

Community Eligibility Provision Implementation Checklist

The following items outline the steps sponsors/schools must take for successful implementation of the Community Eligibility Provision (CEP). This is not an exhaustive list, but it does cover the major areas of program operations as they apply to CEP.

NOTE: You must have an approved agreement before proceeding to implement CEP.

Annual Notification

Notify Households that your school/district is participating in the Community Eligibility Provision (CEP). You can view a sample letter on the Oregon Department of Education (ODE) Special Provisions page. It is located under sub-heading titled “CEP Resources, Calculators, and Template Letters” under the Resources header.

Applications for Meal Benefits

If applicable, plan how to distribute and process applications for meal benefits (free/reduced-price applications).

- Sponsors with **ALL** sites participating in CEP, **DO NOT** distribute free/reduced meal applications. For the benefit of collecting annual economic data, an alternate method of data collection may be used, such as the Household Income Survey found in the Resources section of ODE SNP’s [Special Provisions](#) page. The cost of distributing and processing the survey cannot be paid by the school food service account. Any questions related to the alternate method of collecting annual economic data can be sent to ode.schoolnutrition@ode.oregon.gov
- Sponsors with **SOME** sites participating in CEP are to distribute to non-CEP sites the traditional free/reduced-price meal benefits application to households that are not directly certified, and process applications to determine free/reduced eligibility of students for meals. Districts may cost-allocate expenses for application distribution and processing based on the proportionate number of students in non-CEP vs. CEP schools.

Plan for handling any household applications inadvertently submitted that list only students who attend a CEP site(s). These **must be separated and not processed** for certification of benefits.

Verification

Districts with both CEP and non-CEP sites:

- Districts with some, but not all, schools electing CEP must [conduct verification](#) of certified free/reduced meal applications only.
- If applications are submitted for “mixed households,” which includes children who are at a CEP school and some who are not, these should be included in the verification sample pool.
- Verification results are reported in CNPweb using the Verification Collection Report – FNS 742.

District-Wide CEP:

- Verification is not required for CEP schools.
- While verification is not required, districts must complete the Verification Collection Report, FNS-742, on an annual basis. This report is due annually by February 1.

Meal Pricing

- ☒ Offer breakfast and lunch at no charge to all students enrolled in a CEP school(s) for four successive school years.
- ☐ CEP schools are not factored into the calculation for the average weighted price in the Paid Lunch Equity tool.
- ☐ A la carte items may be offered to students for sale (USDA allows CEP sites to offer a la carte milk at no charge if the costs are covered by reimbursement).

Meal Counting and Claiming

- ☐ Take a total daily meal count, at the point of service, of breakfasts and lunches served to students at each CEP site. CNPweb will automatically calculate the percentages of meals. Schools may use a meal count form, a clicker, or may continue to use the current point of service system.
- ☐ Complete an edit check prior to submitting the monthly claim for reimbursement. A manual edit check system or electronic Point of Service edit check is acceptable.
- ☐ Submit a claim for reimbursement monthly.

Transfer and Visiting Students

- ☐ **Student transfers to a new school (within the district or to a new district):** If a student transfers from a CEP school to a non-Provision school, the new school must provide meals at no cost to the student for up to 30 operating days or until an eligibility determination is made, whichever comes first. Meals served under these circumstances may be claimed at the federal free rate.
- ☐ **Student from a non-CEP school visits a CEP school during lunch:** Meals served to the visiting students are included as part of the total count of meals served in the CEP school and are reimbursed based on the CEP claiming percentage.
- ☐ **Non-CEP schools host visiting students from CEP schools in the same district:** Strongly encouraged to provide the students a meal at no cost. Such meals should be claimed according to the claiming percentages of the CEP school.
- ☐ **Students from a CEP school visit a non-CEP school outside of their district:** Meals may be provided at no charge. The CEP school should pay the non-CEP school for the value of any student meals claimed at the paid rate. In either case, the non-CEP school must claim the reimbursable meals for visiting students in its Claim for Reimbursement according to the appropriate claiming percentages.

Additional information related to transfer and visiting students is available in the [USDA Planning and Implementation Guidance](#).

Summer Meals

- ☐ CEP schools operating summer school for their own students during the summer months can continue operating under the National School Lunch Program/School Breakfast Program (NSLP/SBP). The CEP claiming percentages will continue to be applied to the claims for reimbursement.

Changes in Location or Student Population

Please contact our office via email at ode.schoolnutrition@oregon.gov if your school changes locations or there are changes to your student population. These changes may warrant a recalculation of the identified student percentage (ISP) in the middle of the 4-year cycle.

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Other Considerations

- ☐ Maintain records that support the Identified Student Percentage for the entire period of CEP participation.
- ☐ Maintain all other program records for three years plus the current year.
- ☐ Follow all other rules and regulations for operating Child Nutrition Programs.
- ☐ Follow all other requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)).
- ☐ Pay for costs that are in excess of the federal assistance received using non-federal funds.

For more information, refer to the [USDA CEP Planning and Implementation Guidance](#).