




Community Eligibility Provision (CEP)

SY 2025-2026




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






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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




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September 26, 2023 USDA FNS Final Rule:

[Child Nutrition Programs: Community Eligibility Provision – Increasing Options for Schools \(88 FR 65770\)](#)
(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



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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



Possible Matches (points to Review Nightly Certifications, Review Sibling Matches)

Exact/Perfect Matches (points to All Approved DC Matches, All Denied Possible Matches)

Program Year: 2025

Program Begin Date
July 2013
July 2014
July 2015
July 2016
July 2017
July 2018
July 2019
July 2020

HCNP's SY 2024-2025 Direct Certification Training:
<https://youtu.be/n2OxtJdwk-E>

Item Required On-Line

Item	Required	On-Line	Count/Date	Status
1. Sponsor	✓		09/11/2020	Approved
2. SSES Student Look-Up	✓		1 of 1	Approved
3. Matched Student Look-Up	✓		09/03/2020	Approved
4. Forms Ag	✓		09/11/2020	Approved

Item Required Off-Line

Item	Required	Off-Line	Downloads	Date Sent	Date Received	Date Complete	Action
1. Single Ag	✓						
2. Free and reduced-price meal assessment	✓			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	✓						
6. Vended Meals Contract	✓			9/1/2020	9/1/2020	9/2/2020	

All Approved DC Matches

23 Approved Possible Matches of 191 Direct Certifications.

Deceitry	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"/>	7/05/2024							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2024							
<input type="checkbox"/>	<input type="checkbox"/>	7/06/2024							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2024							

Export

Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday As
7/5/2024				
7/7/2024				
7/6/2024				
7/7/2024				

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

Identified Student Percentage (ISP) = $\frac{\text{Line \#9}}{\text{Line \#5}} \times \#DN/OI \times 100 = \#DN/OI$

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.

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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: Friday, April 11, 2025
Please submit to kasey.kawamoto@k12.hi.us

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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



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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% X 1.6 = 80%
(80% of breakfasts and lunches reimbursed at free rate)
- ▶ 100% – 80% = 20%
(20% of breakfast and lunches reimbursed at paid rate)




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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% x 1.6 = 100%






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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:

$$\text{Identified Student Percentage} = \text{at least } 25\%$$




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%

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

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 2025-2026 DEADLINE
Data used to calculate ISP	SFA must calculate ISP using data as of April 1* of prior school year	April 1, 2025
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 11, 2025
State Agency Notification	HCNP must notify SFAs of district-wide eligibility for CEP	April 15, 2025
State Agency Publication	HCNP must submit list of district-wide and school-level lists to USDA; must post list on HCNP website	May 1, 2025
Elect CEP for SY 25-26	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, 2025

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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

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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	




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CEP Resources






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




QUIZ

Go to:
<https://forms.gle/aFG2kF32QbtJLCUC7>
 Code Word: base year








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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