

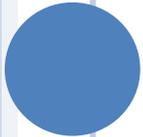
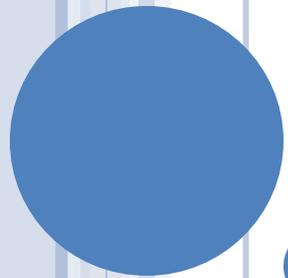
# **THE COMMUNITY ELIGIBILITY PROVISION (CEP)**

## **Notification & Data Requirements**

# OVERVIEW

- Background
- Notification & Publishing Requirements
- Data Sources
- Questions & Discussion





# BACKGROUND

# HISTORY

- Healthy, Hunger-Free Kids Act of 2010
  - Provides an alternative to household applications for free and reduced price meals
  - Offers all students free meals in high poverty LEAs and schools
- Proposed rule published in Federal Register on November 4, 2013
  - 60 day comment period (Nov 4, 2013 to Jan 3, 2014)
- Public comments currently being analyzed
  - 78 received



# BACKGROUND

- Phased in over a period of three years in a limited number of States
  - District of Columbia, Illinois, Kentucky, Michigan, New York, Ohio, West Virginia, Florida, Georgia, Maryland, and Massachusetts
- Will be available nationwide beginning July 1, 2014



# REQUIREMENTS FOR PARTICIPATION

- Have a minimum percentage ( $\geq 40\%$ ) of identified students in the school year prior to implementing CEP
- Serve free lunches and breakfasts to all students for 4 years
- Count total breakfasts and total lunches served to students daily
- Not collect household applications for free and reduced price meals



# ELECTION AND ELIGIBILITY CRITERIA

- LEAs may elect the Provision for:
  - all district schools
  - a group of schools or
  - an individual school
- Eligible school or group of schools must have an identified student percentage of at least 40% by April 1<sup>st</sup> of the school year prior to implementing CEP.
- LEAs are required to submit by June 30 to begin CEP in the SY beginning July 1.
- Election is an LEA level decision but requires concurrence from the State agency.



# STATE APPROVAL PROCESS

- An LEA must obtain State agency concurrence to elect CEP.
- The State agency must review documentation submitted by the LEA to ensure the LEA/school:
  - Meets the minimum identified student percentage
  - Participates in both the NSLP and SBP
  - Has a record of administering the meal program in accordance with program regulations



# CLAIMING PERCENTAGES

- Identified student percentage multiplied by a factor of 1.6 equals the % of total meals served reimbursed at the Federal free rate
- The remaining % of total meals is reimbursed at the Federal paid rate
- Any meal costs in excess of the total Federal reimbursement must be covered through non-Federal sources



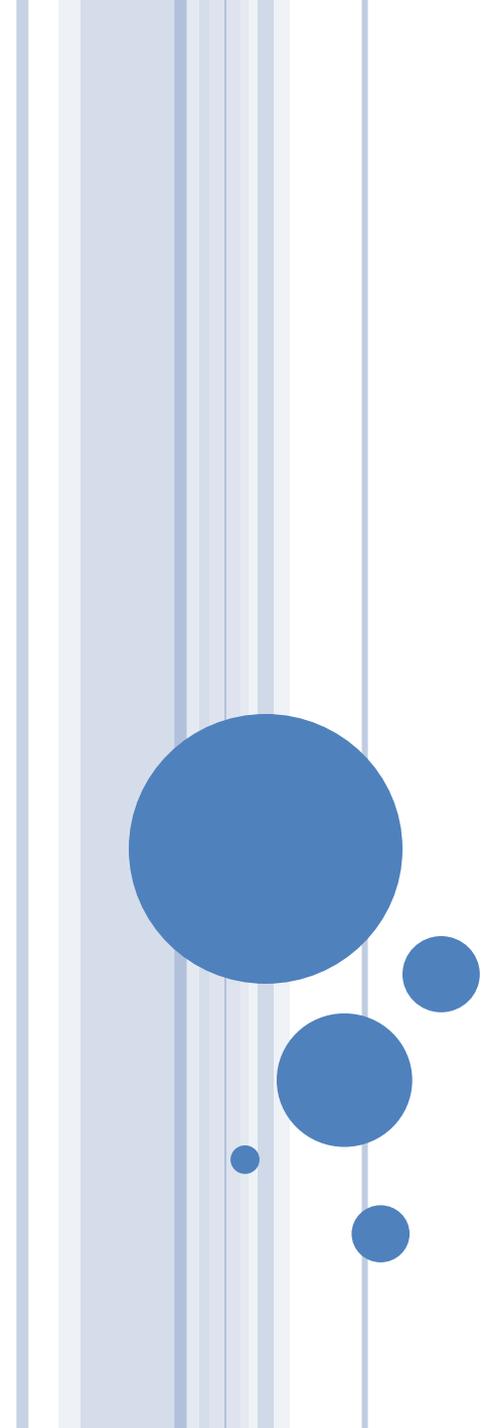
# GENERAL PROCEDURES

- LEAs/schools must notify the State no later than June 30<sup>th</sup> of the school year prior to the first year of electing CEP
- A new identified student percentage may be established each year of the four year cycle for use in the following year
- LEAs/schools may elect to stop CEP for the next year by notifying the State no later than June 30<sup>th</sup> of the current school year



## SPECIFIC PROCEDURES

- During the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> years, the LEA/school may select the higher of:
    - Identified student percentage from the year directly prior; or
    - The year prior to the first year of receiving benefits
  - LEAs/schools in year 4 with an identified student percentage  $<40\%$  but  $\geq 30\%$  are permitted to elect for an additional year (a grace year)
  - LEAs/schools that do not meet the threshold must return to normal counting and claiming procedures the following SY
- 



# NOTIFICATION & PUBLISHING REQUIREMENTS

# NOTIFICATION GENERALLY

- There are two deadlines in the notification and reporting process
  - April 15<sup>th</sup>
  - May 1<sup>st</sup>
- No later than April 15 of each SY,
  - LEAs must submit to the State agency a list of schools
  - State Agency must notify LEAs about their CEP district wide eligibility status and provide participation guidance
- No later than May 1 of each SY,
  - State agency must publish lists of LEAs on their website
  - Provide the link to FNS.



# LEA RESPONSIBILITY: LIST OF SCHOOLS

- By April 15<sup>th</sup> of each year, LEAs must supply the State agency with a list of schools:
  - With an identified student percentage of at least 40%
  - With an identified student percentage greater than 30% but less than 40%
  - In the 4<sup>th</sup> year of electing the Provision with an identified student percentage of at least 30%



# STATE RESPONSIBILITY: LEA NOTIFICATION

- State agencies must notify LEAs of district wide eligibility status by April 15<sup>th</sup> of each year:
  - With an identified student percentage of at least 40%
  - With an identified student percentage greater than 30% but less than 40%
  - Currently participating districts
  - In the 4<sup>th</sup> year of electing the Provision with an identified student percentage of at least 30%
- The State agency must provide participation guidance and procedures for CEP



# STATE RESPONSIBILITY: PUBLICATION

- By May 1, State agencies must make the list of schools readily accessible on the State agency Web site in a format prescribed by FNS.
  - FNS has developed a template for State agencies to use in displaying the required information.
- In lieu of having State agencies submit the list of LEAs to FNS for publication, FNS is developing a CEP Web site which would link to the applicable portion of the State agencies' Web sites that identify both the list of schools and the list of LEAs.



# NOTIFICATION TIMELINE SUMMARY

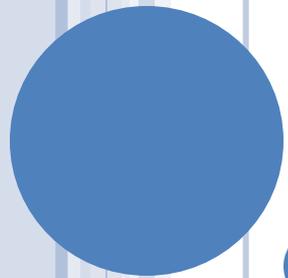
**April 15<sup>th</sup>** – States obtain school level information from LEAs

**April 15<sup>th</sup>** – States provide guidance and election information to LEAs

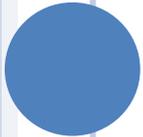
**May 1<sup>st</sup>** – States publish lists of LEAs and schools on their websites for public notification

**May 1<sup>st</sup>** – States provide link to notification lists to FNS for publication on FNS CEP website





## **NOTIFICATION DATA**



# NOTIFICATION DATA

- Two levels of data required:
  - LEA district wide data
  - School level data
- Notification data must reflect current school year.
- Lists containing both LEA wide data and school level data must be published on State agency websites.
- FNS will link to the State agency websites to fulfill the public notification requirement.



## NOTIFICATION DATA: LEA LEVEL

- Encouraged to use existing data from the FNS-742
- The sum of Section 3 on the revised FNS-742 is the number of identified students
- Enrollment data is captured in Section 1

The district wide identified student percentage =

$$\frac{\text{Sum of **Section 3**}}{\text{Enrollment data in **Section 1**}} \times 100$$



# NOTIFICATION DATA: LEA LEVEL

- Section 1 of the FNS-742: Enrollment information

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	<b>**All SFAs must report Section 1**</b>		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools ( <i>Do not include RCCIs</i> ):			
		1-2: Total RCCIs ( <i>Do not include schools counted in 1-1</i> ):			
		1-2a: RCCIs with day students ( <i>Report ONLY day students in 1-2aB</i> ):			
		1-2b: RCCIs with NO day students:			



# NOTIFICATION DATA: LEA LEVEL

## ○ Section 3 of the FNS-742: Number of Identified Students

		<b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b>	
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification <b>with SNAP</b> (i.e. <i>NON BASE year Provision 2/3 for all schools</i> )	<b>B. Number of FREE Students</b>
<b>Section 3</b>	Students approved as FREE eligible NOT subject to verification	<b>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> Do <i>not</i> include students certified with <b>SNAP</b> through the letter method.	
		<b>3-3: Students directly certified through other programs:</b> Include those directly certified through Temporary Assistance for Needy Families ( <b>TANF</b> ), Food Distribution Program on Indian Reservations ( <b>FDPIR</b> ), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. <b>DO NOT include SNAP students already reported in 3-2.</b>	
		<b>3-4: Students certified categorically FREE eligible through SNAP letter method:</b> Include students certified for free meals through the family providing a letter from the <b>SNAP</b> agency.	



## NOTIFICATION DATA – SCHOOL LEVEL

- LEAs must provide State agencies with school level eligibility status information no later than April 15.
- State agencies with access to school level data may exempt LEAs from this requirement.
- The percentage of enrolled students in the school divided by direct certifications with SNAP may be used as a proxy for the identified student percentage.
- Proxy percentage provides an indicator of potential school level eligibility and/or near eligibility.



# NOTIFICATION DATA - NOTES

- If data is not reflective of April 1 and/or proxy data is used include the following notations:
  - Notification data is for informational purposes and does not confer eligibility
  - Proxy data is not fully reflective of the number of identified students
- LEAs interested in participating must provide full identified student counts reflective of April 1 in order to participate.



# NOTIFICATION DATA - TEMPLATE

- FNS strongly encourages State agencies to use the FNS template to publish the notification lists.
- Data in the recommended format should be published on State agency websites.
- Template is an excel file with two tabs
  - LEA district wide eligibility data
  - School level eligibility data



# NOTIFICATION DATA –TEMPLATE: LEA LEVEL

- LEA district wide data template:

Community Eligibility Provision (CEP) Annual Notification of Local Educational Agencies (LEA)						
State agency: <input type="text"/>						
<p><i>State agencies must submit a list of the LEAs receiving notices to FNS for publication. LEAs receiving notices for district wide eligibility must be reported in the columns below. Please enter the LEA ID, LEA name, Identified student percentage and an "X" in the appropriate column (4-7). There should only be one "X" per LEA.</i></p>						
1	2	3	4	5	6	7
LEA ID	LEA name	Identified Student Percentage (ISP)	Eligible to Participate	Currently Participating	Near Eligible to Participate	Participating and Eligible for a Grace Year
<i>LEA ID for each LEA receiving a district wide CEP eligibility status notification</i>	<i>Name of each LEA receiving a district wide notice</i>	<i>District wide identified student percentage</i>	<i>Place an "X" in this column if the LEA in column 2 is eligible to participate in CEP (ISP &gt;=40%)</i>	<i>Place an "X" in this column if the LEA in column 2 is participating in CEP</i>	<i>Place an "X" in this column if the LEA in column 2 is nearly eligible to participate CEP (ISP &gt;=30%)</i>	<i>Place an "X" in this column in the LEA in column 2 is currently in the 4th year of the participation and is eligible for a grace year (ISP &gt;=30%)</i>



# NOTIFICATION TEMPLATE: SCHOOL LEVEL

- School level data template:

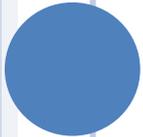
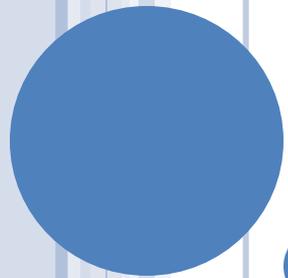
**Community Eligibility Provision (CEP) Annual Notification of Schools**

State agency:

*State agencies must publish a list of schools receiving CEP eligibility notices. Please enter the school name, LEA name, LEA ID, identified student percentage (or proxy) and an "X" in the appropriate column (6-8). There should only be one "X" per school*

1	2	3	4	5	6	7	8
School Name	LEA name	LEA ID	Identified Student Percentage (ISP)	Proxy Identified Student Percentage (ISP)	Eligible to Participate	Near Eligible to Participate	Participating and Eligible for a Grace Year
<i>Name of school receiving a CEP eligibility status notification</i>	<i>Name of LEA for the school in column 1</i>	<i>LEA ID for the LEA entered in column 2</i>	<i>Identified student percentage</i>	<i>If applicable, enter the proxy percentage below for each school in column 1 Proxy percent = number of directly certified students with SNAP/enrollment</i>	<i>Place an "X" in this column if the school in column 1 is eligible to participate in CEP (ISP &gt;=40%)</i>	<i>Place an "X" in this column if the school in column 1 is nearly eligible to participate in CEP (ISP &gt;=30%)</i>	<i>Place an "X" in this column in the school in column 1 is currently in the 4th year of the participation and is eligible for a grace year (ISP &gt;=30%)</i>





## QUESTIONS & DISCUSSION