
 - Adopted
 - Suffix: Jr, III

CEP Claiming Percentages

Identified student percentage (ISP) multiplied by a factor of 1.6 equals the % of total meals served “FREE” will be reimbursed at the Federal free rate

The remaining % of total meals served is reimbursed at the Federal paid rate

State of Maine pays the difference between free and paid Federal reimbursement

Bedrock Community Schools

	Enrolled	DC	ISP
Rubble School	678	347	51.18%
Flintstone Middle School	469	198	42.22%
Bedrock High School	440	74	16.82%
GROUP OF SCHOOLS:	1,587	619	39.00%

ISP * 1.6 Multiplier = Free Claiming Percentage: 62.41%

- Enrollment: number of student currently, April 1st enrolled in each school.
- DC: students eligible for free meals based on the Direct Certification List

	DC eligible students	619 /
	Enrolled students	1,587
	ISP	.39004
	Convert to Percentage 2 places	39.00%
1.6 multiplier	ISP * 1.6 multiplier	62.41% Free Claiming
		37.59% Paid Claiming

When rounding, use two decimal spaces, standard rounding rules

Total Meals Served

- When calculating the number of free and paid meals to claim, if the total does equal the total number of meals served:

Meals Served	Claiming Percentage	# Meals to Claim	Adjusted Meals to Claim
1,234	62.40% - F	770.02	770 -F
	37.60% - P	463.86	464 -P

Number of Paid meals is always adjusted, up or down.

Pre Medicaid-Free

Enrollment	347
DC Eligible	51
ISP	14.70%


With Medicaid Free

Medicaid Free	59
New DC Eligible: DC eligible + Medicaid free	110
NEW ISP	31.70%
Multiplier	1.6
Free Percentage	50.72%

Procedures - Documentation

- LEAs intending to elect CEP for some, or all schools must:
 - Superintendent must Email david.hartley@maine.gov by June 30th of year prior to starting
 - Must include a list of the schools to participate
 - An agreement will be returned to Superintendent to sign and return.
 - A signed agreement will be returned with instructions for documents needed.

Documentation - CNPweb

- Documents submitted to validate percentage will be done in CNPweb
 - Select SY 2025 and your District
 - Select “E-Reviews”
 - Select “Other Process”
 - You will see a folder on the far right:  < it.

- Next you will see:



Attach Documents

[E-Review Documents](#)

Upload Document(s)

OK

- Hit the “Upload Document(s)”, find documents on your computer.

Documentation

- Files uploaded must be named what the document is:
 - Enrollment, DC, etc
- Submit to the State agency documentation by June 30th of the year prior to starting CEP
- Ensure documentation demonstrates school(s) or LEA meets the Identified Student Percentage threshold as of April 1st of the prior school year to starting CEP
- Include your calculation for ISP – enrollment & eligible # by school

Documentation needed

- As of April 1st
 - Enrollment – excel or similar program – NOT pdf, google docs
 - Include all enrolled student names
 - Students on the DC list, what is the reason, S, T, F, H, M, A-Medicaid, F
 - List of Head Start students from head of the program.
 - School student attends
 - Students not on the DC list living in a household with a DC eligible student, the home address of both students must be included to show the connection.
 - This only applies to SNAP, TANF and A-Maine CareFree.
 - Documentation must be kept by the district; it can be requested to be reviewed during an Administrative Review

When to submit data

- Data used is as of April 1st.
- Data can be submitted at any point from April 1st until June 30th.
- The Superintendent must notify david.hartley@maine.gov about participating
 - This will trigger the option to upload data in CNPweb to be set up.

Enrollment

Last Name	First Name	Eligible	Reason		School	
CRUZ	Bartholomu	F	application		Main St School	
Huffner	Bruce	F	Medicaid-F		Capitol School	
Jones	Betty	R	application		Rubble School	
Randero	ALEXIS	F	DC		Rubble School	123 Jones St, Monkston
REYES	Brooke	F	application		Main St School	
Smith	Bobby	F	DC - Family		Capitol School	123 Jones St, Monkston
SYRJALA	Brandon	R	application		Capitol School	
VEILLEUX	Barbara	P			Dead End School	

- Family Connection
- Dated April 1, 2025

Direct Certification List

Date of Download

DHS Case ID	State Student ID	Fiscal Year	Case head First name	Case head Last name	Student First Name	Student Last Name	Student DOB	Enrollment Start	Enrollment End	District	DHS Town Name	Snap/Tanif	Date Added	Report Date
99999999B	123560	2024	ZAZOOSA	ACKERLY	BROOKLYN	ACKERLY				Celtic Public Schools	Dublin	Z	1/30/2024	1/30/2024 4:37
99999999B	546489	2024	CHRISTINA	LEVASSEUR	RAI-LYNN	WARD		7/1/2023 0:00		Celtic Public Schools	Dublin	F	7/4/2023	1/30/2024 4:37
99999999B	235688	2024	SONIA	VALENTIN	Tessa	Baker		7/1/2023 0:00		Celtic Public Schools	Lucan	H	1/30/2024	1/30/2024 4:37
77999999B	982539	2024	BODEAN	BYTHER	Nevaeh	Danico		9/1/2023 0:00		Celtic Public Schools	Swords	M	9/19/2023	1/30/2024 4:37
99999999B	897158	2024	ALLISON	PHILOOF	CONAN	PHILOOF				Celtic Public Schools	Cun Laoghaire	A	1/30/2024	1/30/2024 4:37
99999999B	569896	2024	LEXIS	RANDERO	ALEXIS	RANDERO				Celtic Public Schools	Monkstown	M	7/25/2023	8/29/2023 4:36
99999999B	656565	2024	TRAVIS	XANDU	MAKYNLEE	XANDU		9/11/2023 0:00	12/13/2023 0:00	Celtic Public Schools	Hermon	H	9/19/2023	9/26/2023 4:37
99999999B	100235	2024	JAMIE	TRUSTER	TOBIAS	TRUSTER				Celtic Public Schools	Bangor	T	8/22/2023	1/30/2024 4:37
99999999B	456321	2024	MEAGAN	DAVIDSONER	GAIGE	DAVIDSONER		7/1/2023 0:00		Celtic Public Schools	Bangor	S	7/4/2023	1/30/2024 4:37

State Agency Concurrence

The State agency must review documentation submitted by the LEA to ensure the LEA/school:

Meets the minimum identified student percentage

Participates in both NSLP and SBP

Has a record of administering the meal program in accordance with program regulations

Validation Complete

- Percentages determined for each school participating
- Percentage determined for the district
- Meal accountability is not required by student name, can be a tic sheet, clicker, named roster, can still use computer.
- Keep a daily meal count
- When completing the monthly claim, the total number of student meals serve by type, lunch or breakfast, will be entered into CNPweb.
- CNPweb will do the math to determine reimbursement

Reviewing the DC list annually

- Local educational agencies and schools currently operating Provision 2 or Provision 3 in non-base year, or the community eligibility provision, as permitted under [§ 245.9](#), are required to conduct a data match between Supplemental Nutrition Assistance Program records and student enrollment records at least once annually.
- School participating in a Special Provision must do DC data matches, in none first/base years, and notify families of DC eligibility
- DC list must be reviewed at a minimum of three times a year.

Public Notification/Release

- At the beginning of the school year families and the media must be notified of the school(s) operating CEP to include the fact children will be eating at “no charge”
 - Sample media release on Child Nutrition web page.

Information online

- Maine Child Nutrition Home Page:
<https://www.maine.gov/doe/schools/nutrition>
- Programs
- Scroll to: Lunch Program
 - Select “Special Provisions”

No longer wish to use CEP

- CEP participation is a local decision
- A district may drop out of CEP at any time.
- If stopping CEP mid year, State Agency must be notified when.
- The district has 30 days to collect and process applications and complete verification.
- If a district decides to drop CEP it is recommended it change with the beginning of the next SY.

Questions and Answers

- Questions asked during the first webinar about the operation of CEP

One school in district is CEP, want to make all CEP, can I do this.

Yes

- You can begin a new 4 year cycle with all schools as one group
- You can begin a new group of schools with a new 4 year cycle.

Why should I start a new year one with CEP

Any school currently using either CEP or Special Provision II should start a new first year since Medicaid Free and Reduced has been added.

Medicaid Reduced does not work for CEP eligibility, how ever is counted toward a Provision II base year.

We have CTE students attending our campus, do they count

Are they enrolled students in your district or visiting students a couple of days a week.

Only enrolled students are used to determine your CEP eligibility

Alternate Economic Status Form

- Not a Child Nutrition Program form.
- Can be used for other purposes.
- Students listed on a current DC list, information can be used for other shareable information.

For more information:

- <https://www.maine.gov/doe/funding>
 - Then click on “School Finance 101-....”

Do you have any questions?





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