COMMUNITY ELIGIBILITY PROVISION: TX-UNPS GUIDANCE FOR CE’S
Log on to TX-UNPS via https://txunps1.texasagriculture.gov/

From the TX-UNPS Home Page, enter your User ID and Password information and click the Log On button.
After logging in, click the **School Nutrition Programs** button.
From the TX-UNPS Welcome screen, click on the **Applications** hyperlink on the top left corner of the screen.
From the Applications screen select **Community Eligibility Provision** from the Item list.
Status: Prior to successfully completing the data entry process for CEP in TX-UNPS, the CE status displays as “Not Started.”

Detail Link: Click Detail to proceed to the CEP Eligibility Screen.
The CEP data entry page details General Information, as well as Instructions on how to fill out the site CEP information.
General Information: Includes the “Reporting Date” and the “Due Date.” TDA would like all CE’s to complete the CEP Site Eligibility data entry from March 1\textsuperscript{st} – 20\textsuperscript{th}, 2014.

Instructions: Provides the user with a brief CEP overview and directs the user to enter specific information into the table below. More detailed information on CEP can be found at www.squaremeals.org.

Site Data Entry Table: Enter the most recent Number of Identified Students and Enrollment for each site as of the Reporting Date.
Key Terminology: Key terms are hyperlinked and their respective definitions are displayed once clicked.
Identified Students

Identified Students are students certified for free meals through means other than individual household applications in the School Year prior to implementing the provision.

This includes both students who are directly certified and categorically eligible (including Homeless, Foster, Migrant, Head Start, Runaway and non-applicant students).

USDA-Defined Multiplier Factor

Because CEP schools do not collect household applications for school meals, the USDA defines a multiplier factor that is intended to estimate the number of free and reduced price meals that would have been served at the participating school based on income eligibility and categorical eligibility if applications were collected.

Effective July 1, 2014, then multiplier factor is 1.6. Although the factor may change, schools receiving approval by the State to implement CEP on their SNP Application Packet are guaranteed the factor determined in the initial year for an entire 4-year cycle.

Potentially Eligible

Schools with an Identified Student Percentage (ISP) that is less than 40 percent, but greater than or equal to 30 percent, may be eligible to participate in CEP in the subsequent year if they meet the eligibility requirements.
**School Nutrition Programs**

**Community Eligibility Provision (CEP) - Site Eligibility**
For School Year: 2013 - 2014

**General Information**
- **Status:** Active
- **Anytown ISD**
- **DBA:** 100 Anytown St.
- **Anytown, TX 1000**
- **County District Code:** 100-000
- **ESC:** 0
- **TDA Region:** 0

**Reporting Date:** April 1, 2014
**Due Date:** March 20, 2014

**Instructions**

- **Nbr of Identified Students:** Enter the most recent number of Identified Students for each site as of the Reporting Date.
- **Enrollment:** Enter the total enrollment for each site that have access to at least one meal service daily as of the Reporting Date.

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Nbr of Identified Students</th>
<th>Enrollment</th>
<th>ISP</th>
<th>Eligible?</th>
<th>Potentially Eligible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0101</td>
<td>ANYTOWN EL</td>
<td>0</td>
<td>0</td>
<td>0.00 %</td>
<td>Eligible?</td>
<td>Potentially Eligible?</td>
</tr>
<tr>
<td>0102</td>
<td>ANYTOWN HS</td>
<td>0</td>
<td>0</td>
<td>0.00 %</td>
<td>Eligible?</td>
<td>Potentially Eligible?</td>
</tr>
</tbody>
</table>

CEP: TX-UNPS Guidance for CEs
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>0101</td>
<td>ANYTOWN EL</td>
<td>59</td>
<td>200</td>
<td>29.50%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0102</td>
<td>ANYTOWN HS</td>
<td>200</td>
<td>600</td>
<td>33.33%</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>0103</td>
<td>ANYTOWN MIDDLE SCHOOL</td>
<td>700</td>
<td>1,000</td>
<td>70.00%</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Total Sites: 3</td>
<td></td>
<td></td>
<td>959</td>
<td>1,800</td>
<td>53.27%</td>
<td></td>
</tr>
</tbody>
</table>

**Site ID / Site Name:** Displays Site ID / Displays Site Name.

**Number of Identified Students:** Enter the amount of students for each site who are certified for free school meals without the use of a household application.

**Enrollment:** Enrollment cannot be less than the Number of Identified Students.

**Identified Student Percentage (ISP):** Calculated as Number of Identified Students divided by Enrollment. Does not round.

**Eligible?:** Displays “X” if the ISP of Enrollment meets the 40% or greater ISP requirement to be eligible to participate in CEP.

**Potentially Eligible?:** Displays “X” if the ISP of Enrollment falls between 30% and 39.99%. An “X” is not displayed if the ISP of Enrollment falls below 30%.
### Select sites are eligible for CEP

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Nbr of Identified Students</th>
<th>Enrollment</th>
<th>ISP</th>
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<td></td>
<td>X</td>
</tr>
<tr>
<td>0103</td>
<td>ANYTOWN MIDDLE SCHOOL</td>
<td>100</td>
<td>300</td>
<td>70.00 %</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

**Cancel Button:** Click to clear the data entered and re-start the data entry process.

**Save Button:** Click to save the data entered for sites.

**Export Button:** Click to export the data to an Excel spreadsheet file to save for your records.
Community Eligibility Provision (CEP) - Site Eligibility
For School Year: 2013 - 2014

0000  Status: Active
ANYTOWN ISD
DBA:
100 Anytown St.
Anytown, TX 1000
County District Code: 100-000
ESC: 0  TDA Region: 0

The Community Eligibility Provision (CEP) Eligibility has been processed.

**Edit Button:** Click to go back to the previous data entry page and edit information entered.

**Finish Button:** Click to finish the data entry process for the CE.
Status: After successful completion of the data entry process for CEP in TX-UNPS, the CE status displays as “Submitted”.

Back Button: Click to return back to the Applications screen.
3E’s of Healthy Living —
Education, Exercise and Eating Right

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

CEP: TX-UNPS Guidance for CEs

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