REPORTING TIPS

Community Eligibility Provision (CEP) REPORT

SY 2022-2023

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Food and Nutrition Division
National School Lunch Program

square meals

Updated 1/31/2023
www.SquareMeals.org

Community Eligibility Provision (CEP)

What is it?

Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended the Richard B. Russell National School Lunch Act to provide an alternative to household eligibility applications for free and reduced-price meals in high poverty CEs **or** schools

- ❑ Nationwide availability to offer CEP to CEs operating the National School Lunch (NSLP) and/or School Breakfast Program (SBP) began in SY 2014-15.

- ❑ A CE may participate in CEP **for some or all schools** in the Contracting Entity (CE) depending on the eligibility of individual schools and financial considerations based on the anticipated level of Federal reimbursement and other non-Federal support that may be available to cover any meal costs in excess of the Federal reimbursement.

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CEP Report – General Information

Why is this report required?

Federal Regulations

- ❑ Publication and Notification Requirements

- ❑ USDA Required Reporting

- ❑ Annually, CEs must provide current year school-level eligibility data to TDA, unless exempt

- ❑ Annually, TDA must notify SFAs of their eligibility for CEP and provide procedures for election

- ❑ Annually, TDA must post eligible and potentially eligible sites on the SquareMeals website

- ❑ Annually, TDA must report statewide direct certification data to USDA

- ❑ Annually, TDA uses CEP data to determine Summer Food Service Program (SFSP) Eligibility

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CEP Report – General Information

Who must report and when is it due?

Required report for <u>all</u> School Food Authorities (SFAs) operating the National School Lunch Program and/or the School Breakfast Program. This includes CEs operating CEP, Provision 2 and standard counting and claiming sites.
RCCIs are exempt from reporting.

- ❑ Annually, between March 1 and March 20

- ❑ CEs must report eligibility and enrollment that is reflective of April 1

- ❑ The report is due in TX-UNPS annually by March 20

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CEP Report - General Information

What must be reported?

★ Number of enrolled Identified Students (IS) **per site**

★ Enrollment confirmed on the day that the number of identified students is determined **per site**

Definitions

❑ *Identified Students* – Children who are certified for **free** school meals without the use of a household application

❑ *Enrollment* – Number of students who are enrolled in and attending schools who have access to at least one meal service daily

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Identified Student Data

Two sources of Identified Student Data

There are two ways a student may be classified as categorically eligibility for meal benefits:

- ❏ Through participation in Assistance Programs SNAP, TANF, Medicaid, FDPIR
- ➢ Matched at the state level

- ❏ Through *Other Source Categorically Eligible* status
- ➢ Identified on lists provided by local authorized individuals/liaisons

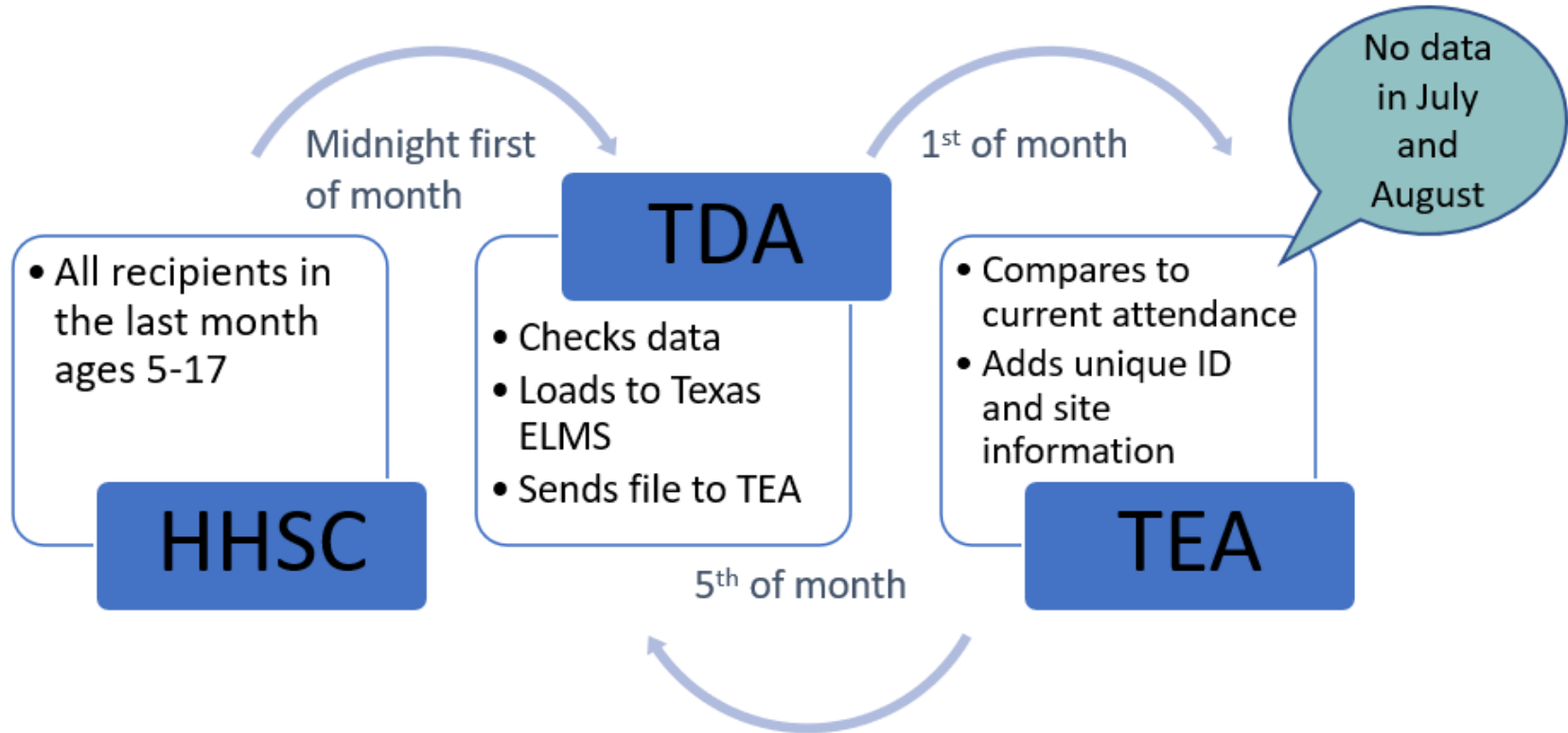**CHILD NUTRITION**
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Identified Student Data

Identified students are children who are directly certified for **free** school meals based on their participation (or household member's participation) in other means-tested assistance programs.

Students matched at the state level in Texas ELMS include:

- ❑ SNAP – Supplemental Nutrition Assistance Program
- ❑ TANF – Temporary Assistance for Needy Families
- ❑ FDPIR – The Food Distribution Program on Indian Reservations
- ❑ Medicaid Free (Medicaid Reduced students are not included)

*State determined direct certification is extended to all students in the household.

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Midnight first
of month

1st of month

No data
in July
and
August

TDA

- All recipients in
  the last month
  ages 5-17

- Checks data
- Loads to Texas
  ELMS
- Sends file to TEA

- Compares to
  current attendance
- Adds unique ID
  and site
  information

HHSC

5th of month

TEA

Identified Student Data

Identified students include children who are categorically eligible for free school meals without an application, who are not subject to verification, and who are determined free based on local liaison determination.

Locally determined direct certification lists include:

- ❑ Homeless/Runaway
- ❑ Migrant
- ❑ Foster children
- ❑ Early Headstart
- ❑ Headstart
- ❑ Non-applicant students approved by local education officials, such as a principal, based on available information

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Timeline for Data Gathering and CEP Reporting

March 5	❑	Upload CE district-wide roster into Texas ELMS for matching
March 5-20	❑	Identify additional students in the same household and extend state match eligibility
	❑	Request updated local liaison lists to identify directly certified students based on categorical eligibility (direct certification does not extend to other students in the same household)
	❑	Identify non-applicant students approved by local education officials, such as a principal, based on available information
	❑	Confirm site enrollment for date the identified student data is compiled per site
	❑	Prepare and save site rosters that match the number of identified students reported
March 20	❑	Last day to submit report in TX-UNPS

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Required Documentation

❑ Identified student rosters per site

➢ Matches CEP Report data

❑ PEIMS enrollment confirmation per site

➢ Matches date identified student

   rosters are created

Retention
after end of
fiscal year

**Public &
charter
schools**

5 years

**Private
schools 3
years**

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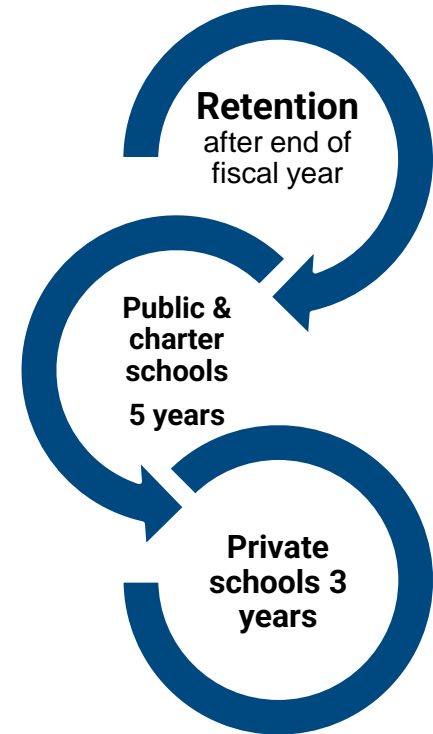
Accessing the CEP Report

- Log in to TX-UNPS
- Select <u>School Nutrition Programs</u>
- Select <u>Applications</u>
- Select <u>Community Eligibility Provision</u>

Submission

Due March 20

- **TX-UNPS > Applications > Community Eligibility Provision**

- Enrollment and Eligibility for Community Eligibility Provision

- Number of Identified Students and Enrollment by site

- Identified Student Percentage and Eligible or Potentially Eligible calculated once data is entered

School Nutrition Programs — TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > CEP Year List >   School Year: 2022 - 2023

Community Eligibility Provision (CEP) Site List

Action	School Year	Reporting Date	Open Date	Close Date	Status
	2022 - 2023	April 1, 2023	March 1, 2023	May 1, 2023	Not Started
View	2021 - 2022	April 1, 2022	March 1, 2022	May 1, 2022	Submitted
View	2020 - 2021	April 1, 2021	March 1, 2021	July 31, 2021	Submitted

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Select sites are eligible for CEP					
Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?

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Post Submission – CEP Election

TX-UNPS Application Packet Actions

CEP schedule populates when CEP elected	→	IS roster and enrollment matched to CEP schedule for validation	→	Validated data determines site claiming percentage

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Resources

❑ Administrator's Reference Manual (ARM)
https://squaremeals.org/Programs/National-School-Lunch-Program/Policy-ARM

  ❖ Section 4: Eligibility Determination
  ❖ Section 5: Special Provision Options

❑ NSLP Training https://squaremeals.org/FandN-Resources/Training/Online-Education-and-Self-Study

❑ USDA Community Eligibility Provision Resource Center
https://www.fns.usda.gov/cn/community-eligibility-provision-resource-center

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ACKNOWLEDGMENT STATEMENT

This guide does not cover the entire scope of program operations or reporting.

You are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating and reporting on the program.

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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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CONTACT US

The best point of contact for CEP Reporting assistance is your ESC Representative.

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