



Food and  
Nutrition  
Service

DATE: September 30, 2016

Park Office  
Center

MEMO CODE: SP 61-2016

3101 Park  
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Alexandria  
VA 22302

SUBJECT: Fall 2016 Edition: Community Eligibility Provision:  
Planning and Implementation Guidance

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

Attached is the second edition of *Community Eligibility Provision: Planning and Implementation Guidance*. A key provision of The Healthy, Hunger Free Kids Act (HHFKA, Public Law 111-296; December 13, 2010), the Community Eligibility Provision (CEP) is a meal service option for schools and local educational agencies (LEAs) in high-poverty areas. CEP allows participating schools to provide breakfast and lunch to all students at no charge and without the burden of collecting and processing school meal applications. Instead, schools that have adopted CEP are reimbursed using a formula based on the percentage of students participating in other means-tested programs. Schools implementing CEP have experienced great success, including eased administrative burden, improved efficiency, and increased participation in their school meal programs.

On July 29, 2016, the Food and Nutrition Service (FNS) published the final rule, *National School Lunch Program and School Breakfast Program: Eliminating Applications through Community Eligibility as Required by the Healthy, Hunger-Free Kids Act of 2010* [81 FR 50194, July 29, 2016; 7 CFR 245.9(l)], codifying CEP in Federal regulation.

This manual includes new information codified in the final rule and consolidates existing CEP guidance, policy, and best practices from the local level. Notable changes are highlighted throughout the manual. The highlighted version will be removed after three months while an un-highlighted version will remain available for use. FNS will continue to update the manual as needed to reflect policy changes and to incorporate clarifications requested by State agencies and FNS Regional Offices.

Regional Directors

State Directors

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State agencies are reminded to distribute this memorandum and attachments to Program operators immediately. LEAs, school food authorities, and other Program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

**Original Signed**

Angela Kline

Director

Policy and Program Development Division

Child Nutrition Programs

Attachment