

 **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




 **September 26, 2023 USDA FNS Final Rule:**
[Child Nutrition Programs: Community Eligibility](#)
[Provision – Increasing Options for Schools \(88 FR 65779\)](#)
 (effective date of October 26, 2023)

- ▶ Lowered the minimum identified student percentage (ISP) threshold from 40 to 25 percent
- ▶ Changed the minimum threshold for electing a CEP grace year
- ▶ Changed the thresholds for the identification of eligible and nearly eligible SFAs and schools

 **Requirements for CEP Participation**

- ▶ **Identified Student Percentage (ISP) of at least 25%** 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



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

CEP Data Collection Form

Sent to all SFAs on March 22, 2024

"Community Eligibility Provision (CEP) for SY 2024-2025: Deadline April 10, 2024"

CEP Data Collection: Identified Students* for SY 2024-2025

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 2, 2024 records.**

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

D. By **April 10, 2024**, 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.** This includes enrollment lists, direct certification lists, Identified Student information such as homeless student data, etc. HCNP will review this documentation when a new CEP base year is elected and during the Administrative Review (AR). Failure to maintain all supporting documentation may result in fiscal action.

For SY 2024-2025, are any schools/sites being added or removed from your SEA? ☐ YES ☐ NO
Please explain: _____

For SY 2024-2025, are any grade levels being added or removed from the school/site listed on this form? ☐ YES ☐ NO
Please explain: _____

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CEP Data Collection Form SY 2024-2025

- Complete even if your SFA does not qualify for CEP
- Separate form for each school/site in your SFA
- The data reported on the form must be **as of April 2, 2024**
- 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 10, 2024**

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CEP Data Collection Form SY 2024-2025

CEP Data Collection: Identified Students* for SY 2024-2025

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 2, 2024 records.**

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

D. By **April 10, 2024**, 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.** This includes enrollment lists, direct certification lists, Identified Student information such as homeless student data, etc. HCNP will review this documentation when a new CEP base year is elected and during the Administrative Review (AR). Failure to maintain all supporting documentation may result in fiscal action.

For SY 2024-2025, are any schools/sites being added or removed from your SEA? ☐ YES ☐ NO
Please explain: _____

For SY 2024-2025, 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* students to have access* 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 every day, however the school allows the virtual and/or blended program student the opportunity to receive at least one meal service daily for one school day.

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

Definition of Virtual Students: those directly certified for free meals (LUNCH) at school meal application. Examples: child or adult household member receives SBP or NSLP meals, a child enrolled in meal service, a homeless, runaway, migrant or foster child, or a child who has been approved by a school official for free meals through a means other than a school meal application.

***For the purposes of this SBP form (definition form):**

- Virtual/Blended Students (VBL) (SBP) (NSLP):** those who are temporarily participating in online/virtual/blended learning due to exigent circumstances and intend to return to SBPs and/or meal service.
- Virtual/Blended Students (VBL) (SBP) (NSLP):** 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/Blended online environment:** an online environment that incorporates a developmentally appropriate blend of asynchronous and synchronous instruction.
- Virtual/Blended:** 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.
- Virtual/Blended Students:** are not required to come to a school facility or location for instruction for all or part of the coursework. A blended school must have facility or location for instruction for all or part of the coursework.
- *Notes to Meal Service for Virtual/Blended Program Students:** a school allows virtual and/or blended program students to receive a meal on another day or on another site. The virtual and/or blended program student does not necessarily need to take a meal from the school every day, however the school allows the virtual and/or blended program student the opportunity to receive at least one meal service daily for one school day.

For questions #5 - 9 below, enter the information for this school/site as of April 2, 2024.

	A. ON-CAMPUS STUDENTS	B. VIRTUAL/BLENDED PROGRAM STUDENTS	TOTAL FOR THIS SCHOOL/SITE
5. School Enrollment (number of students with access* 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>	<input type="text"/>	<input type="text"/>	0

- Obtain school enrollment list as of **April 2, 2024**
 - The date of the enrollment list must be displayed on the report
 - 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 2, 2024
 - Notate why the name is crossed out
 - For example: "student transferred to another school on March 31, 2024"
- Enter on-campus and virtual/blended program student enrollment separately in columns A & B

KEEP THIS ENROLLMENT LIST ON FILE!

Hawaii Child Nutrition Program

For questions #5 - 9 below, enter the information for this school/site as of April 2, 2024.

	A. ON-CAMPUS STUDENTS	B. VIRTUAL/BLENDED PROGRAM STUDENTS	TOTAL FOR THIS SCHOOL/SITE
6. Number of Students <u>DIRECTLY CERTIFIED (DC)</u> . <small>The number of DC students enrolled at this school/site.</small>	<input type="text"/>	<input type="text"/>	0

Possible Matches

Exact/Perfect Matches

Direct Cert - E-Reviews - Help

Review Nightly Certifications
Review Sibling Matches

Program Year: 2024

Program Begin Date

July 2013
July 2014
July 2015
July 2016
July 2017
July 2018
July 2019
July 2020

HCNP's SY 2023-2024 Direct Certification Training:
<https://www.youtube.com/watch?v=KQDfzvWkq9Q>

SNP Applications - Training - Direct Cert - Help

Program Year: 2024 Sponsor: YOUR SFA NAME

YOUR SFA NAME

Review Nightly Certifications
Review Sibling Matches

Checklist

Item	Required	On-Line	Count/Date	Status
1.	✓	✓	09/11/2020	Approved
2.	✓	✓	1 of 1	Approved
3.	✓	✓	09/03/2020	Approved
4.	✓	✓	09/11/2020	Approved

Item Required Off-Line

Item	Required	Off-Line	Downloads	Date Sent	Date Received	Date Complete	Action
1.	✓	✓	Parent Notification Letters	6/29/2020	6/29/2020	9/2/2020	ⓘ
2.	✓	✓	Reprint Notification Letters	6/29/2020	6/29/2020	9/2/2020	ⓘ
3.	✓	✓	Authorizing Officials for Free and Reduced-Price Applications	6/29/2020	6/29/2020	9/2/2020	ⓘ
4.	✓	✓	Attestation of Compliance with Meal Pattern Requirements for the Annual Agreement Renewal	6/29/2020	6/29/2020	9/2/2020	ⓘ
5.	✓	✓	FSMC Contract	9/1/2020	9/1/2020	9/2/2020	ⓘ
6.	✓	✓	Vended Meals Contract	9/1/2020	9/1/2020	9/2/2020	ⓘ

All Approved DC Matches

Save (191) Decertify Selected Export

23 Approved Possible Matches of 191 Direct Certifications.

Decertify	Parent Declined Benefits	Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name
<input type="checkbox"/>	<input type="checkbox"/>	7/05/2023							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2023							
<input type="checkbox"/>	<input type="checkbox"/>	7/06/2023							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2023							

Date Matched Enrolled StudentID Enrolled Last Name Enrolled First Name Enrolled Birthday As

7/5/2023
7/7/2023
7/6/2023
7/7/2023

9. Total of Items #6 and #8		A. ON-CAMPUS STUDENTS	B. VIRTUAL/BLENDED PROGRAM STUDENTS	TOTAL FOR THIS SCHOOL/SITE
Identified Student Percentage (ISP) =	$\frac{\text{Line \#9}}{\text{Line \#5}} \times \text{\#DN/OT} \times 100 =$	0	0	0

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

To be eligible for CEP:

- ▶ Identified Student Percentage $\geq 25\%$
- ▶ ISP must be representative of the most recent April 1st*

*Identified student data should generally reflect April 1; however flexibilities are allowed to accommodate variations in State direct certification systems.

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 10, 2024
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)

HCNP will review this documentation:

- ▶ For SFAs/schools that are beginning a new CEP cycle
- ▶ During an Administrative Review

Maintain documentation used to confirm the ISP for the entire time the SFA/ school operates CEP

- ▶ If the SFA/school discontinues CEP, 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

% Meals Reimbursed at "free" rate = Identified Student Percentage X 1.6

% Meals Reimbursed at "paid" rate = 100% - % 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)

3987

Hawaii Child Nutrition Programs

Reimbursements Under CEP

Identified Student Percentage	% Free	% Paid
25%	40%	60%
30%	48%	52%
35%	56%	44%
40%	64%	36%
45%	72%	28%
50%	80%	20%
55%	88%	12%
60%	96%	4%
62.5%	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 25%

NEW UPDATE

NEW UPDATE

Calculating Group ISP

- ▶ Could allow schools with an ISP below 25% to participate in CEP
- ▶ As long as the group ISP is at least 25% **NEW UPDATE**

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

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 (using data from April 1), which must meet the 25% 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 2024-2025 DEADLINE
Data used to calculate ISP	SFA must calculate ISP using data as of April 1* of prior school year	April 2, 2024*
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 10, 2024
State Agency Notification	HCNP must notify SFAs of district-wide eligibility for CEP	April 15, 2024
State Agency Publication	HCNP must submit list of district-wide and school-level lists to USDA; must post list on HCNP website	May 1, 2024
Elect CEP for SY 24-25	SFAs must notify HCNP of intent to elect CEP; submit ISP documentation SFAs must notify HCNP if they intend to discontinue CEP participation	July 1, 2024**

*Identified student data should generally reflect April 1, however flexibilities are allowed to accommodate variations in State direct certification systems.
** In 2024, the required deadline falls on a weekend. Therefore, a date near the normal required deadline will be used.

Hawaii Child Nutrition Programs

Grace Year


- ▶ SFAs / schools with an ISP of at least 15% but less than 25% as of April 1 in Year 4 of the CEP cycle may continue CEP for one grace year
- ▶ Reimbursement based on the ISP as of April 1 in Year 4 of the current CEP cycle
- ▶ If the 25% ISP threshold is met as of April 1 in the grace year, the SFA / school is eligible to begin a new 4-year CEP cycle in the following school year
 - ▶ If the 25% threshold is not met as of April 1 of the grace year, the SFA / school is not eligible for CEP in the following school year

Hawaii Child Nutrition Programs

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




Hawaii Child Nutrition Programs

CEP Resources






- ▶ CEP Planning and Implementation Guidance
<https://fns-prod.azureedge.us/sites/default/files/resource-files/SP08-2024a1.pdf>
- ▶ 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>




QUIZ

Go to:
<https://forms.gle/aHx5Em9SLaSUQgsP8>
 Code word: recordkeeping








Questions?



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





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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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