



Child Nutrition
Maine Department of Education

Special Provisions



Types

- Provision II
- Community Eligibility Provision
- Under Special Provisions, NO students pay for a reimbursable meal



Provision II

- 4 year program
- Eligibility determined in first or “base year”
 - DC list used
 - Applications collected
 - Homeless, Migrant, Foster, Head Start



Provision II

- Families must be notified of student eligibility during the base year
- No eligibility determinations are completed after base year
 - No applications, DC list, etc. maintained



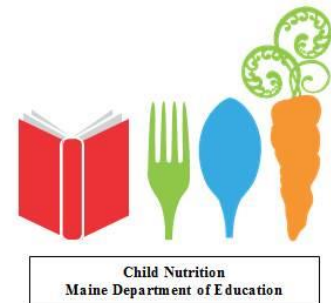
Provision II

- Base year claiming is based upon which students take a meal
- Non base year claiming based on % of meals served in base year, yearly average, per meal.
- After base year no student eligibility determinations are made: **NO APPLICATIONS**



Determining Claiming % Prov II

- Carry the calculation to a minimum of 2 decimal places, then:
- Claiming percentages are rounded to one decimal place.
- If the total percentages do not total 100%, adjust the paid percentage



Non Base Year

- Non base year claiming is based on the number of reimbursable meals served by category, free, reduced and paid in the base yr
- And meal type, breakfast and lunch
- Different percentages are used for each meal type



Provision II Claiming

- Use standard rounding rules:
 - .01 to .49 is rounded down
 - .50 to .99 is rounded up
- If the rounded totals by type, do not equal total meals, (due to rounding, rather than math error) make adjustments in the paid category in order that the sum of the free, reduced price and paid meals claimed equals the total.



Percentages Determined

- Claiming percentages will be determined when the base year has closed.
- Total meals served by type and category will determine the percentages to be used for the next 3 years.



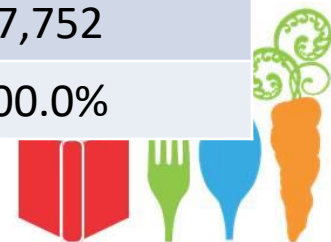
Base Year Average

Breakfast meals served

Free	Reduced	Paid	TOTAL
7,250	2,261	5,052	14,563
49.8%	15.5%	34.7%	100.0%

Lunch meals served

Free	Reduced	Paid	TOTAL
13,560	3,825	10,367	27,752
48.9%	13.8%	37.4%	100.0%



Provision II Breakfast Non Base YR

September Breakfast Served, Year 2

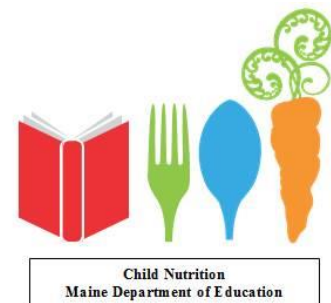
1,253 meals

	Claiming %	# Claimed
Free	49.8%	624
Reduced	15.5%	194
Paid	34.7%	435



Provision II Lunch Non Base Year

- Claiming percentages determined using the same method as described for breakfast.
- Breakfast and lunch will have different claiming percentages



Provision II Verification

- During the base year normal Verification is completed
- During the non base years the Verification process is not completed, however, the report must still be filed.
 - Sections 1 & 2



Provision II Eligibility

Student eligibility determinations will be reviewed for a Provision II District/Schools beginning a new base year.

The review will be conducted in the fall: October or November of the base year.

Eligibility errors will require a claim adjustment back to the beginning of the School Year.

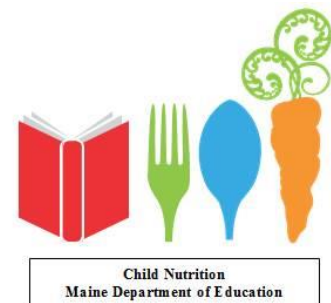


Participation Agreement

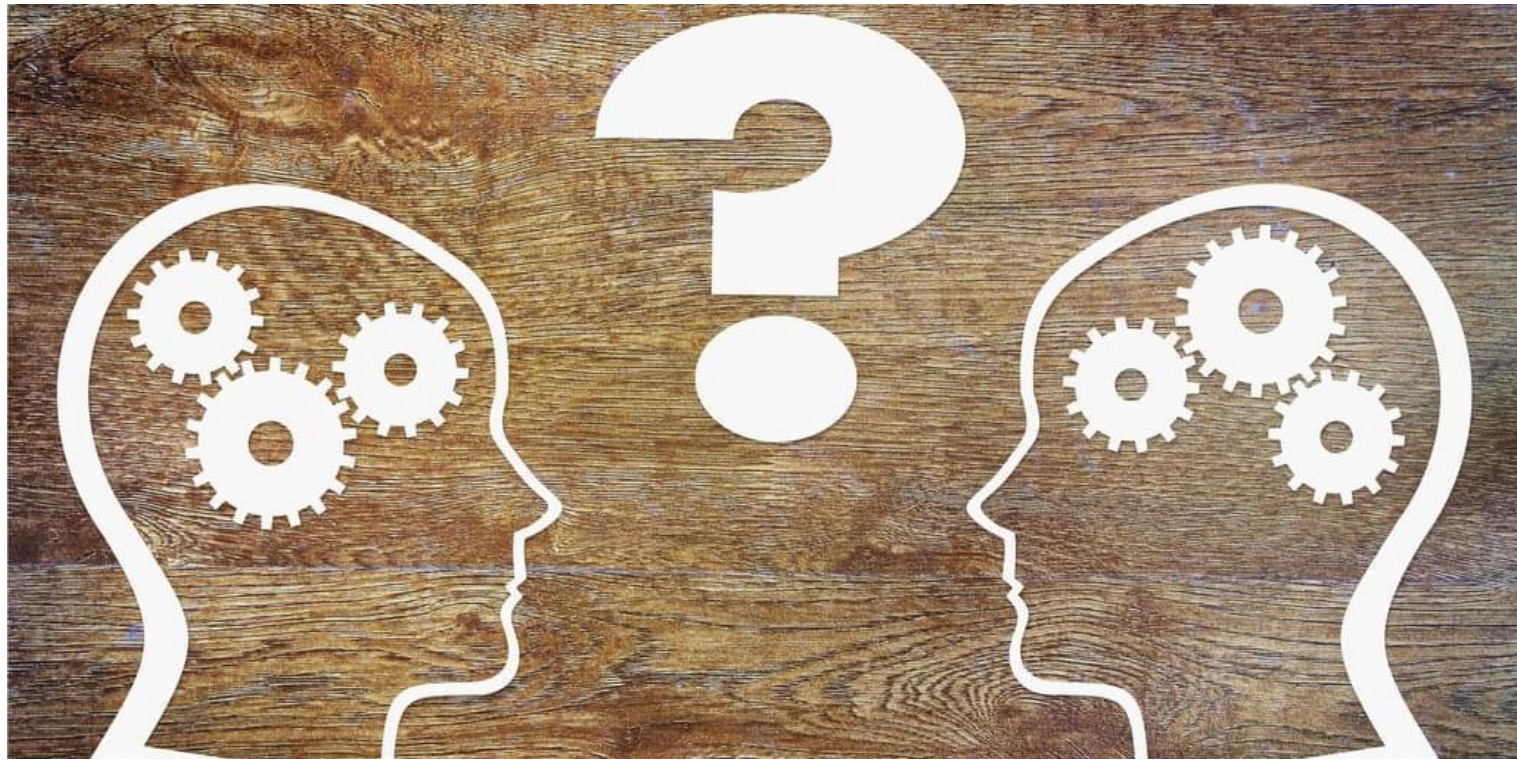
- Superintendent must notify ME Child Nutrition of intent to participate by June 30 of the year prior to implementation.
- Upon completion of the base year an agreement will be completed between the School District and ME Child Nutrition.



- A school District can withdraw from the program at any time.
- The Supt must notify ME Child Nutrition
- The District would have 30 days to collect and process meal eligibility documents in a non base year

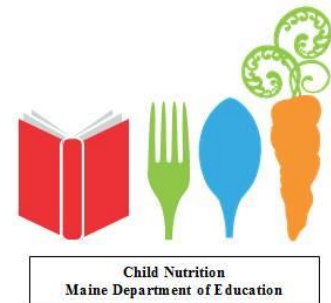


Provision II



Community Eligibility Provision (CEP)

- 4 year program
- No applications are collected
- No student eligibility is determined
- No reduced price meals are claimed.



CEP Eligibility

- Based on non application eligibility determinations:
 - SNAP
 - TANF
 - Homeless
 - Foster – based on DC list
 - Migrant
 - Head-start



- Based on number of enrolled students as of April 1st of the year prior to beginning CEP
 - Example, April 1st 2020, beginning in SY 2021
- Number of students Directly Certified for free meal benefits
- Must be 40%, unrounded, to qualify, two decimal places.



Determining Claiming %

- Rounded to 2 decimal places:

Enrollment			758
	SNAP	315	
	TANF	28	
	Homeless	4	
	HeadStart	21	
	TOTAL:	368	48.55%



Monthly Claiming Percentage

- Identified Student Percentage:
 - 48.55%
- Multiplied by adjustment factor of 1.6
 - $48.55 * 1.6 = 77.68\%$ Free claiming percentage
 - 77.68% claimed free each month, each meal type
 - 22.32% claimed as paid each month, each meal type
 - NO reduced eligible students category



- Enrollment as of April 1st, include date created
- Eligibility Determinations as of April 1st.
- Interested in participation?, notify DOE Child Nutrition by April 15th
- Submit documentation by June 30th.
- District MUST maintain copies of all documentation



Documentation to include

- Enrollment of all students in excel or equivalent, include students identified as
 - SNAP
 - TANF
 - Homeless
 - Foster
 - Headstart
 - Migrant



Include

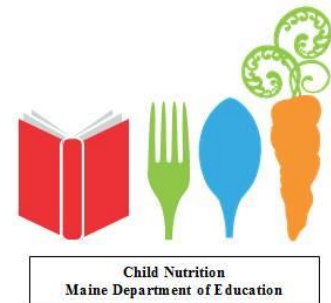
Student eligibility based on household status, and not on the DC list, this must be noted with what DC student is in the household by including the household address for both:

Cassidy, Butch	12354678A	101 Mockingbird Lane
Longabaugh, Harry		101 Mockingbird Lane



Student Master list

- Master list of all students
- School student is enrolled in
- If an Identified eligible student, why
 - SNAP, TANF, Foster, Homeless, etc.
- Master list in excel or equivalent



Documents

- Downloaded DC list(s) in excel or equivalent
 - List from homeless liaison
 - List from Head Start Director
 - List from migrant liaison
-
- DC list now contains homeless and migrant students. Look for H and M.
 - Creation date must be included on documents



To submit to ME Child Nutrition

- Enrollment as of April 1st
- School students are enrolled in
- Eligibility documentation
- Identified Student Percentages calculated

- District MUST maintain copies of all documents submitted to determine %'s



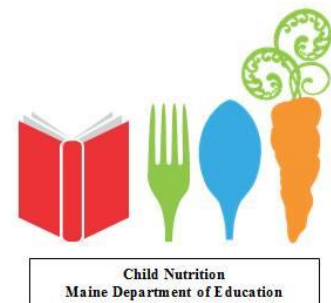
Agreement to Participate

- Once the documents submitted are validated the Agreement to Participate must be completed.
- This will be completed and sent to the Supt to sign.
- The completed document must be returned to ME Child Nutrition.



Can the District withdraw participation

- Yes
- If a District decides to withdraw from the program during the school year ME Child Nutrition must be notified by the Supt.
- The District would have 30 days to collect and process meal benefit documentation.



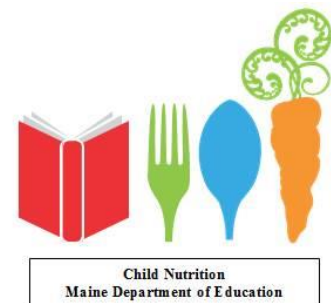
Information

- ME Child Nutrition web page
- Programs
- Lunch Program
- CEP & Special Provisions
- <https://www.maine.gov/doe/schools/nutrition/programs/nslp/specialprovisions>



Webinar

- Webinar will be recorded and posted on the same web page
- Presentation will be available on same web page as a pdf document



Any ?



- Email David.hartley@maine.gov or call 624-6878

