

Community Eligibility Provision (CEP) Policy Statement ED-099 Addendum

SAMPLE FORM AUGUST 2015 REVISION

Provision Summary

The CEP is a new alternative to using household applications for determining eligibility for free and reduced-price meals for Child Nutrition Programs in high poverty local educational agencies (LEAs) and schools. In lieu of collecting individual household applications, the CEP allows LEAs and schools meeting eligibility requirements to use data from other programs and sources to determine eligibility for federal reimbursements provided by the U.S. Department of Agriculture (USDA) for school meals. The CEP permits eligible schools to provide meals to all students at no charge, regardless of their families' economic status.

Identified Student Percentage

To qualify for the CEP, LEAs and schools must have a minimum *identified student percentage* (ISP) of 40 percent or greater in their population. *Identified students* are defined as “low-income children who are certified for free school meals without the use of a household application.” This refers to students directly certified for free meals through documentation provided by the Supplemental Nutrition Assistance Program (SNAP) or Temporary Family Assistance (TFA). *Identified students* also include the following:

- homeless children as defined under the McKinney-Vento Homeless Assistance Act;
- runaway and homeless youth served by programs established under the Runaway and Homeless Youth Act;
- foster children certified through means other than the USDA household application;
- children enrolled in a federally-funded Head Start program, a comparable state-funded Head Start program or pre-kindergarten program;
- children enrolled in an Even Start program; and
- non-applicant students approved by local education officials, such as a principal, based on available information.

LEAs and schools must make their own eligibility determinations based on available data as outlined above, to verify that they meet the 40 percent threshold, and therefore are able to participate in the CEP. Individual schools, groups of schools within a district or entire districts with an ISP of at least 40 percent are eligible to participate in the CEP. The ISP is determined by dividing the number of *identified students* by the total student enrollment. This percentage is multiplied by a **factor of 1.6** to determine the **federal free (reimbursement) rate** for a school, a group of schools or an entire district. The remaining percentage of student meals will be reimbursed at the **federal paid (reimbursement) rate**.

For example, a group of schools with a combined ISP of 50 percent will be reimbursed at the **federal free rate** for 80 percent of its student meals (50 percent x 1.6 = 80 percent). The remaining 20 percent of student meals will be reimbursed at the **federal paid rate** (100 percent – 80 percent = 20 percent). The CEP option eliminates the federal reduced-price meal category. A school, group of schools or the entire district can be reimbursed at the **federal free rate** up to a maximum of 100 percent of its student population. For this to occur, the ISP would have to reach 62.5 percent (62.5 percent x 1.6 = 100 percent). The claiming

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percentages established in the first year are guaranteed for a period of four school years but may be increased if the ISP rises for that school, group of schools or district.

Instructions

The ED-099 Addendum: Community Eligibility Provision must be signed by the LEA's first authorized signer. This is the person that is the head of the governing body, e.g., chief officer elected or appointed to assume legal responsibility for the organization (superintendent of schools, chairperson of the board, pastor or commissioner). This should be the same person that is listed under "Signature #1" on the Online Agreement.

Mail the completed original signed document to:

Allison Calhoun-White
Connecticut State Department of Education
25 Industrial Park Road
Middletown, CT 06457



For more information on the CEP, visit the Connecticut State Department of Education's (CSDE) [CEP Web page](#) or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/cep/cep_addendum.pdf.

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ED-099 Addendum: Community Eligibility Provision Sample Form

August 2015 Revision

Local Educational Agency (LEA): _____ Agreement Number: _____
City: _____
Street Address: _____ Zip Code: _____

The Agreement for Child Nutrition Programs (ED-099) between the Connecticut State Department of Education (CSDE) and the above named local educational agency (LEA) is hereby amended by this Addendum and covers the four-year period from **July 1, 2015 through June 30, 2019**.

1. The LEA agrees to serve free breakfasts and free lunches to all children in the participating school(s) for four successive school years.
2. The LEA must have an identified student percentage (ISP) of at least 40 percent as of April 1 of the year prior to participating in CEP.
3. If the total amount of the federal reimbursement through CEP is not sufficient to cover the cost of serving lunch and breakfast at no charge to all participating children, the LEA agrees to identify non-USDA sources to make up the difference.
4. The LEA agrees not to collect USDA free and reduced-price household applications for meal eligibility determination in participating schools in subsequent years during the period of participation in the CEP.
5. The LEA agrees to report each student's hypothetical eligibility for free or reduced-price meals through PSIS using an alternative survey method. The LEA also agrees to utilize funds from the nonprofit school food service account for costs associated with obtaining the socioeconomic data.
6. The LEA agrees to maintain a count of breakfasts and lunches served in each building, collected at the point of service daily.
7. The LEA agrees to inform students and parents that free meals (breakfast and lunch) will be offered to all enrolled students under the CEP.
8. The LEA agrees to notify the CSDE no later than June 30 of the year prior to the school year in which the LEA plans to opt out of this agreement and return to traditional counting and claiming procedures.
9. The LEA agrees to abide by all requirements for implementing and administering the CEP as stated in Section 104(a) of the Healthy, Hunger-Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)).

The undersigned certifies that he/she is authorized to enter into this agreement on behalf of:

Name of Board of Education or Governing Authority

and agrees to comply with the terms of the agreement as amended.

Signature: _____
Signature of Authorized Representative *Printed Name of Authorized Representative*
Title: _____ Date: _____
Title (Superintendent of Schools, President or Chairperson of the Board)

DO NOT WRITE BELOW THIS LINE – FOR CSDE USE ONLY		
Kathy Demsey, Chief Financial Officer	<input type="checkbox"/> Approved	Approval Date:
	<input type="checkbox"/> Denied	Expiration Date: