

Confirm Annual Identified Student Percentages (ISP) for Community Eligibility Provision (CEP)

April 1st ISP Snapshot Data

Direct Certification and enrollment counts are captured April 1st for qualification in the CEP for the upcoming school year. School Nutrition Programs is required to annually notify school districts having 30% or more of their students directly certified.

Review April 1st ISP Snapshot Data in MAPS (available by 4/3)

The OPI utilizes direct certification data from the OPI-DCA system to provide LEAs with their school(s) ISP calculations. This data serves as a proxy for actual eligibility and may not include all sources of students identified as directly certified as of April 1st. Please review the annual snapshot data that will be posted to the current school year's 'Community Eligibility Provision' form within the SNP Application of MAPS by April 3rd.

Report or Correct ISP Data by April 15th

Review the April 1st ISP-Community Eligibility Provision data in MAPS and determine if any corrections are needed.

If the annual proxy data reflects accurate counts of students enrolled and directly certified as of April 1st, then your district does not need to complete the ISP-CEP Annual Snapshot Data form that is used to report corrections.

If after reviewing your school's proxy data, it is determined to be an *inaccurate* count of students enrolled and/or directly certified as of April 1st, please complete the form titled 'ISP-CEP Annual Snapshot Data' to submit changes to OPI.

The ISP-CEP Annual Snapshot Data (correction) form is to be used for the following purposes:

1. Report corrections to the OPI-DCA proxy data for school's having an ISP of at least 30%.
2. Private schools (that do not report student data in AIM) having an ISP of at least 30%.

Elect Participation in CEP for the upcoming SY by June 30th

District's electing to participate in CEP will need to complete MAPS's CEP Schedule as part of the application packet for the upcoming school year by June 30th. The new school year MAPS Application Packets will be available early April.

Important CEP Dates

April 1	CEP qualifying Data Snapshot - Identified Student Percentages (ISP)
April 15	Deadline - Report ISPs above 30% or correct OPI's proxy counts
May 1	OPI post list of CEP eligible Schools on School Nutrition Programs website
June 30	Deadline – Participating schools complete CEP Schedule within MAPS 2018-19 Application Packet

CEP Overview

Community Eligibility Provision (CEP) allows eligible schools to provide free meals to all enrolled students by eliminating the burden of tracking individual eligibility (applications) and money for meals. To be eligible for CEP, 40% or more of the enrolled students must be identified as directly certified as of April 1st prior to implementing. The calculation to meet the 40% threshold may be determined by an individual school, a group of schools or district-wide. ISP rates are multiplied by a factor of 1.6 to determine the percent of Free meal reimbursement (the remaining percent, up to 100% is reimbursed at the Paid reimbursement rate). Schools with an ISP equal to or greater than 62.5% (before applying the 1.6 multiplication factor) will receive 100% of meals at the Federal free rate. The CEP claiming percentage established for a school or group of schools is applied for a period of four school years and may increase by beginning a new 4-year CEP cycle if the Identified Student Percentages rise. Schools in the 4th year of CEP participation with an ISP of less than 40% but at least 30% as of April 1st, may elect a grace year and continue operating CEP for a 5th by using the nearly eligible data (30-39%).

Upon entering an agreement to participate in the Community Eligibility Provision (CEP) between the Montana OPI and the Local Educational Agency that for the participating CEP, the LEA agrees to:

- Serve all children in the participating school(s) free breakfasts and lunches for four successive school years.
- Have a percentage of enrolled students who were *identified students* as of April 1st of the year prior to participating in CEP that is greater than or equal to 40%.
- Pay from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received, including Federal cash reimbursement.
- Not to collect free and reduced price meal applications that will be used for meal price determination from households in participating schools in subsequent years during the period of participation in CEP.
- Maintain a total count of breakfasts and lunches served at the point of service daily by site.
- Abide by all requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 (HHFKA) amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1759a(a)(1)).

For further information pertaining to CEP, please see the [CEP Fact Sheet](#) or contact Alie Wolf at aliew@mt.gov or your regional School Nutrition Programs specialist for additional questions.