**To complete the monthly claim for reimbursement using CEP.**

The determined Identified Student Percentage is multiplied by 1.6%, rounded to one decimal space. This is the free claiming percentage.

The meal counts for breakfast is totaled and lunch is totaled. This is multiplied by the free claiming percentage. This number is the number of free meals claimed by meal type. The remaining meals are claimed as paid. CEP has no reduced category meals. When determining the number of free meals to claim after applying the percentage figure use standard rounding guidelines.