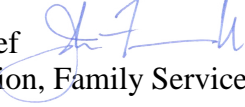




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch Program and School Breakfast Program

FROM: John D. Frassinelli, Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: March 14, 2018

SUBJECT: Operational Memorandum No. 08-18
Community Eligibility Provision: Annual Notification Requirement

This memo introduces a change in the reporting process instituted by the Connecticut State Department of Education (CSDE) to collect timely, site-specific data to inform the development of the [Community Eligibility Provision](#) (CEP) eligibility lists.

BACKGROUND

The CEP provides an alternative approach for offering school meals in local educational agencies (LEAs) and schools in low-income areas, instead of collecting individual household applications for free and reduced-price meals. The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the NSLP and SBP. LEAs are eligible to participate in the CEP if the Identified Student Percentage (ISP) for the entire LEA, groups of schools or individual schools meets or exceeds 40 percent. The ISP is calculated by dividing the number of directly certified and categorically eligible students by the total student enrollment. Note: Only students that have access to the NSLP and/or SBP should be included in the total number of directly certified students and total student enrollment.

FEDERAL REQUIREMENTS

The National School Lunch Act requires the CSDE to annually notify LEAs of **district-wide** eligibility for CEP participation [42 U.S.C. 1759a(a)(1)(F)(x)(II)]. All LEAs (regardless of participation or intent to participate in the CEP) must submit **school-level** CEP eligibility data to the CSDE [42 U.S.C. 1759a(a)(1)(F)(x)(III)]. After collecting the data, the CSDE and the U.S. Department of Agriculture (USDA) Food and Nutrition Service post on their websites the lists of CEP-eligible and near-eligible LEAs and schools. **The CSDE's list of CEP eligible and near-eligible LEAs will be posted on the CSDE's [CEP](#) webpage no later than April 16, 2018. The CSDE's list of CEP eligible and near-eligible schools will be posted on the CSDE's [CEP](#) webpage no later than May 1, 2018.**

REPORTING PROCESS

Beginning in spring 2018, all public and private NSLP and SBP sponsors (on behalf of the LEA) must enter the three data sources used to calculate CEP eligibility into the CSDE Online Application and Claiming System for Child Nutrition Programs (CNP System). Sponsors must submit data by **April 9, 2018**, even if they do not currently participate or intend to participate in the CEP. These data serve only as a notice of CEP eligibility and near eligibility to LEAs and schools. RCCIs are not eligible to participate in the CEP and are exempt from this requirement.

Sponsors are required to enter into the CNP System, the following three data elements, specifically from **April 2, 2018**, for each site that operates the NSLP or SBP:

- total enrollment (only count those students eligible to eat one or more meals daily);
- total number of directly certified students as found on the CSDE direct certification list only; and
- total number of students directly certified manually or outside of the CSDE direct certification list (e.g., homeless, runaway, Head Start and some foster students).

ELIGIBLE LEAS INTERESTED IN IMPLEMENTING THE CEP

The chart on the next page summarizes the CEP notification due dates for NSLP and SBP public and private school sponsors. Eligible LEAs that are interested in CEP participation must follow the CSDE guidelines to formally apply for the CEP and must submit documentation to support ISP calculations. This data will be validated by the CSDE before any ISPs are finalized and accepted for claiming purposes for the next school year. The only LEAs required to formally apply for the CEP for school year 2018-19 include:

- LEAs/schools electing CEP participation for the first time;
- LEAs/schools currently in year four of their CEP cycle; or
- LEAs/schools in the mid-cycle of CEP participation that are requesting changes to their currently approved ISP.

If an LEA meets one of the criteria above, please contact Donna Heins no later than **May 18, 2018**, to schedule a conference call to discuss the CEP application process for school year 2018-19. The application deadline for CEP participation (for new or recalculating schools and LEAs) is **June 30, 2018**. All supportive ISP documentation (CEP Worksheets, total enrollment, and CEP Student Identification List) must also be submitted by that date.

All other mid-cycle participating CEP LEAs must notify Donna Heins by **June 30, 2018**, if they intend to continue with their current ISP or plan to withdraw from the CEP and revert to the regular meal counting and claiming process.

<p align="center">Summary of CEP Notification Due Dates for NSLP and SBP Public and Private School Sponsors</p>		
Due Date	Action Required	Comments
April 9, 2018	All LEAs participating in the NSLP and SBP (except RCCIs) report the required CEP notification data in the CNP System.	Beginning April 3, 2018, insert April 2, 2018, data only. Do not access the CSDE direct certification list until April 3, 2018, to allow for all matching to be fully completed.
April 16, 2018	The CSDE posts the LEA-level CEP Notification list on the CSDE website.	
May 1, 2018	The posts the school-level CEP Notification list on the CSDE website.	
May 18, 2018	<p>Deadline for eligible LEAs that are interested in CEP participation and meet one of the criteria below, to contact Donna Heins to schedule a conference call to discuss the CSDE CEP application process guidelines.</p> <p>LEAs must formally apply for CEP participation for school year 2018-19 if:</p> <ul style="list-style-type: none"> • LEAs/schools are electing CEP participation for the first time; • LEAs/schools are currently in year four of their ISP cycle; or • LEAs/schools are in the mid-cycle of CEP participation and requesting changes to their current ISP (e.g., population changes, grades removed/added, schools merge, ISP is higher, etc.). 	Contact Donna Heins at donna.heins@ct.gov or 860-807-2082.
June 30, 2018	Deadline for currently participating CEP LEAs (in the mid-cycle of CEP participation with no intention of revising the ISP) to confirm continued participation in the CEP for school year 2018-19.	Contact Donna Heins at donna.heins@ct.gov or 860-807-2082.
June 30, 2018	<p>Deadline for any LEA (requiring new ISP calculations) to formally notify the CSDE of their intention to participate in the CEP for school year 2018-2019 by submitting the required CSDE CEP application documents.</p> <p>Deadline for any LEA participating in the CEP to notify the CSDE if they intend to drop CEP participation for the following school year. These LEAs must either enroll in Provision 2 or return to standard counting and claiming.</p>	Upload required CEP application documents (CEP Worksheets, total enrollment and CEP Identified Student List) in the CNP System.

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none">• Fairfield County (Includes Region 9)• Litchfield County (Includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none">• Hartford County (Includes Region 10)• Middlesex County (Includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none">• New Haven County (Includes Regions 5, 15, and 16)• New London County• Tolland County (Includes Regions 8 and 19)• Windham County (Includes Region 11)	Susan Alston susan.alston@ct.gov 860-807-2081

JDF:dh

Attachment

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.

**Community Eligibility Provision (CEP)
Annual Notification**

**Instructions for Entering
CEP Eligibility Data**



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
Child Nutrition Programs
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

March 2018

Instructions for Entering CEP Eligibility Data

Connecticut State Department of Education • March 2018

<http://portal.ct.gov/-/media/SDE/Nutrition/CEP/CEPInstructionsCNPSystem.pdf>



For information on the CEP, visit the CSDE's [CEP](#) webpage or contact Donna Heins, Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103, 860-807-2082 donna.heins@ct.gov.

This document is available at <http://portal.ct.gov/-/media/SDE/Nutrition/CEP/CEPInstructionsCNPSystem.pdf>.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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This guide applies only to **public and private school sponsors** of the National School Lunch Program (NSLP) and School Breakfast Program (SBP). **All public and private NSLP and SBP sponsors are required to submit CEP eligibility data, even if they do not currently participate or intend to participate in the CEP.** Residential child care institutions (RCCIs) are not eligible to participate in the CEP and are exempt from this requirement.

CSDE CONTACT INFORMATION

For questions regarding the CEP, contact Donna Heins at donna.heins@ct.gov or 860-807-2082. For information on the NSLP and SBP, please contact the school nutrition programs staff in the CSDE’s Bureau of Health/Nutrition, Family Services and Adult Education.

County	Consultant
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
New Haven County (includes Regions 5, 15, and 16) New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11)	Susan Alston susan.alston@ct.gov 860-807-2081
Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Child Nutrition Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841	

For more information, visit the CSDE’s [CEP](#) webpage.

1 — CEP OVERVIEW

The CEP provides an alternative approach for offering school meals in local educational agencies (LEAs) and schools in low-income areas, instead of collecting individual household applications for free and reduced-price meals. The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the NSLP and SBP. LEAs are eligible to participate in the CEP if the Identified Student Percentage (ISP) for the entire LEA, groups of schools, or individual schools meets or exceeds the 40 percent. The ISP is calculated by dividing the number of directly certified and categorically eligible students by the total student enrollment. **Note: Only students who have access to the NSLP and/or SBP should be included in the total number of directly certified students and total student enrollment.**

FEDERAL REQUIREMENTS

The National School Lunch Act requires the CSDE to annually notify LEAs of **district-wide** eligibility for CEP participation [42 U.S.C. 1759a(a)(1)(F)(x)(II)]. **All LEAs** (regardless of participation or intent to participate in the CEP) must submit **school-level** CEP eligibility data to the Connecticut State Department of Education (CSDE) [42 U.S.C. 1759a(a)(1)(F)(x)(III)]. After collecting the data, the CSDE and the U.S. Department of Agriculture (USDA) Food and Nutrition Service post on their websites the lists of CEP-eligible and near-eligible LEAs and schools. **The CSDE's list of CEP eligible and near-eligible LEAs will be posted on the CSDE's CEP webpage by April 16, 2018. The CSDE's list of CEP eligible and near-eligible schools will be posted on the CSDE's CEP webpage by May 1, 2018.**

REPORTING PROCESS

Beginning in spring 2018, all public and private NSLP and SBP sponsors (on behalf of the LEA) must enter the three data sources used to calculate CEP eligibility into the CSDE Online Application and Claiming System for Child Nutrition Programs (CNP System). **Sponsors must submit these data by April 9, 2018, even if they do not currently participate or intend to participate in the CEP.** These data serve only as a notice of CEP eligibility and near eligibility to LEAs and schools. **RCCIs are not eligible to participate in the CEP and are exempt from this requirement.**

Sponsors are required to enter into the CNP System the following three data elements, specifically from **April 2, 2018**, for each site that operates the NSLP or SBP:

- total enrollment (only count those students eligible to eat one or more meals daily);
- total number of directly certified students as found on the CSDE direct certification list only; and
- total number of students directly certified manually or outside of the CSDE direct certification list (e.g., homeless, runaway, Head Start and some foster students).

ELIGIBLE LEAS INTERESTED IN IMPLEMENTING THE CEP

The chart on the next page summarizes the CEP notification due dates for NSLP and SBP public and private school sponsors. Eligible LEAs that are interested in CEP participation must follow the CSDE guidelines to formally apply for the CEP and must submit documentation to support ISP calculations. This data will be validated by the CSDE before any ISPs are finalized and accepted for claiming purposes for the next school year. The only LEAs required to formally apply for the CEP for school year 2018-19 include:

- LEAs/schools electing CEP participation for the first time;
- LEAs/schools currently in year four of their CEP cycle; or
- LEAs/schools in the mid-cycle of CEP participation that are requesting changes to their currently approved ISP.

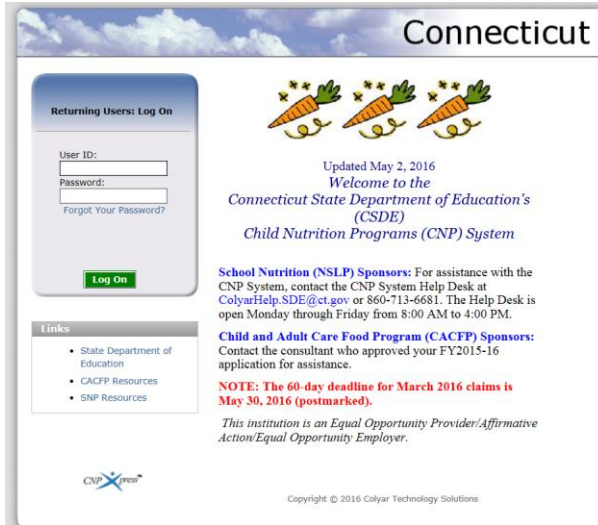
If an LEA meets one of the criteria above, please contact Donna Heins no later than **May 18, 2018**, to schedule a conference call to discuss the CEP application process for school year 2018-19. The application deadline for CEP participation (for new or recalculating schools and LEAs) is **June 30, 2018**. All supportive ISP documentation (CEP Worksheets, total enrollment, and CEP Student Identification List) must also be submitted by that date.

All other mid-cycle participating CEP LEAs must notify Donna Heins by **June 30, 2018**, if they intend to continue with their current ISP or plan to withdraw from the CEP and revert to the regular meal counting and claiming process.

Summary of CEP Notification Due Dates for NSLP and SBP Public and Private School Sponsors		
Due Date	Action Required	Comments
April 9, 2018	All LEAs participating in the NSLP and SBP (except RCCIs) report the required CEP notification data in the CNP System.	Beginning April 3, 2018, insert April 2, 2018, data only. Do not access the CSDE direct certification list until April 3, 2018, to allow for all matching to be fully completed.
April 16, 2018	The CSDE posts the LEA-level CEP Notification list on the CSDE website.	
May 1, 2018	The CSDE posts the school-level CEP Notification list on the CSDE website.	
May 18, 2018	<p>Deadline for eligible LEAs that are interested in CEP participation and meet one of the criteria below, to contact Donna Heins to schedule a conference call to discuss the CSDE CEP application process guidelines.</p> <p>LEAs must formally apply for CEP participation for school year 2018-19 if:</p> <ul style="list-style-type: none"> • LEAs/schools are electing CEP participation for the first time; • LEAs/schools are currently in year four of their ISP cycle; or • LEAs/schools are in the mid-cycle of CEP participation and requesting changes to their current ISP (e.g., population changes, grades removed/added, schools merge, ISP is higher, etc.). 	Contact Donna Heins at donna.heins@ct.gov or 860-807-2082.
June 30, 2018	Deadline for currently participating CEP LEAs (in the mid-cycle of CEP participation with no intention of revising the ISP) to confirm continued participation in the CEP for school year 2018-19.	Contact Donna Heins at donna.heins@ct.gov or 860-807-2082.
June 30, 2018	<p>Deadline for any LEA (requiring new ISP calculations) to formally notify the CSDE of their intention to participate in the CEP for school year 2018-2019 by submitting the required CSDE CEP application documents.</p> <p>Deadline for any LEA participating in the CEP to notify the CSDE if they intend to drop CEP participation for the following school year. These LEAs must either enroll in Provision 2 or return to standard counting and claiming.</p>	Upload required CEP application documents (CEP Worksheets, total enrollment and CEP Identified Student List) in the CNP System.

2 — STEPS FOR DATA SUBMISSION

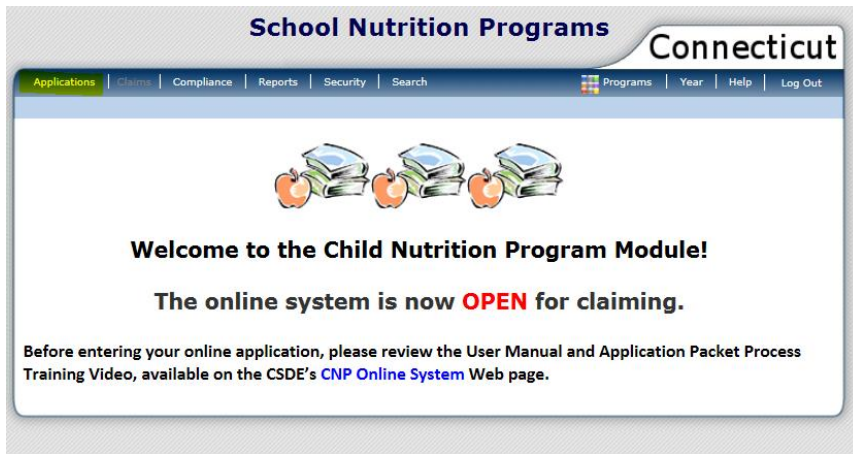
1. Access the Connecticut State Department of Education's (CSDE) Online Application and Claiming System for Child Nutrition Programs (CNP System) at <https://ct.cnpus.com/prod/Splash.aspx>.



2. Log in with your **User ID** and **Password**.
3. Click on **School Nutrition Programs**.

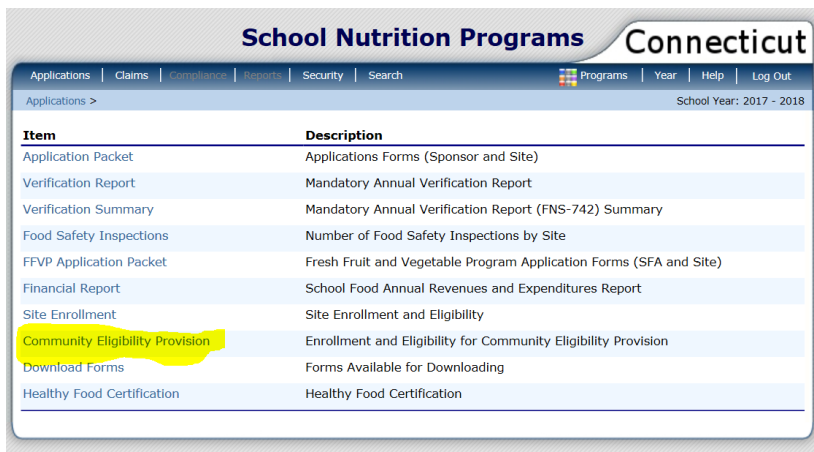


- Click on **Applications**.



- Click on **Community Eligibility Provision**.

NOTE: If you have access to more than one Sponsor Application, you will be prompted to select a Sponsor before accessing the Community Eligibility Provision section of the Application.



2 | STEPS FOR DATA SUBMISSION

6. Click **Add** for School Year 2017-2018.



The screenshot shows the 'School Nutrition Programs Connecticut' interface. The main heading is 'Community Eligibility Provision (CEP) Site List'. Below the heading is a table with the following data:

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2017 - 2018	April 1, 2018	April 3, 2018	April 9, 2018	Not Started
	2016 - 2017	April 1, 2017	July 31, 2017	October 1, 2017	Not Started
	2015 - 2016	April 1, 2016	April 1, 2016	December 30, 2016	Not Started

Kindly note the important dates associated with this data entry requirement. They are as follows:

- The **Reporting Date** is identified as April 1, 2018, however, **sponsors must use available data as of April 2, 2018** (April 1, 2018, falls on a Sunday). **Do not** access the DC system until **April 3, 2018**.
- The **Open Date** (CNP System opens for data entry) will be **April 3, 2018**.
- The **Close Date** (CNP System closes for data entry) will be **April 9, 2018**. Please have all data entered by the end of that day. The CSDE is required to post lists of eligible (ISP \geq 40 percent) and near eligible (ISP \geq 30 percent **and** $<$ 40 percent) LEAs on the state agency website by April 16, 2018. Your cooperation with this timely submission is greatly appreciated.

7. **Enter** the requested data for **each** site that operates the NSLP or SBP. There are only **three** places to enter data (“SNAP” “Other” and “Enrollment”). All other columns will self-populate.

NOTE: Review the chart, “Guidance for Data Entry Categories,” on page 8 before entering data.

School Nutrition Programs Connecticut

[Applications](#) | [Claims](#) | [Compliance](#) | [Reports](#) | [Security](#) | [Search](#)

[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

[Applications > CEP Year List > CEP Site Eligibility >](#)
School Year: 2017 - 2018

[VIEW](#) | [MODIFY](#) | [DELETE](#) | INTERNAL USE ONLY

Community Eligibility Provision (CEP) - Site Eligibility

For School Year: 2017 - 2018

General Information

Reporting Date: April 01, 2018
Due Date: April 09, 2018

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 for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option. Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site ID	Site Name	Nbr Identified Students			Enrollment	ISP	Eligible?	Potentially Eligible?
		SNAP	Other	Total				
		0	0	0	0	0.00 %		
		0	0	0	0	0.00 %		
		0	0	0	0	0.00 %		
		0	0	0	0	0.00 %		
		0	0	0	0	0.00 %		
		0	0	0	0	0.00 %		
Sponsor Totals		0	0	0	0	0.00 %		

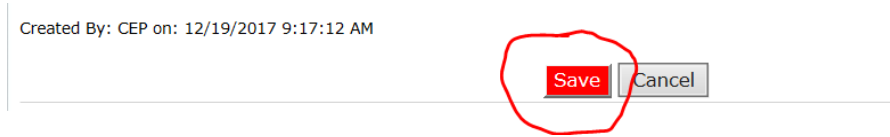
Total Sites: 7

2 | STEPS FOR DATA SUBMISSION

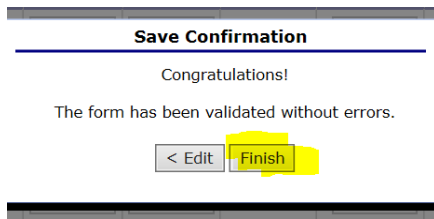
Guidance for Data Entry Categories	
SNAP	<p>This number represents the total number of students on the CSDE direct certification list ONLY (as of April 2, 2018). Include all categories (i.e., FS AF and OT). Also include the new FREE Medicaid (FM) eligibility. Students identified as RM (reduced Medicaid) cannot be included.</p> <p>Only count those students who have access to at least one meal service daily (SBP or NSLP).</p>
Other	<p>This number represents the total number of students that are directly certified manually or outside of the CSDE direct certification list. This includes:</p> <ul style="list-style-type: none"> • Students extended free eligibility based on a child in the household receiving SNAP/TFA/Free Medicaid benefits; • Homeless/runaway students (directly certified by the LEAs homeless liaison); • Foster children certified through means other than a household application (directly certified by the district's Foster Point of Contact or via a current DCF 603 form; • students enrolled in Head Start programs (with the same or stricter requirements); • students with a validated handwritten case number; and • non-applicant students approved by local education officials, such as a principal, based on available information. <p>Only count those students who have access to at least one meal service daily (SBP or NSLP).</p>
Enrollment	<p>Enter the enrollment number only for those students who are enrolled in and attend schools where meals are served for each site.</p> <p>Only count those students who have access to at least one meal service daily (SBP or NSLP).</p> <p>NOTE: If one sponsor site serves meals to students enrolled in three different schools, combine the totals from each of the three schools when entering data for that site.</p> <p>If a school enrolls students (for example Kindergarten students) but those students do not have access to at least one meal service daily, do not include those students in the total enrollment for that site.</p>

NOTE: The weekly direct certification match occurs on a Monday and takes place throughout the day. **Access the data on Tuesday (April 3, 2018)** to ensure that the direct certification match has completed in full.

- After data is entered for each site, click **Save** at the bottom of the page.



- Correct any errors. Click **Finish**. No further action is required with respect to the School-Level Eligibility Data Collection process.



LEA DATA INTERPRETATION

When the sponsor completes steps 1-9, the CNP System will display the ISP percentages for the LEA (district-wide and each school site). All sponsors should make note of the district-wide ISP as well as the ISP for each individual school site to ascertain CEP eligibility (ISP \geq 40 percent). **There is no requirement that eligible LEAs or schools participate in the CEP.**

For more information, refer to “LEAs Interested in Implementing the CEP” on page 2 and the “Summary of CEP Notification Due Dates for NSLP and SBP Public and Private School Sponsors” on page 3. In some circumstances, eligible and interested LEAs or schools will be required to formally apply for CEP participation by uploading CSDE CEP application documents (CEP Worksheets, total enrollment and CEP Identified Student List) via the CNP System.

Contact Donna Heins at 860-807-2082 or donna.heins@ct.gov if you have any questions regarding the interpretation of the district-wide or individual school ISP and the CEP application process.



CONNECTICUT STATE
DEPARTMENT OF EDUCATION