

Hawaii Child Nutrition Programs

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

Hawaii Child Nutrition Programs

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



Hawaii Child Nutrition Programs

CEP Data Collection Form

Sent to all SFAs on April 3, 2023

"Community Eligibility Provision (CEP) for SY 2023-2024: Deadline April 12, 2023"

CEP Data Collection: Identified Students* for SY 2023-2024

SFA Name: _____
School / Site Name: _____

INSTRUCTIONS:

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

B. Please report the below requested numbers as of your April 8, 2023 records.

C. Students cannot be counted twice in Items #6 and #8.


D. By **April 10, 2023**, submit this completed form to Kasey Kawamoto (kasey.kawamoto@hawaii.gov). Your SFA is responsible for maintaining all documentation that supports the numbers you SFA entered on this form (e.g. enrollment list, direct certification list, identified student information such as homeless student data, etc.). HSNP will review this documentation during the Administrative Review (AR). Failure to maintain all supporting documentation may result in fiscal action.

For SY 2023-2024, are any schools/sites being added?

1. ☐ YES ☐ NO
Please explain: _____



For SY 2023-2024, are any grade levels being added or removed from the school/site listed on this form?


2. ☐ YES ☐ NO
Please explain: _____



CEP Data Collection Form SY 2023-2024

- ▶ Complete even if your SFA does not qualify for CEP
- ▶ Separate form for each school/site
- ▶ The data reported on the form must be **as of April 3, 2023**
- ▶ Maintain all documentation used to complete this form in accordance with recordkeeping requirements
 - ▶ Enrollment list
 - ▶ Direct certification list
 - ▶ Identified student information (ex: homeless / migrant / Foster care student data)
 - ▶ This documentation will be reviewed for SFAs/schools starting a new base year **AND** during an Administrative Review
- ▶ The completed CEP Data Collection Form is **DUE April 12, 2023**



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

CEP Data Collection: Identified Student ^c for SY 2023-2024

SFA Name: _____
School / Site Name: _____

INSTRUCTIONS:

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


B. Please report the below requested numbers **as of your April 3, 2023 records**.

C. Students cannot be counted twice in items #6 and #8.

D. By **April 10, 2023**, 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.). HCNPP will review this documentation during the Administrative Review (AR). Failure to maintain all supporting documentation may result in fiscal action.

For SY 2023-2024, are any schools/sites being added or removed from your SFA? ☐ YES ☐ NO
Please explain: _____

For SY 2023-2024, are any grade levels being added or removed from the school/site listed on this form? ☐ YES ☐ NO
Please explain: _____



For questions #3 & #4, please refer to the definition of virtual and blended instructional models that are provided at the bottom of this form.


3. Are there any virtual students or students in a blended program at this school/site? ☐ YES ☐ NO
What is the name of the virtual/blended program offered at this school/site? _____

4. If YES to #3, does your school allow the virtual/blended program^{1,2,3} students to have access⁴ to at least one meal service (DBP and/or NSOP) daily at school? ☐ YES ☐ NO

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

¹ For the purposes of this CEP Data Collection Form:
- Virtual/blended students **DO NOT INCLUDE** those who are temporarily participating in virtual/blended learning due to extenuating circumstances and requests equal to 30% track and online instruction.
- Virtual / blended students **ONLY INCLUDE** those who participate in a virtual / blended instructional model for the entire duration of the regular school year, and who meet the definitions below:
Definition of a Virtual Program: an online environment that incorporates a developmentally appropriate blend of synchronous and asynchronous instruction.
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.
Definition of a Blended Program: a combination of developmentally appropriate online virtual and face-to-face instruction.
Blended program students: 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.

² Access to Meal Service for Virtual/Blended Program Students: the school allows virtual and/or blended program students to receive at least one breakfast and/or one lunch daily. The virtual and/or blended program student does not necessarily need to take a meal from the school pantry, however the school offers the virtual and/or blended program student the opportunity to receive at least one breakfast and/or one lunch daily.



If YES to #4, Column B MUST be completed for questions #5 - 9, below.

For questions #5 - 9 below, enter the information for this school/site as of April 3, 2023.

	A. ON-CAMPUS STUDENTS	B. VIRTUAL/BLENDED PROGRAM STUDENTS	TOTAL FOR THIS SCHOOL/SITE
5. School Enrollment (number of students with access ¹ to at least one NSLP and/or SBP meal daily). <small>Only include students who have access to at least one meal service (SBP and/or NSLP) daily.</small>			9

- Obtain school enrollment list as of **April 3, 2023**
 - The enrollment list must indicate which students are virtual or blended program students
 - Print, download, and/or scan the enrollment list
- Review the list of student names
 - Cross out the names of students who were not enrolled at the school on April 3, 2023
 - Notate why the name is crossed out
 - For example: "student transferred to another school on March 31, 2023"
- Enter on-campus and virtual/blended program student enrollment separately in columns A & B

KEEP THIS ENROLLMENT LIST ON FILE!

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For questions #5 - 9 below, enter the information for this school/site as of April 3, 2023.

	A. ON-CAMPUS STUDENTS	B. VIRTUAL/BLENDED PROGRAM STUDENTS	TOTAL FOR THIS SCHOOL/SITE
6. Number of Students DIRECTLY CERTIFIED (DC). <small>(The number of DC students enrolled)</small>			0

SNP Applications Training Direct Cert Help

Programs YOUR SFA NAME

Program Year: 2023 Sponsor: YOUR SFA NAME


YOUR SFA NAME

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

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

[illegible][illegible]

Hawaii Child Nutrition Programs



For questions #5 - 9 below, enter the information for this school/site as of April 3, 2023.

	A. ON-CAMPUS STUDENTS	B. VIRTUAL/BLENDED PROGRAM STUDENTS	TOTAL FOR THIS SCHOOL/SITE
8. Number of students at the school who are <u>NOT</u> on the DC list, but who also meet the definition of an Identified Student <small>This may include homeless, migrant, or runaway students.</small>			0

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

Hawaii Child Nutrition Programs

	A. ON-CAMPUS STUDENTS	B. VIRTUAL/BLENDED PROGRAM STUDENTS	TOTAL FOR THIS SCHOOL/SITE
9. Total of Items #6 and #8	0	0	0

Identified Student Percentage (ISP) = $\frac{\text{Line #9}}{\text{Line #5}} \times 100 = \frac{0}{0} \times 100 = 0\%$

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 most recent April 1st

Hawaii Child Nutrition Programs

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: _____

DEADLINE: Wednesday, April 12, 2023
Please submit to kasey.kawamoto@k12.hi.us

Hawaii Child Nutrition Programs

IMPORTANT REMINDERS

- SFAs are responsible for maintaining ALL documentation that supports the numbers entered on the CEP Data Collection Form
 - Enrollment list
 - Direct certification list
 - Identified student information (homeless, migrant, runaway student data)
- HCNCP will review this documentation:
 - For SFAs/schools that are beginning a new CEP cycle **← NEW!**
 - During an Administrative Review
- SFAs must maintain documentation used to confirm the ISP for the entire time the SFA/school operates CEP
 - If the SFA/school chooses to return to standard counting & claiming, documentation must be maintained for 3 years after submission of the final claim for reimbursement under CEP
 - Documentation must be maintained beyond the 3 year period if Administrative Review findings have not been resolved

Hawaii Child Nutrition Programs

Reimbursements Under CEP

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

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

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)

Hawaii Child Nutrition Programs

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%



$62.5\% \times 1.6 = 100\%$

Hawaii Child Nutrition Programs

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%


Hawaii Child Nutrition Programs

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



Hawaii Child Nutrition Programs

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 (using 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





CEP Deadlines		
CEP REQUIREMENT	WHAT IS IT?	SY 2023-2024 DEADLINE
Data used to calculate ISP	SFA must calculate ISP using data as of April 1 st of prior school year	April 1, 2023*
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, 2023*
State Agency Notification	HCNP must notify SFAs of district-wide eligibility for CEP	April 15, 2023*
State Agency Publication	HCNP must submit list of district-wide and school-level lists to USDA; must post list on HCNP website	May 1, 2023
Elect CEP for SY 23-24	SFAs must notify HCNP of intent to elect CEP; submit ISP documentation SFAs must notify HCNP if they intend to discontinue CEP participation	June 30, 2023

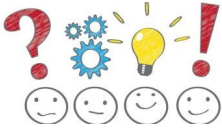
** In 2023, this date falls on a weekend. Therefore, a date near this deadline will be used.*

BENEFITS OF CEP	
Students	Parents
Access to free, nutritious meals for all students for at least 4 years	Less paperwork
No stigma with eligibility status	No worries about child's lunch account
Less time spent in line; more time to enjoy meal	
School Staff & Administrators	
Streamlined meal service	
Reduced paperwork/administrative costs	
No need to track unpaid meal charges	
Improved program integrity	


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




Questions?



NSLP Team:
rachel.itano@k12.hi.us and kasey.kawamoto@k12.hi.us
 (808) 587-3600








QUIZ

Go to:

<https://forms.gle/C9DcTS8nDp92cJ9z5>







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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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

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