

COMMUNITY ELIGIBILITY:

Notification & Publication Requirements for State Agencies

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GOALS FOR TODAY'S WEBINAR

- Notification & Publication Purpose
- Notification & Publication Requirements
- Notification Data and Template
- Q+A

PURPOSE

- Promote & disseminate info about CEP
- Public notification
- Outreach





NOTIFICATION & PUBLICATION REQUIREMENTS

IMPORTANT DATES

- **Two deadlines:**

- April 15
- May 1



- **By April 15:**

- State agency must notify LEAs of their CEP districtwide eligibility status and provide participation guidance
- LEAs must submit a list of schools to the State Agency

- **By May 1:**

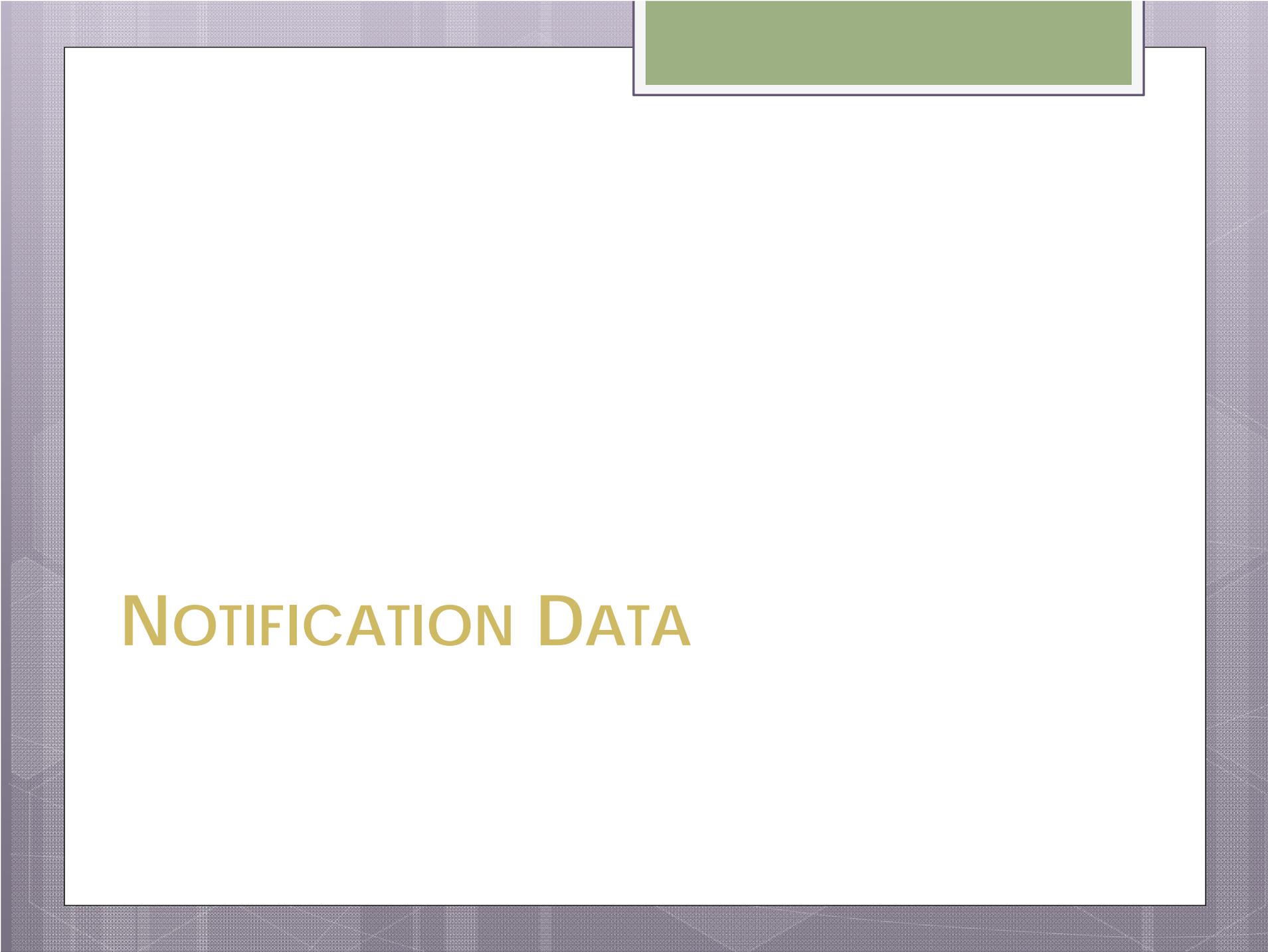
- State agency must publish lists of LEAs on their website
- State agency must provide the link to FNS:
cepnotification@fns.usda.gov

STATE RESPONSIBILITY: LEA NOTIFICATION

- Notify LEAs of district wide eligibility status by April 15th:
 - With a districtwide identified student percentage (ISP) of at least 40% (ELIGIBLE)
 - With an ISP greater than or equal to 30% but less than 40% (NEAR ELIGIBLE)
 - Currently participating districts
 - In the 4th year of electing the Provision with an ISP greater than or equal to 30% but less than 40% (ELIGIBLE FOR GRACE YEAR)
- Provide participation guidance and procedures for CEP

LEA RESPONSIBILITY: LIST OF SCHOOLS

- LEAs must provide the State agency with a list of schools by April 15:
 - With an ISP of at least 40% (ELIGIBLE)
 - With an ISP greater than or equal to 30% but less than 40% (NEAR ELIGIBLE)
 - Currently participating schools
 - In the 4th year of electing CEP with an ISP greater than or equal to 30% but less than 40% (ELIGIBLE FOR GRACE YEAR)



NOTIFICATION DATA

NOTIFICATION DATA

- Two levels of data required:
 - LEA district wide data
 - School level data
- Notification data must reflect current school year.
- Lists containing both LEA wide data and school level data must be published on State agency websites.
- FNS will link to the State agency websites to fulfill the public notification requirement.

NOTIFICATION DATA: LEA LEVEL

- Encouraged to use existing data from the FNS-742
- The sum of Section 3 on the revised FNS-742 is the number of identified students
- Enrollment data is captured in Section 1

$$\text{District-wide Identified Student Percentage (ISP)} = \left(\frac{\text{Sum of Section 3}}{\text{Enrollment data in Section 1}} \right) \times 100$$

NOTIFICATION DATA: LEA LEVEL

- Section 1 of the FNS-742: Enrollment Information

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools (<i>Do not include RCCIs</i>):			
		1-2: Total RCCIs (<i>Do not include schools counted in 1-1</i>):			
		1-2a: RCCIs with day students (<i>Report ONLY day students in 1-2aB</i>):			
		1-2b: RCCIs with NO day students:			

NOTIFICATION DATA: LEA LEVEL

- Section 3 of the FNS-742: Number of Identified Students

		ALL SFAs must report Section 3 or check box 3-1 if applicable	
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE</i> year Provision 2/3 for all schools)	B. Number of FREE Students
Section 3	Students approved as FREE eligible NOT subject to verification	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <i>not</i> include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	

NOTIFICATION DATA: SCHOOL LEVEL

- LEAs must provide State agencies with school-level eligibility status information no later than April 15.
- State agencies with access to school level data may exempt LEAs from this requirement.
- Direct certifications with SNAP = Proxy ISP
Enrolled students
- Proxy percentage: potential school-level eligibility and/or near eligibility.

NOTIFICATION DATA: NOTES

- If data is not reflective of April 1 and/or proxy data is used, include the following notations:
 - *Notification data is for informational purposes and does not confer eligibility*
 - *Proxy data is not fully reflective of the number of identified students*
- LEAs interested in participating must provide full ISP data reflective of April 1 to participate.

NOTIFICATION DATA: TEMPLATE

- FNS strongly encourages State agencies to use the FNS template to publish the notification lists.
- Data in the recommended format should be published on State agency websites.
- Template is an excel file with two tabs
 - LEA districtwide eligibility data
 - School-level eligibility data

STATE RESPONSIBILITY: PUBLICATION

- Publish LEA and school-level eligibility lists on the State agency website
 - Submit link to eligibility lists via email to FNS at cepnotification@fns.usda.gov.
- FNS CEP website links to eligibility lists in each State

CEP ELIGIBILITY BY STATE

Visit: <http://www.fns.usda.gov/school-meals/community-eligibility-provision-status-school-districts-and-schools-state>

Child Nutrition Programs

- > School Breakfast Program (SBP)
- > Fresh Fruit and Vegetable Program (FFVP)
- > Special Milk Program (SMP)
- > Summer Food Service Program (SFSP)
- > Child and Adult Care Food Program (CACFP)
- > National School Lunch Program (NSLP)

Browse By Subject

- > Federal Register Documents
- > Legislation
- > Policy
- > Press Releases
- > Regulations
- > CN Labeling
- > Disaster Assistance
- > Food Safety
- > Grants
- > Research & Reports
- > eUpdates

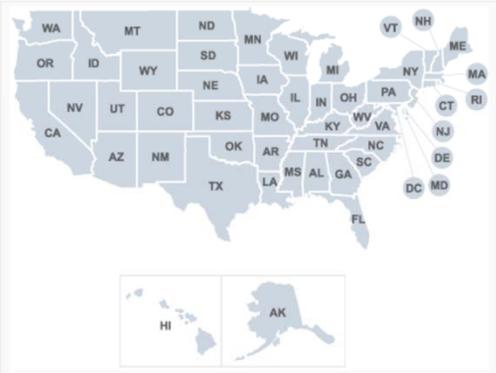
School Meals

[Print](#)

Community Eligibility Provision Status of School Districts and Schools by State

This map contains links to State-specific information on local educational agencies (LEAs) and schools that may be eligible to elect the Community Eligibility Provision (CEP) for the 2014-15 school year. LEAs interested in participating in CEP for SY 14-15 for one, some, or all of their schools should contact their State agency for additional guidance and procedures.

- [FNS State Agency Contacts](#)
- [Additional Information and Resources](#)



[State List](#)

NOTIFICATION TIMELINE

April 15

- States notify LEAs of districtwide eligibility & provide guidance & election information
- LEAs provide school-level information to States

May 1

- States publish LEA and school-level lists on website
- States provide FNS with link to notification lists

ELECTION DEADLINE EXTENDED TO AUGUST 31 FOR SY 2015-16

- SP XX-2015
- SY 2014-15 Deadline Extension to Aug 31:
Elections increased by 22%

RESOURCES & TECHNICAL ASSISTANCE

- FNS CEP Website: <http://www.fns.usda.gov/school-meals/community-eligibility-provision>
- 2015 Center on Budget and Policy Priorities (CBPP) CEP Resources
 - *CEP Take-up Report:*
<http://www.cbpp.org/cms/index.cfm?fa=view&id=5273>
 - *Searchable CEP Take-up Database:*
<http://www.cbpp.org/cms/index.cfm?fa=view&id=4187>
 - *Interactive Map:*
<http://www.cbpp.org/cms/index.cfm?fa=view&id=5275>

Questions?



FUTURE CEP WEBINAR: SAVE THE DATE

- Wednesday, Mar. 18, 1-2 pm EST
CEP Financials for State Agencies & School Districts