# SNP Memo #2022-2023-70

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 18, 2023

TO: Directors, Supervisors, and Contact Persons (Addressed)

FROM: Dr. Sandy C. Curwood, Director

## SUBJECT: School Year 2023–2024 Community Eligibility Provision Application

This memorandum provides guidance to local education agencies (LEAs) on the Community Eligibility Provision (CEP) for school year (SY) 2023–2024. LEA staff should review this memorandum and its attachments, evaluate current CEP schools and newly eligible schools using the April 1, 2023, CEP eligibility report, and follow the procedures to submit a complete CEP application packet by the June 30, 2023, deadline.

### Community Eligibility Provision Background

The CEP in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) allows schools with a high percentage of identified students, those determined free eligible without a meal application, to provide all reimbursable meals at no charge. LEAs should refer to the [USDA Community Eligibility Provision: Planning and Implementation Guidance Manual](https://fns-prod.azureedge.us/sites/default/files/cn/SP61-2016-CEP_Guidance.pdf), for consolidated guidance and best practices. The [April 1, 2023, Report of LEAs and Schools Eligible and Near Eligible to Participate in CEP](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/program-statistics-reports) provides a listing of schools that meet the 40 percent identified student percentage (ISP) threshold for participation. A listing of LEAs that have a divisionwide ISP of 40 percent or more and are eligible to participate in CEP for all schools, can be found in the LEA tab of the report.

LEAs that meet the eligibility criteria may participate in CEP for one or more schools, groups of schools, or divisionwide. [Superintendent’s Memo #063-23](https://www.doe.virginia.gov/home/showpublisheddocument/43954/638164640546430000), *Implementation of House Bill 5113 Regarding the Community Eligibility Provision*, provides information to local school boards about CEP participation in Virginia schools.

### CEP Application Process

To participate in CEP, the LEA must submit a complete CEP application packet to the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP), no later than June 30, 2023. Early submission is encouraged. Details of the application packet requirements and related documentation are in the attachments to this memorandum. Attachment A provides instructions for the CEP application and specific information for schools and LEAs currently participating in CEP; schools and LEAs new to CEP; and schools making changes to CEP for SY 2023–2024. Attachment B provides instructions for the CEP schedule in the School Nutrition Programs Web-based software (SNPWeb). Authorized users can access SNPWeb through the VDOE Single Sign-on for Web Systems (SSWS) portal.

### Evaluating CEP for Currently Approved Schools and Groups

**LEAs must evaluate all currently approved CEP schools and groups in the CEP schedule for SY 2023–2024, as soon as possible,** to determine if the school or group ISP reported for April 1, 2023, increased, requiring a new CEP application.

* Approved CEP schools and groups with a new **Data Year of 2022–2023 must submit a new CEP application by June 30, 2023.**
* Approved CEP schools and groups with a **Data Year of 2021–2022 or earlier did not have a higher ISP on April 1, 2023, and will continue in year two, three, or four of the current cycle.**
* **Approved CEP schools and groups that make changes to add or remove schools from CEP must submit a new CEP application.**
* **Approved CEP schools or groups with a four-year CEP cycle that expires at the end of SY 2022–2023** must submit a new CEP application by June 30, 2023.
  + Refer to [SNP Memo #2022-2023-58, Attachment B](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.doe.virginia.gov%2Fhome%2Fshowpublisheddocument%2F43527%2F638155190830370000&wdOrigin=BROWSELINK), for a list of LEAs with expiring CEP cycles.
* LEAs that elect to terminate school(s) or group(s) participation in CEP prior to the end of the approved four-year cycle must notify the VDOE-SNP by June 30 of the year prior to termination.
  + **June 30, 2023, is the notification deadline to terminate CEP participation in SY 2023–2024.**
  + Reasons for termination of CEP, including analysis of the financial impact, must be included in the notification.
  + LEAs must submit the required VDOE form, found in SNPWeb, *SFA Notification to VDOE Termination of School Participation in CEP*, to the Director of the VDOE-SNP, Dr. Sandy Curwood, RDN, by email at [Sandra.Curwood@doe.virginia.gov](mailto:Sandra.Curwood@doe.virginia.gov).

### Economically Disadvantaged Status for Students Enrolled in CEP Schools

Federal regulations prohibit schools approved for CEP from distributing and collecting free and reduced-price meal applications to determine individual student eligibility for any reason. To provide required economically disadvantaged status data for individual students, CEP participating LEAs must continue to conduct monthly direct certification for all enrolled eligible students, including those attending CEP schools. A new direct certification determination is required each school year for students enrolled in CEP schools to be determined economically disadvantaged. However, the school nutrition program will not use this direct certification status to claim meals in CEP schools. [Superintendent’s Memo 104-14](https://www.doe.virginia.gov/home/showpublisheddocument/6094/638005599570988138) addresses the topic of economically disadvantaged student identification for accountability purposes in schools participating in CEP.

### Action Items and Timeline

* Review ISP data for current CEP schools and newly eligible schools in the April 1, 2023, CEP eligibility report now.
* Evaluate the Data Year and Cycle Year in the SNPWeb CEP Schedule for current CEP schools and groups when the SY 2023**–**2024 SNP application packet opens on May 22.
* Follow the instructions in Attachments A and B of this memorandum to create and submit a complete SY 2023**–**2024 CEP application packet for newly eligible CEP schools and current schools with an updated Data Year 2022**–**2023 and Cycle Year 2023**–**2024.
* Submit the complete application packet as soon as possible and no later than June 30.

### For more information

If you have questions, please contact the [SNP regional specialist](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/regional-school-nutrition-program-specialists) assigned to your LEA, or Lynne Fellin, SNP Technical Advisor to the State Director, by email at [Lynne.Fellin@doe.virginia.gov](mailto:Lynne.Fellin@doe.virginia.gov) or by telephone at (804) 225-2717.

SCC/LAF/cc

A. Attachment: 2023–2024 Community Eligibility Provision Application Process(DOCX)

B. Attachment: Instructions for the 2023-2024 Community Eligibility Provision Schedule in SNPWeb (DOCX)