



COMMUNITY ELIGIBILITY PROVISION

Wisconsin Department of Public Instruction
School Nutrition Team

Objectives

- Provide Overview of the Community Eligibility Provision and its Benefits
- Identify Eligibility Requirements
- Practical Application
- Things to Consider

Community Eligibility Provision

- Section 104 (a) of the Healthy, Hunger-Free Kids Act of 2010.
- An alternative to collecting household applications for free and reduced price meals in high poverty schools.
- Available nationwide beginning July 1, 2014

Benefits of Community Eligibility

- **All students are offered both lunch and breakfast at no cost**
- **Increases meal participation for breakfast and lunch**
- **Reduces paperwork**
 - Eliminates school meal applications.
 - Makes school nutrition operations more efficient.
- **Decreases verification tasks**
 - The SFA will not be required to perform verification activities for schools choosing CEP.
 - Note: The verification collection report is still required.

Who is Eligible to elect CEP?

- LEAs and schools must have an identified student percentage of at least 40%.
- The 40% threshold can be determined by individual schools, groups of schools or the entire LEA .
- Identified student percentage =
Number of identified students/ enrolled students x 100.

CEP Participation

- Eligible LEAs/Schools agree to serve all students free lunches and breakfasts.
- CEP sites agree to cover any costs of providing meals above the federal reimbursement with non-federal funds.
- Once schools elect CEP, household must be notified of participation.
- RCCI's are not eligible to participate.

Identified Students

Identified Students = students directly certified for free meals without a school meal application.

Directly Certified Students include:

- Students in Head Start, Even Start, foster care, runaway, homeless, or migrant
- Students living in households participating in Food Share, Wisconsin Works (W-2), or FDPIR

Enrolled Students

- Students who are enrolled in and attending schools participating in CEP and have access to at least one meal service daily.
- Half-day students who have access to either breakfast or lunch would be included.
- Students who do not have access to either breakfast or lunch due to times they are attending school would not be counted.

How to Determine Identified Student Percentage

- As individual School:
 - *Identified Student percentage* of 40% or more is required
- As group:
 - Combine schools in any grouping to meet to meet the Identified Student Percentage of 40% or more
- As School District:
 - All schools may participate, requires total enrollment 40% or more *Identified students*

Identified Student Percentage Ex -Good Day School District

- School #1 =
 - Identified Students – 50
 - Enrollment – 100
 - Identified Student percentage = $50/100=50.0000\%$
- School #2
 - Identified Students – 70
 - Enrollment – 110
 - Identified Student percentage = $70/110=63.6363\%$
- Combined Identified student %= $120/210=57.1428\%$

Identified Student Percentage Ex -Winter Snow School District

- School #1-
 - Identified Students– 25
 - Enrollment – 120
 - Identified student percentage = **20.8333%**
- School #2 –
 - Identified Students – 125
 - Enrollment – 175
 - Identified student percentage = **71.4285%**
- Combined Identified Student % = $(150+295)/100=50.8474\%$

Identified Student Percentage Ex – Cheddar SD

- School #1 -
 - Identified Students – 20
 - Enrollment – 150
 - Identified student percentage = $20/150=13.3333\%$
- School #2 –
 - Identified Students – 50
 - Enrollment – 100
 - Identified Student percentage = $50/100=50.0000\%$
- Combined Identified Student % = **28.0000%**

Reimbursement under CEP

- The identified student percentage is multiplied by a factor (1.6) to determine the percentage of total meals served that will be reimbursed at the Federal free rate.
- The remaining percentage of total meals is reimbursed at the Federal paid rate.
- These claiming percentages are guaranteed for 4 years
- Any costs in excess of the total Federal reimbursement must be covered through non-Federal sources.

Claiming % Ex: Good Day SD

- School #1: Identified Student %= 50.0000%
- School #2: Identified Student % = 63.6363%
- Combined Identified student % = **57.1428%**
- Claiming Percentage:
 - $57.1428 \times 1.6 = 91.4285\%$ Free rate
 - $100 - 91.4285 = 8.5715\%$ Paid rate

Claiming % Ex. Winter Snow SD

- School #1: Identified student % = 20.8333%
- School #2: Identified student % = 71.4285%
- District Identified Student % = 50.8474%
- Claiming Percentage:
 - $50.8474 \times 1.6 = 81.3558\%$ Free rate
 - $100 - 81.3558 = 18.6442\%$ Paid rate

Claiming % Ex. Cheddar SD

- School #1: Identified student % = 13.3333%
- School #2: Identified Student % = 50.0000%
- District Identified Student % = 28.0000%
- Claiming Percentage:
 - Only school #2 can participate = $50 \times 1.6 = 80.0000\%$ Free and 20.0000% Paid rate
 - School #1 would count and claim based on eligibility determined by F/R applications since does not qualify to participate in CEP

Percentage Increases

Claiming percentage is guaranteed for 4 years
Example:

YEAR	FREE %	PAID %
1 Guaranteed Rate	85.4600	14.5400
2 (submitted increase)	91.3300	8.6700
3 (no submitted increase)	85.4600	14.5400
4 (submitted increase)	89.7900	10.2100

Meal Counting and Claiming

- Meal counts do not need to identify the eligibility of the student receiving the meal.
- Only the total number of reimbursable meals served is required to claim for CEP.
- Count must be taken at the Point of Service
- Count complete reimbursable meals only
- An LEA may:
 - Use current POS System
 - Use a daily count sheet at the Point of Service

Recordkeeping

- Documents required to support the claim percentages
 - Identified Students documents
 - Total enrolled students
- Point of Service checklists to show the number of reimbursable meals served
- All other school meal program recordkeeping requirements still applies
- Direct Certification Run is still required

Timeline

- April 1:
 - list of SFAs that are eligible for CEP posted
 - Report due to DPI with the identified student % for each school in LEA
 - Note: Direct Certification by school site is required for this form
- May 1: DPI will publish a list of Eligible and "Near Eligible" sites
- May 1 - June 30: LEAs and/or schools may apply to participate in CEP

Financial Feasibility

- Schools agree to cover with non-Federal funds any costs of providing free meals to all students above amounts provided in Federal assistance
- Potential financial impact

Allowable Non-Federal Funds

- Funds provided by organizations or other community group funds to support the school meal programs
- Transfers from Fund 21: Transferring money from Fund 21 to Fund 50
- State match for school breakfast
- Revenue from ala carte sales

Reimbursement Estimator

- USDA Monthly Federal Reimbursement Estimator can assist with determining if participating in CEP financially feasible
- http://fns.dpi.wi.gov/files/fns/xls/cep_re_est.xls
- Since students are not being charged for meals, there will not be additional revenues for reimbursed meals

Things to Consider for CEP

- For the 2014-2015 school year, CEP schools will still be required to collect individual household income data. This information is required for other programs such as Title 1, SAGE and ISIS.
- An alternative Household Income Form will be available on the School Nutrition Team CEP webpage for this purpose at http://fns.dpi.wi.gov/fns_cep.
- Funds from the non-profit school food service account cannot be used to distribute, process or determine eligibility of these applications in CEP schools.

Impact of CEP on other Child Nutrition Programs

Other Child Nutrition Programs will be able to utilize the percent of meal claimed free to determine their eligibility in:

- Summer Food Service Program (SFSP)
- Fresh Fruits and Vegetable (FFVP)
- After School Snacks
- Child and Adult Care Food Program- After School at Risk Meals Program

Summary

- Provide no costs breakfasts AND lunches to all students.
- Requirement of at least 40% identified student percentage to qualify.

Additional Materials & Resources

- School Nutrition Team website: Website:
http://fns.dpi.wi.gov/fns_cep
 - CEP Monthly Reimbursement Estimator
 - Frequently Asked Questions
 - USDA memos on CEP
 - CEP Application
 - Household Income Form
- FRAC (Food Research and Action Center)
<http://frac.org/federal-foodnutrition-programs/>

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