CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

REPORTING TIPS

Community Eligibility Provision (CEP) REPORT

SY 2022-2023

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
National School Lunch Program

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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.

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

CEP Report – General Information

Who must report and when is it due?

Required report for all 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

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

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

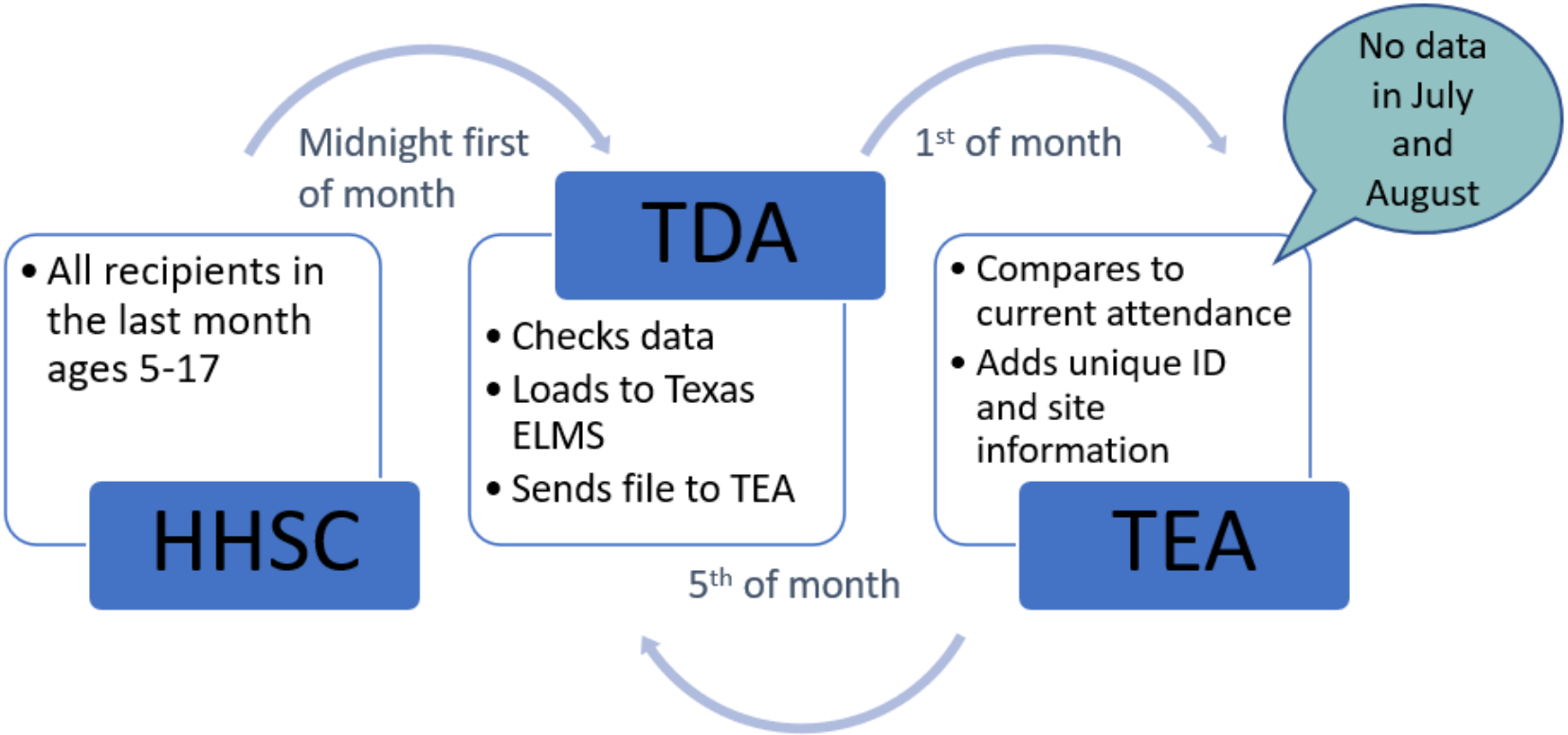
Identified Student Data

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.


Midnight first of month
1st of month
No data in July and August
TDA
• All recipients in the last month ages 5-17
HHSC
• Checks data
• Loads to Texas ELMS
• Sends file to TEA
• Compares to current attendance
• Adds unique ID and site information
TEA
5th of month

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

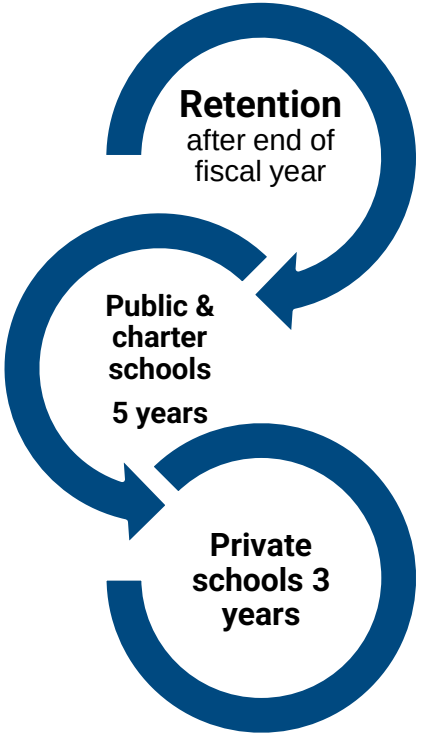
Timeline for Data Gathering and CEP Reporting

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

Required Documentation

- ❑ Identified student rosters per site
  - ➢ Matches CEP Report data

- ❑ PEIMS enrollment confirmation per site
  - ➢ Matches date identified student rosters are created



Accessing the CEP Report

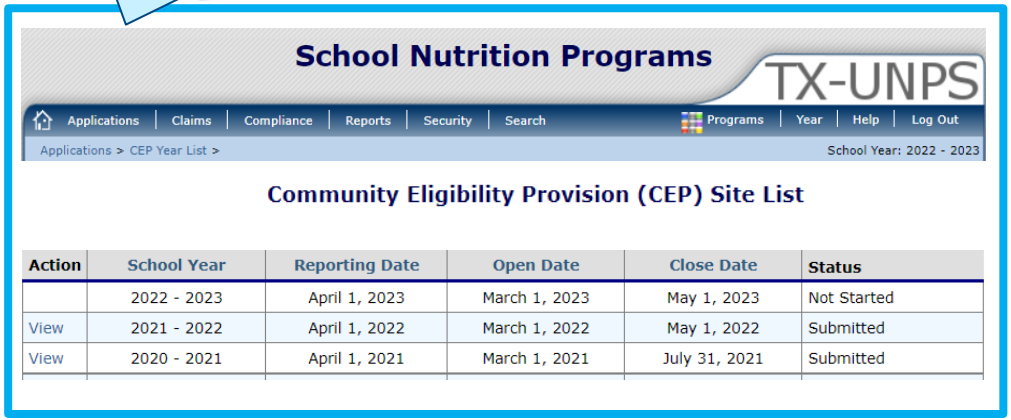
- ❑ Log in to TX-UNPS
- ❑ Select School Nutrition Programs
- ❑ Select Applications
- ❑ Select Community Eligibility Provision

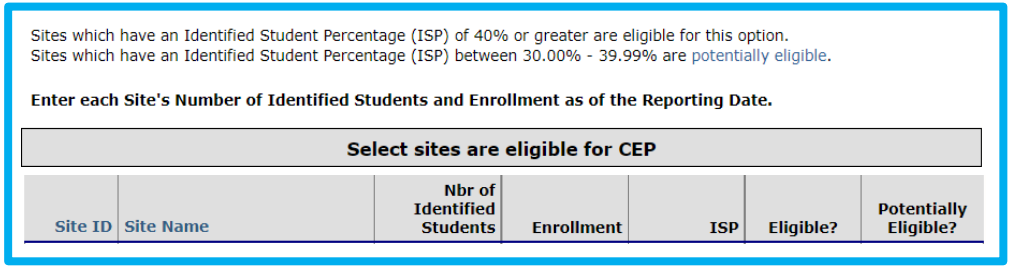
Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= $5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading

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





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

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

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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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.

www.SquareMeals.org