

Community Eligibility Provision (CEP)

SY 2022-2023



- ▶ Please keep your microphone muted throughout the presentation
- ▶ Use the chat feature to communicate
- ▶ Enter your full name & SFA name into the chat box if:
 - ▶ You are joining by phone
 - ▶ If you did not enter your name when logging onto Webex
 - ▶ If you are viewing this Town Hall with multiple people
- ▶ Enter questions into the chat box



Objectives

- ▶ Overview: What is CEP?
 - ▶ Requirements for CEP Participation
 - ▶ Identified Student Percentage (ISP)
- ▶ CEP Data Collection Form
- ▶ Reimbursements under CEP
- ▶ Grouping
- ▶ The 4-Year Cycle
- ▶ Benefits of CEP



What is CEP?

- ▶ CEP = Community Eligibility Provision
- ▶ Allows schools in high poverty areas to **serve breakfast and lunch at no cost to all enrolled students**
 - ▶ Eliminates the burden of collecting household applications for free & reduced price meals
 - ▶ Save time and \$\$\$ by streamlining paperwork and administrative requirements
- ▶ Elected in 4-year cycles
- ▶ Eligible SFAs may elect CEP on behalf of a single school, group(s) of schools, or all schools in the SFA
- ▶ RCCIs are not eligible for CEP





Requirements for CEP Participation

- ▶ Identified Student Percentage (ISP)* of at least 40% in the school year prior to implementing CEP
- ▶ Participate in both NSLP and SBP
- ▶ Serve free breakfasts and lunches to all students during the 4-year cycle
- ▶ Count total breakfasts and lunches served to students daily
- ▶ Agree not to collect household applications for school meal programs
- ▶ Determine if non-Federal funds are needed to cover costs that are above the USDA reimbursement



Identified Student Percentage (ISP)

Identified Students = *Those who are directly certified for free meals without the use of household applications*

- ▶ Includes students directly certified through:
 - ▶ Supplemental Nutrition Assistance Program (SNAP)
 - ▶ Temporary Assistance for Needy Families (TANF)
- ▶ Includes students certified for free meals without a household application:
 - ▶ Homeless
 - ▶ Migrant
 - ▶ Runaway
 - ▶ Foster care
 - ▶ Head Start





CEP Data Collection Form

Sent to all SFAs on April 14, 2022

**“Community Eligibility Provision (CEP) for SY 2022-2023:
Deadline May 20, 2022”**

Revised 4/2020

Hawaii Child Nutrition Programs
STATE OF HAWAII
DEPARTMENT OF EDUCATION
Hawaii Child Nutrition Programs
650 Waioli Road, Suite 270, Honolulu, HI 96817

CEP Data Collection: Identified Students² for SY 2022-2023

SFA Name: _____
School / Site Name: _____

INSTRUCTIONS:
A. Please complete a separate form for each school/site.
B. Please report the below requested numbers for a selected date between **July 1, 2021 and May 12, 2022**.
C. Students cannot be counted twice in items #7 and #9.
D. By **May 20, 2022**, submit this completed form to Kasey Kawamoto (kasey.kawamoto@k12.hi.us). Your SFA is responsible for maintaining all documentation that supports the numbers your SFA entered on this form (e.g. enrollment list, direct certification list, identified student information such as homeless student data, etc.). HCNP will review this documentation during the Administrative Review (AR). Failure to maintain all supporting documentation may result in fiscal action.

1. Indicate the date that was selected to calculate the ISP: _____
(Note: the date selected must be between July 1, 2021 and May 12, 2022)

For SY 2022-2023, are any schools/sites being added or removed from your SFA? ☐ YES ☐ NO
Comments: _____

For SY 2022-2023, are any grade levels being added or removed from the school/site listed on this form? ☐ YES ☐ NO
Comments: _____

For questions #4 and #5 below, ONLY count students who participate in a virtual/blended instructional model under normal conditions during a conventional school year, and who meet the definition of virtual/blended students as described at the bottom of this form.
DO NOT count students who are temporarily participating in online/virtual/distance learning who intend to return to 100% face-to-face instruction.


This institution is an equal opportunity provider.



CEP Data Collection Form SY 2022-2023

- ▶ Complete even if your SFA does not qualify for CEP
- ▶ Separate form for each school/site
- ▶ Must select a date in the **current school year**, between July 1, 2021 and May 12, 2022
- ▶ Maintain all documentation used to complete this form
 - ▶ Enrollment list
 - ▶ Direct certification list
 - ▶ Identified student information (ex: homeless / migrant / Foster care student data)
 - ▶ This documentation will be reviewed during an Administrative Review
- ▶ The completed CEP Data Collection Form is **DUE May 20, 2022**





STATE OF HAWAII
DEPARTMENT OF EDUCATION
Hawaii Child Nutrition Programs
650 Iwilei Road, Suite 270, Honolulu, HI 96817

HELPFUL HINTS:

- Complete a **separate form for each site** in your SFA
 - The data must be specific to the site being reported on the form
- Select any date between **July 1, 2021 and May 12, 2022**
- All of the data reported on this form must be reflective of the date selected (Question #1)
- Use the **same date for all sites**

CEP Data Collection: Identified Student³ for SY 2022-2023

SFA Name: _____
School / Site Name: _____

INSTRUCTIONS:

A. Please complete a separate form for each school/site.

B. Please report the below requested numbers for a selected date between July 1, 2021 and May 12, 2022.

C. Students cannot be counted twice in items #7 and #9.

D. By **May 20, 2022**, submit this completed form to Kasey Kawamoto (kasey.kawamoto@k12.hi.us). Your SFA is responsible for maintaining all documentation that supports the numbers your SFA entered on this form (e.g. enrollment list, direct certification list, Identified Student information such as homeless student data, etc.). HCNP will review this documentation during the Administrative Review (AR). Failure to maintain all supporting documentation may result in fiscal action.

1. Indicate the date that was selected to calculate the ISP: _____
(Note: the date selected must be between July 1, 2021 and May 12, 2022)

For SY 2022-2023, are any schools/sites being added or removed from your SFA? ☐ YES ☐ NO
Comments: _____

For SY 2022-2023, are any grade levels being added or removed from the school/site listed on this form? ☐ YES ☐ NO
Comments: _____

For questions #4 and #5 below, ONLY count students who participate in a virtual/blended instructional model under normal conditions during a conventional school year, and who meet the definition of virtual/blended students as described at the bottom of this form.

DO NOT count students who are temporarily participating in online/virtual/distance learning who intend to return to 100% face-to-face instruction.

4. Are there any virtual students^{2,3} or students in a blended program^{2,4} at this school/site? ☐ YES ☐ NO

What is the name of the virtual/blended program offered at this school/site? _____
Name of the program: _____

5. If YES to #4, does your school allow the virtual/blended program^{2,3,4} students to have access⁵ to at least one meal service (SBP and/or NSLP) daily at school? ☐ YES ☐ NO

The virtual and/or blended program student does not necessarily need to take a meal from the school everyday, however the school offers the virtual and/or blended program student the opportunity receive at least one breakfast and/or one lunch daily.

If YES, indicate the number of virtual/blended program students who have access⁵ to at least one meal service daily: _____

³**Definition of Virtual Students:** virtual students are not required to come to a school facility or location for instruction. The students may choose to do so, but the school does not require the student to be at a school facility or location for instruction.

⁴**Definition of Blended Students:** all students enrolled in a blended program must come to a school facility or location for instruction for all or part of the coursework. A blended school must have a facility or location for instruction for all or part of the coursework.



For questions #6 - 10 below, enter the information for the date indicated in question #1:

6. School Enrollment (number of students with access⁵ to at least one NSLP and/or SBP meal daily):

Only include students who have access to at least one meal service (SBP and/or NSLP) daily.

Include virtual/blended program students enrolled at your school who have access⁵ to at least one NSLP and/or SBP meal daily

Enrollment as of the date in Question #1

**7. Number of Students DIRECTLY CERTIFIED (DC).
(The number of DC students enrolled)**

Include any virtual/blended program students who have access⁵ to at least one meal service (SBP and/or NSLP) daily and who are directly certified

SNP Applications Training Direct Cert Help Programs

Program Year: 2022 Sponsor: YOUR SFA NAME

YOUR SFA NAME

Forms Claims Payments Training Users

Sponsor Summary

Checklist

Item	Required	On-Line	Count/Date	Status
1.	<input checked="" type="checkbox"/>	Sponsor	09/11/2020	Approved
2.	<input checked="" type="checkbox"/>	Site App	1 of 1	Approved
3.	<input checked="" type="checkbox"/>	Forms S	09/03/2020	Approved
4.	<input checked="" type="checkbox"/>	Forms A	09/11/2020	Approved

Review Nightly Certifications
Review Sibling Matches
Certify Individual
Certify Students
SSES Student Look-Up
Matched Student Look-Up
All Approved DC Matches
All Denied Possible Matches
Direct Certify Report
Match Counts

Item	Required	Off-Line	Downloads	Date Sent	Date Received	Date Complete	Action
1.	<input checked="" type="checkbox"/>	Single Ag					
2.	<input checked="" type="checkbox"/>	Free and Reduced Price Meal Policy Statement		6/29/2020	6/29/2020	9/2/2020	
3.	<input checked="" type="checkbox"/>	Authorizing Officials for Free and Reduced-Price Applications		6/29/2020	6/29/2020	9/2/2020	
4.	<input checked="" type="checkbox"/>	Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal		6/29/2020	6/29/2020	9/2/2020	
5.	<input checked="" type="checkbox"/>	FSMC Contract					
6.	<input checked="" type="checkbox"/>	Vended Meals Contract		9/1/2020	9/1/2020	9/2/2020	

All Approved DC Matches

This page allows the Review of all Direct Certifications of qualified children.

Save Results Decertify **Export** Site: YOUR SCHOOL NAME

4 Approved Possibilities Direct Certifications.

Decertify	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Stud Last Name
<input type="checkbox"/>	7/2/2021							
<input type="checkbox"/>	7/2/2021							
<input type="checkbox"/>	7/2/2021							
<input type="checkbox"/>	7/2/2021							
<input type="checkbox"/>	7/1/2021							
<input type="checkbox"/>	7/1/2021							

Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling
7/2/2021					
7/2/2021					
7/2/2021					
7/2/2021					
7/1/2021					
7/1/2021					

 **Hawaii Child Nutrition Programs**

Date Selected: April 15, 2022

Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	MatchType	Source
7/1/2021	12903847263	Aloha	Lani	1	SNAP
5/2/2022	20858120582	Brown	Charlie	2	SNAP
12/2/2021	39472029471	Mann	Iron	1	TANF
7/1/2021	23958601820	Kong	King	1	SNAP
8/12/2021	10293850182	Boop	Betty	1	SNAP
9/2/2021	50282912730	Holmes	Sherlock	1	TANF
4/26/2022	58401820385	Lightyear	Buzz	1	FC
2/16/2022	60283750281	Lasso	Ted	1	SNAP
3/18/2022	68203820381	Potter	Harry	1	TANF
9/2/2021	10802858020	Simpson	Homer	2	SNAP
5/5/2022	58602830581	Bond	James	1	SNAP
1/29/2022	20384750182	Sparrow	Jack	1	SNAP
5/6/2022	50282740281	Pan	Peter	1	SNAP

7. Number of Students DIRECTLY CERTIFIED (DC).
(The number of DC students enrolled)

Include any virtual/blended program students who have access⁵ to at least one meal service (SBP and/or NSLP) daily and who are directly certified

9

8. Number of Students (entered in #7) Directly Certified (DC) through SNAP

6

Include any virtual and/or blended program students who have access⁵ to at least one meal service (SBP and/or NSLP) daily and who are directly certified through SNAP

Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	MatchType	Source
7/1/2021	12903847263	Aloha	Lani	1	SNAP
5/2/2022	20858120582	Brown	Charlie	1	SNAP
12/2/2021	39472029471	Mann	Iron	1	TANF
7/1/2021	23958601820	Kong	King	1	SNAP
8/12/2021	10293850182	Boop	Betty	1	SNAP
9/2/2021	50282912730	Holmes	Sherlock	1	TANF
4/26/2022	58401820385	Lightyear	Buzz	1	FC
2/16/2022	60283750281	Lasso	Ted	1	SNAP
3/18/2022	68203820381	Potter	Harry	1	TANF
9/2/2021	10802858020	Simpson	Homer	2	SNAP
5/5/2022	58602830581	Bond	James	1	SNAP
1/29/2022	20384750182	Sparrow	Jack	1	SNAP
5/6/2022	50282740281	Pan	Peter	1	SNAP



9. Number of students at the school who are NOT on the DC list, but who also meet the definition of an Identified Student

Include any virtual/blended program students who have access⁵ to at least one meal service (SBP and/or NSLP) daily and who are not DC, but meet the definition of an Identified Student)



- Contact the homeless / migrant office liaison for list of students



10. Total of items #7 and #9

0

Identified Student Percentage (ISP) = $\frac{\text{Line \#10}}{\text{Line \#6}} = \text{\#DIV/0!} \times 100 = \text{\#DIV/0!}$

Identified Student Percentage (ISP) = $\frac{\text{Identified Students}}{\text{Total Enrolled Students}} \times 100$

To be eligible for CEP:

- ▶ Identified Student Percentage $\geq 40\%$
- ▶ ISP must be representative of the date selected from SY 2021-2022*

*typically, ISP must be representative of April 1 of the prior school year



Please select a statement that describes your school from those listed below. Thank you.

- ☐ Our school is interested in CEP or we are already participating.
- ☐ Our school needs more information on CEP.
- ☐ Our school does not qualify for CEP or we are not interested.

Prepared By:

Date:

Your SFA can submit a SY 2022-2023 CEP Data Collection Form at any time **before May 20, 2022**, even if you have already submitted the form to HCNP



Reimbursements Under CEP



$$\% \text{ Meals Reimbursed at "free" rate} = \frac{\text{Identified Student Percentage}}{1} \times 1.6$$

$$\% \text{ Meals Reimbursed at "paid" rate} = 100\% - \% \text{ Meals Reimbursed at "free" rate}$$

Example: If a school has 50% Identified Students, then:

- ▶ $50\% \times 1.6 = 80\%$ (80% of breakfasts and lunches reimbursed at free rate)
- ▶ $100\% - 80\% = 20\%$ (20% of breakfast and lunches reimbursed at paid rate)



Reimbursements Under CEP

Identified Student Percentage	% Free	% Paid
40%	64%	36%
45%	72%	28%
50%	80%	20%
55%	88%	12%
60%	96%	4%
65%	100%	0%

← $62.5\% \times 1.6 = 100\%$



CEP Participation

- ▶ SFAs may elect CEP for:
 - ▶ All schools in the SFA
 - ▶ An individual school
 - ▶ A group or groups of schools in the SFA

- ▶ Eligible school or group of schools must have:

Identified Student
Percentage = at least 40%



Calculating Group ISP

- ▶ Could allow schools with an ISP below 40% to participate in CEP
 - ▶ As long as the group ISP is at least 40%

$$\text{Group ISP} = \frac{\text{Total \# Identified Students for the Group}}{\text{Total Enrolled Students for the Group}} \times 100$$

DO NOT take the average ISP of all schools to calculate a group ISP



The 4 - Year Cycle



- ▶ CEP is elected in 4-year cycles
 - ▶ The original ISP is valid for 4 years
- ▶ During each year in the 4-year cycle, may select the higher of either:
 - ▶ ISP reflective of the most recent April 1*
 - ▶ ISP from the year prior to the first year of CEP (original ISP)
 - ▶ In order to begin a new 4-year cycle, SFA must calculate a new ISP (via data from April 1*), which must meet the 40% threshold
- ▶ Changes in student population between school years may need to recalculate ISP
- ▶ Confirm with HCNP higher ISP and procedures for beginning a new 4-year cycle

*for SY 2022-2023, SFAs may calculate ISP for any date between July 1, 2020 to May 24, 2021



CEP Deadlines

CEP REQUIREMENT	WHAT IS IT?	ANNUAL DEADLINE (not applicable to SY 22-23)	SY 2022-2023 DEADLINE
Data used to calculate ISP	SFA must calculate ISP using data as of April 1 of prior school year	April 1	Anytime between July 1, 2021 and May 12, 2022
SFA Notification	SFA must submit to HCNP lists of schools that are eligible/near eligible/in 4 th year and eligible for grace year	April 15	May 20, 2022
State Agency Notification	HCNP must notify SFAs of district-wide eligibility for CEP	April 15	June 17, 2022
State Agency Publication	HCNP must submit list of SFAs to USDA; must publish list on HCNP website	May 1	June 30, 2022
Elect CEP for SY 22-23	SFAs must notify HCNP of intent to elect CEP; submit ISP documentation	June 30	July 15, 2022



BENEFITS OF CEP

<u>Students</u>	<u>Parents</u>
Access to free, nutritious meals for all students	Less paperwork
No stigma with eligibility status	No worries about child's lunch account
Less time spent in line; more time to enjoy meal	
<u>School Staff & Administrators</u>	
Streamlined meal service	
Reduced paperwork/administrative costs	
No need to track unpaid meal charges	
Improved program integrity	



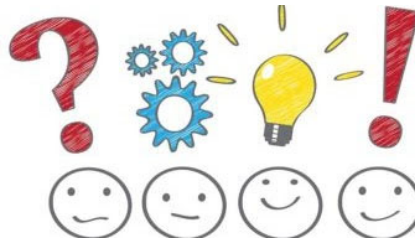
CEP Resources



- ▶ CEP Planning and Implementation Guidance
<https://www.fns.usda.gov/cn/fall-2016-cep-planning-and-implementation-guidance>
- ▶ USDA FNS CEP Resource Center
<https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center>
- ▶ Food & Research Action Center (FRAC)
<https://frac.org/community-eligibility>



Questions?



NSLP Team:

rachel.itano@k12.hi.us, kasey.kawamoto@k12.hi.us, shirley.robinson@k12.hi.us
(808) 587-3600



QUIZ

Go to:

<https://forms.gle/UfA8DS6Y3Y3aVHyD8>





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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.