



## WISCONSIN SCHOOL NUTRITION **IN A NUTSHELL**

# Community Eligibility Provision (CEP) for Participating Sites

## **Requirements**

The [Calendar of School Nutrition Requirements for CEP Schools](#) is a resource that details important due dates for CEP schools. It includes a summary of each program requirement, the due date, and a column to initial and date when each item is completed. Some of these key program requirements and due dates are described below.

### **Public Release**

School Food Authorities (SFAs) are required to send the public release to local media and community grassroots organizations annually before the start of the school year. There are two templates available – one for SFA-wide CEP and one for mixed districts.

### **Household Notification Letter**

This letter informs households that the students enrolled in a CEP school with access to breakfast and/or lunch will receive free meals for the current school year. This letter should state that free meals are not contingent on submitting any type of alternate income form.

### **On-Site Monitoring**

On-site monitoring is required if the SFA has more than one school/meal service site, as designated on the online contract with DPI. Complete on-site monitoring forms and keep them on file for all sites in the SFA, including CEP sites. Complete monitoring visits and document results, including any follow up, for all sites by February 1 annually.

### **Point of Service (POS)**

During meal service, schools are required to keep accurate meal counts and maintain a POS system that ensures federal reimbursements are claimed only once for each student served a reimbursable meal. CEP schools count total daily reimbursable meals for breakfast and lunch.

An accurate meal count may be achieved through a variety of methods, and USDA does not require the use of any specific POS system. However, many SFAs have chosen to implement POS systems which incorporate technologies such as personal identification numbers (PIN), fingerprint scanners, or scan individual student barcodes. Some schools may choose to use a check-off system with a paper form. There are a few examples of these on the CEP website.

### **Edit Check**

Participation in CEP does not change the requirement to conduct edit checks. The edit check must ensure the daily meal counts are correct and do not exceed the Attendance Adjusted Enrollment at each site. If Attendance Adjusted Enrollment is exceeded, schools must provide documentation to demonstrate the reason (e.g., visiting students). An Excel edit check form is

available on the CEP website. Software systems may have built-in edit checks, which should be assessed for compatibility and accuracy before using in CEP schools.

### Financial Management and Non-Program Foods

Non-program foods include non-reimbursable meals, extra milk, second entrees, adult meals, and any other a la carte items provided outside of the reimbursable meal.

- Students that take a non-reimbursable meal must be charged for each item individually.
- Students that buy an extra milk or a cold lunch milk must be charged the cost of the milk.
- Students that would like seconds must purchase the second entrée for a price that covers the cost of the food, the labor, and any other costs involved in the production of the food item.
- If SFAs do not want to charge for these non-program food items, then items given away to students must be tracked and the associated costs must be covered by non-federal funds.

### Individual School Identified Student Percentage (ISP)

The ISP is used to qualify CEP sites for Severe Need Breakfast (data from two years prior), Area Eligible Afterschool Snack Program, the Fresh Fruit and Vegetable Program, Equipment Grants, and for other programs that request an estimate of the total number of students eligible for free and reduced-price meals at the school level. The product of the individual school ISP multiplied by 1.6 is intended to provide an estimate of the total number of students eligible for free and reduced-price meals at the school level. The individual school ISP is not used for claiming

### Data Collection

- For SFA-Wide CEP: The Alternate Household Income Form is a way to collect socioeconomic data from students in CEP schools. This application has been designed to be easy to complete, which assists in increasing the response rate from households. The purpose of this application is to collect data for Title 1, SAGE (AGR), etc. The processing of these applications cannot be paid for with food service funds.
- For SFA with CEP and non-CEP sites (Mixed District): The USDA Free and Reduced Meal Application has specific CEP language on it for schools to use one application for processing income data. Even though this is a USDA application, the processing of applications with **only** CEP students on them, cannot be charged to the food service account since it is not needed for the school meal program eligibility determination. If there is an application with both CEP and non-CEP students listed, this application is needed to determine eligibility for non-CEP students and is permissible to charge to the food service account.

Annual Data Reporting

Report	Details	Due Date
Direct Certification (DC)	Complete two runs at a minimum during the school year with full enrollment by school code. Only students with access to at least one meal per day should be included.	October 31
	Mixed districts must run DC a minimum of three times during the school year for their non-CEP schools. It is encouraged to run DC more than three times a year, such as monthly.	April 1
Special Provision Match Report	Use full enrollment DC data from first run (before Oct 31) to report total S and O codes to DPI.	November 15
FNS 10 Report	Submit enrollment data and the number of students approved for free and reduced-price meals as of the last day lunch was served in October. For CEP schools, use the free claiming percentage times the current October enrollment to estimate the number of students approved for free meals. Online Services portal opens on November 1.	Prior to submitting October claim
Paid Lunch Price Report	Report the most frequently charged lunch price(s) for each category. If non-pricing throughout the district, enter 0 for each category.	November 15
Verification Collection Report (VCR)	While CEP schools do not perform Verification, submission of the VCR is required. There are specific instructions online for how to complete this report. Mixed districts need to perform Verification for the non-CEP sites only.	February 1
Annual Intent Form	Submit annual notification to DPI to indicate how the SFA will proceed with CEP for the next school year.	June 30

Resources

- [DPI School Nutrition Team CEP Website](#)
- [CEP Planning and Implementation Guidance](#)
- [USDA FNS Updated Q&As](#)
- [USDA CEP Website](#)