



## OPI – School Nutrition Programs

### MAPS CEP Application Packet Instructions

Packet Assigned To:unassigned							
Action		Form Name	Latest Version	Status			
View   Modify	1.	Sponsor Application	Original	Pending Validation			
Add	3.	Community Eligibility Provision (CEP) Schedule		Not Started			
Details		Checklist Summary					
Details		Attachment List					

  

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	2.	0	3	0	0	0	3

**Sign up for CEP: Complete the following MAPS Application Packet items by June 30<sup>th</sup> for the new SY:**

- **Sponsor Application – Item #35, check ‘yes’**
  - Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?
  
- **Participating CEP Site Applications (Click [School Nutrition Program](#))**
  - Item #17 Pricing Info – select ‘Non-Pricing CEP’ for both Breakfast and Lunch.
  - This should default the following breakfast and lunch items to indicate CEP, but if not please be sure the following items indicate CEP:
  - Item #A9 National School Lunch Program – Select ‘CEP’ for Provisional option request.
  - Item #B9 School Breakfast Program - Select ‘CEP’ for Provisional option request.
  
- **Community Eligibility Provision (CEP) Schedule**
  - The Direct Certification Identified Student Percentage data is displayed.
  - CEP rules of thumb
    - ✓ If the most recent ISP data is higher than the previously established CEP ISP data, the system auto defaults the ISP Data Year to the most recent and higher percentage data.
    - ✓ CEP ISP data is effective for 4 school years once established and protected from decreases.
    - ✓ The 25% minimum direct cert rate may be determined by:
      - Individual Schools
      - Group or Groups of Schools
      - District-wide
    - ✓ Schools in the fourth year of CEP participation with an ISP of less than 25 percent but at least 15 percent as of April 1 may continue participating in CEP for one grace year (5<sup>th</sup> yr)
    - ✓ If adding new schools to CEP, the most current ISP data must be used and cannot be combined with previously established CEP group ISPs or the district may elect to recalculate a new four-year CEP cycle with the newest data for all participating schools.

## MAPS CEP Schedule

- For **CEP school groups**, select the same group number for each site.
  - The Summary area displays CEP group ISP and claiming percentages.
- The **Cycle Year** is the initial school year of the four-year CEP cycle.
  - The four-year CEP cycle will remain in effect for a period of four school years after the established CEP Data Year.
  - The four-year CEP cycle expiration date is listed on the bottom of each site's application within the internal use area.
  - During the fourth year, a new CEP ISP must be reconsidered to continue participation and begin a new 4-year cycle.
  - Upon considering available data to reestablish a new 4-year cycle, if school-specific identified student percentage data are not readily available by the school, use of direct certification data as a percentage of enrolled students identified as directly certified under [7 CFR § 245.6\(b\)](#) by the number of enrolled students as defined in paragraph (f)(1) as an indicator of potential eligibility. If direct certification data are used, the OPI must clearly indicate that the data provided is proxy data and may not fully reflect the number of identified students.
- The **Data Year** is the school year the April 1<sup>st</sup> ISP base year data was established
- The Nbr of Identified Students, Enrollment, ISP, Claim % Free and Claim % Paid auto populate once the Data Year is set.
- The **Site Nbr of Identified Students** is the number of students directly certified from the data year of the established ISP.
- The **Site Enrollment** is the number of enrolled students from the Data Year of the established ISP.
- The **Site ISP** is the Identified Student Percentage of directly certified students from the data year of the established ISP
- The **Site Claim % Free** is the site's potential Free reimbursement rate for CEP if not grouped.
- The **Site Claim % Free** also serves as the site's official free and reduced percentages for most intents and purposes (regardless of grouping).
- The **Site Claim % Paid** is the site's potential Paid reimbursement rate for CEP if not grouped.

### School Nutrition Programs

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Applications > Application Packet > Community Eligibility Provision - Site Grouping >

School Year: 2020 - 2021  
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**Community Eligibility Provision (CEP) Schedule**  
**For School Year: 2020 - 2021**

**Happy Gulch K-12 Schools**

**Summary**

Mode: Auto

[Hide indicators](#)

Group Name	Show Detail	Nbr of Sites	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
Unassigned	<input checked="" type="checkbox"/>	0			0	0			
Individual	<input checked="" type="checkbox"/>	0			0	0			
1	<input checked="" type="checkbox"/>	3	2019-2020	2018-2019	60	141	42.55	68.08	31.92

Group Count: 1

**Instructions**  

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.

**For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").**

**Grouping**

Total Sites: 3

Site ID	Site Name	Group	Cycle Year	Data Year	Nbr of Identified Students	Enrollment	ISP	Claim % Free	Claim % Paid
0765	Happy Gulch Elem	1	2019-2020	2018-2019	37	83	44.58	71.33	28.67
0766	Happy Gulch High School	1	2019-2020	2018-2019	16	42	38.10	60.96	39.04
1730	Happy Gulch 7-8	1	2019-2020	2018-2019	7	16	43.75	70.00	30.00

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**Internal Use Only**  

Date Received: 7/29/2020

Status: Approved

Date Approved: 7/29/2020

## **OPI – SNP procedures for approving SFAs/schools to operate CEP**

### **Approving MAPS CEP Schedules:**

- In order to elect CEP, no later than June 30<sup>th</sup> SFAs must submit to the SA the counts of identified and enrolled students as of April 1 of the school year prior to CEP implementation. (7 CFR 245.9(f)(4)(i))
- SAs are required to confirm the eligibility status of any school or SFA seeking to claim meals under CEP by reviewing the submitted documentation to determine that the school, group of schools, or SFA (7 CFR 245.9(f)(4)(ii)):
  - Meets the minimum ISP level of at least 25 percent.
  - Currently participates (or plans to participate) in both the NSLP and SBP; and
  - Has a record of administering the school meal programs in accordance with Federal regulations, as indicated by the most recent AR.

### **Approving SFAs/schools to operate a 'grace year' in year 5 of CEP participation.**

- An SFA, group of schools, or school with an ISP of less than 25 percent but equal to or greater than 15 percent as of April 1 of the fourth year of a CEP cycle may continue using CEP for a grace year that continues the 4-year cycle for one additional year, or a fifth year.
- If the SFA, group of schools, or school regains the 25 percent threshold as of April 1 of the grace year, the MT-OPI may authorize a new 4-year cycle for the following school year.
- Reimbursement in a grace year is determined by multiplying the identified student percentage at the SFA, group of schools, or school as of April 1 of the annual ISP data in the fourth year of the 4-year CEP cycle by the 1.6 multiplier.
- If the SFA, group of schools, or school does not regain the required threshold as of April 1 of the grace year, they must return to collecting household applications in the following school year.