



VIRGINIA DEPARTMENT OF EDUCATION  
OFFICE OF SCHOOL AND COMMUNITY NUTRITION PROGRAMS

# Community Eligibility Provision Toolkit



# Community Eligibility Provision Toolkit

## Director

Dr. Sandy Curwood, RDN

## Acknowledgments

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## Table of Contents

Toolkit Introduction .....	1
Annual Timeline of CEP Events and Activities.....	2
April 1 Identified Student Data - Software Checklist.....	6
Federal Reimbursement and Financial Viability Analysis Tool.....	7
Internal Communication Resources .....	8
School Division Report Template.....	8
PowerPoint Template for CEP Presentations to Leadership, School Boards, and Internal Stakeholders.....	8
CEP Media Outreach Kit.....	8
Customizable Media Release and Household Letters .....	9
Customizable Flyer .....	9
Customizable Messaging for Robo Calls and Social Media Posts .....	9
Strategies for Increasing Participation.....	10
Frequently Asked Questions.....	12
Additional CEP Resources .....	15

# **Toolkit Introduction**

## **Objective**

The purpose of this toolkit is to provide information and resources about the Community Eligibility Provision (CEP) option that is made available to all eligible school divisions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

## **Background**

The CEP was authorized by the United States Congress as part of the Healthy, Hunger-Free Kids Act of 2010 and has been available nationwide for eligible schools and school divisions for nearly 10 years.

CEP is a non-pricing meal service option for schools and school divisions in low-income areas. It allows high poverty schools and divisions to serve breakfast and lunch at no cost to all enrolled students without collecting household applications. Instead, schools that adopt CEP are reimbursed using a formula based on the percentage of students identified as eligible for free meals based on their participation in other specific means-tested programs, such as Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF).

In Fall 2023, USDA released a final rule updating the CEP regulation lowering the minimum identified student percentage (ISP) from 40 percent to 25 percent. Effective school year 2024-2025, any school division can use this option if at least one of its schools has 25 percent or more students certified for free meals without an application. CEP may be implemented in one school, a group of schools, or divisionwide, if eligibility criteria are met. The school and/or division claims a total number of meals served and receives a portion of reimbursement at the free rate based on the ISP. The ISP is the number of students directly certified by any method as of April 1 times a multiplier, which is currently 1.6. The remaining meals are reimbursed at the paid rate. Lowering the ISP will give schools greater flexibility to offer meals to all enrolled students at no cost if CEP is financially viable.

As of School Year (SY) 2023-2024, 118 of Virginia's 131 public school divisions and five private schools have adopted CEP; 90 public school divisions and five private schools participated in CEP divisionwide. More than 600,000 students in about 1,200 schools can receive breakfast and lunch at no cost every day through CEP without submitting meal applications.

## **Target Audience**

Nutrition directors, financial directors, superintendents, and administrators of school divisions.

# Annual Timeline of CEP Events and Activities

Table 1. Key Dates for CEP (Ref: Memo [SP 09-2024](#))

Date	Action	Requirement
April 1	<i>Data Collection</i>	✓ Local Education Agencies (LEAs) obtain school-level identified student and enrollment data as of April 1.
April 15	<i>Notification</i>	<ul style="list-style-type: none"> <li>✓ VDOE notifies LEAs of divisionwide eligibility status and provide guidance and information for the upcoming school year.</li> <li>✓ LEAs submit school-level eligibility information to VDOE in SNPWeb.</li> </ul>
May 1	<i>Publication</i>	✓ VDOE posts the LEA divisionwide and school-level lists on the <a href="#">website</a> and sends a link to the Food and Nutrition Service (FNS).
June 30	<i>Election</i>	<ul style="list-style-type: none"> <li>✓ Interested and eligible LEAs notify the VDOE of their intent to participate under CEP the following school year by submitting the CEP application in SNPWeb.</li> <li>✓ Identified student and total enrollment data reflecting April 1 must be submitted to the VDOE via SSWS Dropbox.</li> </ul>

## Monthly CEP Activities

Table 2a. CEP Activities during **Weeks 1** and **2**

Activity	Details
Maintain Student Information	✓ Ensure student enrollment information in the Student Information System (SIS) remains accurate and up to date throughout the year.
Update Direct Certification (DC) List	✓ Collaborate with the Homeless Liaison, Head Start Administrator, and registrar to obtain a current list of categorical directly certified students.
Prepare Data for DC Matching	✓ Review and finalize student enrollment data for accuracy. Ensure the LEA enrollment file format aligns with VDOE requirements.

**Table 2b. CEP Activities during *Weeks 3* and *4***

<b>Activity</b>	<b>Details</b>
Conduct DC Matching	✓ Upload the LEA student enrollment file to the DC module in SNPWeb. This is required monthly for all SFAs, including those that are CEP divisionwide, to capture all directly certified students and maximize ISP.
Update SIS and Point of Sale (POS)	✓ Download the DC export file containing the DC match results. Update the SIS and POS accordingly. This includes adding newly identified students and correcting any errors in existing data.

**Quarterly CEP Activities**

**Table 3. Quarterly CEP Activities**

<b>Activity</b>	<b>Details</b>
Communication	✓ Regularly communicate ISP updates and the benefits of CEP participation to school board members, administrators, staff, and families.
<i>SNAP in Schools</i> Outreach	✓ Promote SNAP to eligible families through flyers, website announcements, and school events. Add a SNAP button on your school website that links directly to the application for SNAP and provide application assistance.
Training	✓ Provide training to staff on student data collection procedures, CEP application process, and CEP implementation strategies.
Collaboration	✓ Collaborate with school board members, community partners, and parent-teacher organizations to ensure support for CEP and to promote the availability of free meals to students.

**Annual CEP Activities**

**Table 4a. CEP Activities to complete in *February* and *March***

<b>Activity</b>	<b>Details</b>
Data Verification	<ul style="list-style-type: none"> <li>✓ Obtain the most current list of categorical directly certified students from the Homeless Liaison, Head Start Administrator, and registrar.</li> <li>✓ Cross-reference this list with your existing student data to ensure accuracy.</li> </ul>
Data Cleaning	✓ Review student enrollment data in the SIS for missing or outdated information.

Activity	Details
	<ul style="list-style-type: none"> <li>✓ Ensure the current list of identified students is up to date ahead of April 1 CEP data collection.</li> </ul>

**Table 4b.** CEP Activities to complete in *April, May, and June*

Activity	Details
Data Collection and Notification	<ul style="list-style-type: none"> <li>✓ Obtain and submit school-level identified student and enrollment data as of <b>April 1</b> to the VDOE.</li> </ul>
Data Analysis	<ul style="list-style-type: none"> <li>✓ Analyze ISP data and use the VDOE CEP Federal Reimbursement and Financial Viability Calculator to determine if applying for CEP is beneficial for your school division.</li> <li>✓ Consider grouping schools strategically to maximize the overall ISP.</li> </ul>
School Board Approval	<ul style="list-style-type: none"> <li>✓ Seek approval from your school board to participate in CEP for the upcoming school year.</li> </ul>
CEP Application	<ul style="list-style-type: none"> <li>✓ Submit CEP application in SNPWeb, and supporting documentation through SSWS to your SNP specialist, to apply for CEP.</li> </ul>

**Table 4c.** CEP Activities to complete in *July and August*

Activity	Details
Implementation Planning	<ul style="list-style-type: none"> <li>✓ Develop a detailed implementation plan outlining logistics, communication strategies, and potential challenges.</li> <li>✓ Order necessary supplies and equipment for potential changes in meal service models (e.g., breakfast in the classroom).</li> <li>✓ Determine communication materials and outreach strategies for families and staff.</li> <li>✓ Finalize logistics for meal service under CEP, including staffing and menu adjustments.</li> <li>✓ Provide civil rights and meal counting and claiming training to all staff involved in meal service, including non-program staff such as teachers.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>✓ Launch a campaign to inform families about free meal options under CEP.</li> <li>✓ Utilize flyers, website updates, school board meetings, and social media outreach.</li> </ul>

**Table 4d. CEP Activities to complete in *August* and *September* and on an *ongoing basis***

Activity	Details
Implementation	<ul style="list-style-type: none"> <li>✓ Begin serving meals at no cost to all students in participating schools under CEP.</li> <li>✓ Utilize resources from USDA, VDOE, No Kid Hungry, etc. to guide your CEP implementation process.</li> <li>✓ Consider offering a wide variety of healthy and appealing menu options to cater to student preferences.</li> <li>✓ Continue communication efforts to maintain high participation rates.</li> <li>✓ Add more points of service to ease congestion and allow students to move quickly through the lines.</li> <li>✓ Offer alternative breakfast service models that encourage participation.</li> </ul>
Monitoring	<ul style="list-style-type: none"> <li>✓ Develop a monitoring plan to track participation rates and identify areas for improvement.</li> <li>✓ Establish clear and measurable participation goals for the school year.</li> <li>✓ Analyze daily meal counts throughout the year. Identify trends and compare them to historical data.</li> <li>✓ Conduct surveys or focus groups with students, parents, and staff to understand why some students might not be participating in the school nutrition programs.</li> </ul>





## April 1 Identified Student Data: Software Checklist

The report of identified students must be in sortable Excel format. The following must be included in a separate tab for each school and for each student:

- First and last name
- LEA student ID number
- Name or number of the school where the student attended for lunch on April 1, 2024
- Free eligibility type without application (DC SNAP, DC TANF, DC Medicaid Free, homeless, migrant, runaway, foster care, eligible Head Start)
- Eligibility status date

Ensure the following student types are *not* included in the list:

- Free by application (with income or with a case number)
- Reduced by any means, including Medicaid (+DC)
- Virtual
- Services only

# Federal Reimbursement and Financial Viability Analysis Tool

The VDOE-SCNP has updated the federal reimbursement calculator to assist school divisions in determining if CEP could be a viable option. The federal reimbursement calculator tabs allow school food authorities (SFAs) to compare the estimated reimbursement received by using CEP or the traditional claiming method. Additionally, three new tabs have been created to help SFAs determine financial viability by reviewing the revenue and cost per meal equivalent and estimating the break-even point. The updated tool can be found in SNPWeb Download Forms. Virginia's analysis tool is based on the principles and structure of the [ICN Key Performance Indicators Interactive Spreadsheet Tool](#).

Figure 1. Screenshot of the Federal Reimbursement and Financial Viability Analysis Tool

<b>SFA SITE/CEP GROUP NAME</b>												
<b>Approved for extra \$0.08</b>	Enter Yes (Y) or No (N)	<input type="checkbox"/>	<b>Anticipated % Increase Breakfast**</b>									
<b>High Rate-Extra \$0.02 Lunch</b>	Enter Yes (Y) or No (N)	<input type="checkbox"/>	<b>Anticipated % Increase Lunch**</b>									
<b>Severe Need Breakfast</b>	Enter Yes (Y) or No (N)	<input type="checkbox"/>										
<b>Traditional Claiming Method</b>												
<b>Breakfasts</b>	<b>Total Meals Claimed</b>		<b>Lunches</b>	<b>Total Meals Claimed</b>								
	Free Breakfasts			Free Lunches								
	Reduced-Price Breakfasts			Reduced-Price Lunches								
	Paid Breakfasts			Paid Lunches								
	<b>Total Breakfasts Claimed</b>	<b>0</b>		<b>Total Lunches Claimed</b>	<b>0</b>							
	FED Breakfast Reimbursement	\$0.00		FED Lunch Reimbursement	\$0.00							
	<b>Student Prices</b>			<b>Student Prices</b>								
	Reduced-Price Breakfast	\$0.00		Reduced-Price Lunch	\$0.00							
	Paid Breakfast			Paid Lunch								
	CASH Breakfast Revenue (student payments)	\$0.00		CASH Lunch Revenue (student payments)	\$0.00							
<b>Total Breakfast Revenue</b>	<b>\$0.00</b>	<b>Total Lunch Revenue</b>	<b>\$0.00</b>									
<b>Total Revenue Based on Traditional Claiming: \$0.00</b>												
<b>Community Eligibility Provision (CEP) Claiming Method</b>												
1	Enrollment Number of Identified Students		5	Total Breakfasts Claimed	0							
2	% of Identified Students	#DIV/0!	6	Total Lunches Claimed	0							
3	% of Meals Reimbursed at Free Rate	#DIV/0!	7	Total Breakfast Revenue	#DIV/0!							
4	% of Meals Reimbursed at the Paid Rate	#DIV/0!	8	Total Lunch Revenue	#DIV/0!							
<b>Total Revenue Based on CEP Claiming: #DIV/0!</b>												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">&gt;</td> <td style="width: 20%; text-align: center;"><u>CEP Reimb Worksheet</u></td> <td style="width: 20%; text-align: center;">Additional CEP Reimb Worksheet</td> <td style="width: 10%; text-align: center;">Revenues</td> <td style="width: 10%; text-align: center;">Expenses</td> <td style="width: 15%; text-align: center;">Financial Summary</td> <td style="width: 5%; text-align: center;">+</td> </tr> </table>						>	<u>CEP Reimb Worksheet</u>	Additional CEP Reimb Worksheet	Revenues	Expenses	Financial Summary	+
>	<u>CEP Reimb Worksheet</u>	Additional CEP Reimb Worksheet	Revenues	Expenses	Financial Summary	+						

## Internal Communication Resources

The VDOE-SCNP has created two templates to help SFA directors communicate to internal stakeholders, such as superintendents and school board members, about CEP. Each resource contains background information, benefits, and financial viability about CEP. *These resources are located in SNPWeb Download Forms.*

### School Division Report Template

**Instructions:** This is a sample report template for CEP election in a school or group of schools. The template provides a basic structure of important information on CEP and a report of your school division's analysis of decision-making data to elect CEP. After completing a thorough financial analysis, using tools such as the VDOE-SCNP CEP Federal Reimbursement and Financial Viability Analysis Tool and the ICN Essential KPIs tool for meal cost analysis, complete the information in brackets below with data for your school division. Please download this resource from SNPWeb Download Forms.

### PowerPoint Template for CEP Presentations to Leadership, School Boards, and Internal Stakeholders

**Instructions:** This PowerPoint Template was created to help SFA directors discuss the option for CEP in their school division. The SFA must enter their division or school data where indicated. Notes and talking points have been added to assist the director in communicating the background information, benefits, and financial viability to key internal stakeholders. Please download this resource from SNPWeb Download Forms.

### CEP Media Outreach Kit

This Media Outreach Kit, located in SNPWeb Download Forms, contains marketing materials to help SFAs promote the CEP. The materials include:

- Customizable Media Release
- Customizable Household Letters
- Customizable Flyers
- Customizable Robo Call Scripts or Social Media Posts

No Kid Hungry also has downloadable and customizable social media graphics, banners, posters, and letter templates:

- [CEP Communications Toolkit](#)
- [Template Letter to School Administrators about Adopting CEP](#)
- [CEP Talking Points for Conversations with School Administrators](#)
- [Financial Considerations of CEP for School Business Officials](#)
- [CEP Overview One-Pager](#)
- [CEP Benefits One-Pager](#)

## Customizable Media Release and Household Letters

To access the customizable media releases and household letters:

1. navigate to SNPWeb Download Forms,
2. download the appropriate template or tool, and
3. add your division-specific details before using/printing.

**Figure 2.** Screenshot of SNPWeb Download Forms

Community Eligibility Provision (CEP) (10)				
CEP Letter to HH SY2023-2024 DIV	CEP Divisionwide Implementation-Household Sample Letter	05/13/2023		N
CEP Letter to HH SY23-24 PARTIAL	CEP Individual School or Groups of Schools Implementation-Household Sample Letter	05/13/2023		N
CEP Media Release SY2023-2024DIV	Divisionwide CEP Media Release	05/13/2023		N
CEP Media Release SY23-24PARTIAL	CEP Media Release for Partial CEP Not Divisionwide	05/25/2023		N
CEP Reimbursement Calculator	CEP Federal Reimbursement Calculator 2023-2024	05/16/2023		N
CEP LEA PP Presentation Template	CEP LEA PowerPoint Slide Presentation Template for LEA Decisionmakers	05/16/2022		N
April 1 ISP Video	April 1 ISP Report E-learning Video Description and Location	05/12/2022		N
CEP Div wide Letter to Household	CEP Divisionwide Letter to Households-Spanish	03/28/2023		Y
CEP Letter to Households	CEP Letter to Households for Individual or Groups-Spanish	03/28/2023		Y
CEP Termination Form	SFA Notification to VDOE Termination of CEP	05/13/2023		N

## Customizable Flyers

To access the customizable CEP flyers:

1. navigate to SNPWeb Download Forms,
2. download the customizable flyers, and
3. add your division-specific details before using/printing.

## Customizable Messaging for Robo Calls and Social Media Posts

### Partial CEP Schools Messaging

This is an exciting message from **ENTER SFA NAME**. Starting with the 2024-2025 school year, **ENTER SCHOOL NAME** will be offering free breakfast and lunch to all enrolled students through a program called Community Eligibility Program. What does this mean for you and your family? No need to complete a free and reduced-price meal application. Save time and money by not having to pack lunch. Meals are nutritious and delicious so grab your free breakfast and lunch at school each and every day.



## Divisionwide CEP Messaging

This is an exciting message from **ENTER LEA NAME**. Starting with the 2024-2025 school year, all schools in **ENTER LEA NAME** will be offering free breakfast and lunch to all enrolled students through a program called Community Eligibility Provision. What does this mean for you and your family? No need to complete a free and reduced-price meal application. Save time and money by not having to pack lunch. Meals are nutritious and delicious so grab your free breakfast and lunch at school each and every day.



## Strategies for Increasing Participation

### 1. Incorporate scratch cooking

Using fresh, whole ingredients allows greater control over the ingredients and appearance of dishes served. The aroma of freshly cooked food will entice students into the cafeteria and encourages participation.

## 2. Review cycle menus and weed out underperforming entrée items

If a menu item is not selling, there is no need to stick with it. This is a great time to try out something new or rotate in a favorite from a previous cycle. Don't forget to ask your students what they may want to see on the menu.

## 3. Incorporate alternative breakfast models [FRAC Alternative Breakfast Models](#)

With breakfast being such an important part of the day, it is crucial to think about meeting students where they are. Breakfast after the Bell models, including Breakfast in the Classroom, Grab and Go Breakfast, and Second Chance Breakfast, provide breakfast service shortly after the school day begins. These models provide an additional opportunity for students to eat, especially for the older middle and high school students who may skip breakfast if only offered early in the morning.

## 4. Add salad bars, fruit and vegetable bars, or other bars

A self-service bar is a great way to increase student excitement about your menus. Try offering a salad bar where the topping choices change with the season, and incorporate the [Virginia Harvest of the Month](#). You can mix it up by rotating in different themes such as a baked potato bar, taco bar, or a yogurt bar.

## 5. Increase the number of local fruits and vegetables on the menu

Featuring fruits and vegetables grown in your own backyard should be advertised right on the menu so students can see. Local produce has the benefit of not needing to travel very far to get on your serving line and will be at peak freshness and deliciousness!

## 6. Incorporate student inspired meals

When students know they have input on menu options, they are more likely to eat school meals. Try dishing out samples of new items and collecting feedback or hosting a recipe competition in coordination with your culinary arts program.

## 7. Adequate mealtimes to allow students to participate

Work with your school administrators to make sure students have a minimum of 20 minutes of seated time to eat their lunch and 10 minutes of seated time to eat their breakfast. Allowing adequate time to eat encourages participation, reduces food waste, and ensures they are receiving enough nutrition to be able to focus on learning throughout the school day.

## 8. Provide good customer service

Ultimately, program success depends on creating a welcoming environment for all. Engage with students as they come into the cafeteria and as they make meal selections. Take time to invite them back to see what you have in store tomorrow.

## Frequently Asked Questions

### How does CEP effect Title I?

CEP participation does not have an impact on the amount of Title I funding the local education agency (LEA) qualifies to receive from the United States Department of Education (USED). The LEA's Title I allocation is determined by USED using a formula in the federal education regulations within the Elementary and Secondary Education Act (ESEA).

LEAs must use the Title I funds to provide equitable services under ESEA and must identify school attendance areas and schools with high concentrations of low-income students. Many LEAs in Virginia use FR/CEP data to allocate funds equitably among the schools with the highest low-income populations. From the USED guidance: "The purpose of Title I of the ESEA is to provide all children significant opportunity to receive a fair, equitable, and high-quality education and to close educational achievement gaps. (ESEA section 1001). Each LEA that receives Title I funds identifies public school attendance areas and schools that have high concentrations of children from low-income families as eligible to participate in Title I programs. (ESEA section 1113)."

In Virginia, LEA Title I staff who have questions about how CEP participation may impact their Title I within division funding allocation process may review [Appendix A of the U.S. Department of Education's February 2022 guidance](#), or reach out to the VDOE Title I Coordinator, Tiffany Frierson, [Tiffany.Frierson@doe.virginia.gov](mailto:Tiffany.Frierson@doe.virginia.gov) or 804-750-8711.

USDA issued a memo with slightly [updated guidance from USED on CEP and Title I within division funding allocations](#).

### Are we able to claim meals served to students enrolled in Head Start and the Virginia Preschool Initiative under CEP?

If the school division is the fiscal agent for Head Start, enrolled children would meet the definition of student in 7 CFR 210 and eligible meals could be claimed for reimbursement. Head Start children that meet the definition of student, because the school division is the fiscal agent, also automatically qualify for free meals in the NSLP/SBP because Head Start income eligibility guidelines (IEG) are the same or lower than NSLP IEG. Head start is one of the categorically eligible categories for free meals in the NSLP/SBP, like foster child, homeless, migrant, and runaway and would be included in the identified students for CEP. Many school divisions correctly claim meals served to Head Start children as reimbursable through the NSLP/SBP.

Only if an entity other than the school division is the Head Start grantee (for example a non-profit community group, like Total Action Against Poverty (TAAP) or similar groups in Virginia), would the Head Start students not meet the definition of student and not be eligible to be claimed for reimbursement under NSLP/SBP. Many school divisions provide classroom space or even a building for Head Start classes as in-kind contributions to support the non-profit grantee, but because the LEA is not the fiscal agent, those Head Start children would not meet the definition of student for

NSLP/SBP. In this case, meals served to Head Start children would have to be catered, non-reimbursable meals if they were provided by the LEA school nutrition program.

Head Start programs are also eligible to choose to participate in the CACFP, whether the school division or a non-profit is the fiscal agent. Many school divisions, if they are eligible, have traditionally claimed through NSLP/SBP to streamline their process. LEAs may only participate in one program, NSLP/SBP or CACFP, and not both for the same meals.

Virginia Pre-school Initiative (VPI) is a state-funded preschool program. Some students may meet the IEG, but LEAs have the flexibility to establish their own enrollment criteria to enroll students that do not meet the USDA IEG. For this reason, VPI students must either be DC or have an approved application on file. School divisions are the fiscal agent for all VPI programs meaning that the VPI children would qualify as students and be eligible for reimbursable meals; however, they just are not categorically eligible for free meals.

VPI programs are also eligible for CACFP and can elect to participate through the Virginia Department of Health, and some may purchase contracted meals, bypassing the LEA SNP altogether. There is additional guidance from the [USDA Eligibility Manual for School Meals](#) on NSLP "Other Source Categorical Eligibility Descriptions" for Head Start starting on page 38. A link to the Head Start Q&A memo (listed below) is also in the guidance handbook.

Children enrolled in Head Start or enrolled in an eligible pre-kindergarten program with eligibility criteria identical to or more stringent than Federal Head Start are also categorically eligible for free meals. [SP 40-2013, CACFP 11-2013, SFSP 13-2013: Q&As Regarding the Participation of Head Start Programs in Child Nutrition Programs](#) addresses automatic free eligibility for Head Start students without further application, for both NSLP and CACFP, and provides more information about Head Start.

## **How should we treat visiting students?**

Detailed below are common scenarios related to claiming a visiting student or groups of visiting students in both CEP and non-CEP schools.

[CEP Updated Guidance and Q&As, September 2016](#)

[Community Eligibility Provision: Guidance and Updated Q&As – February 2024](#)

- **If a student at a non-CEP school visits a CEP school for breakfast or lunch, will the student receive their meal at no cost?**

Yes. The student receives a meal at no cost, and it is included in the total meals reported for the CEP school.

- **If a CEP student visits a non-CEP school, will the student receive meals at no cost? How will the non-CEP school count/claim the meal?**

Yes, an individual CEP student who visits a non-CEP school will receive a meal at no cost and be claimed as free. If it is a group of CEP students visiting a non-CEP school, the non-CEP



school should apply the CEP school's claiming percentage to the number of meals served to the group to claim the appropriate number as free and the rest as paid.

- **A group of students from a non-CEP school attends classes and eats lunch at a CEP school. Should these students be included in the CEP school's ISP?**

Yes. The students attend classes and have access to meal service daily at the CEP school, so they should be included in the CEP school's ISP. The students should be included in the numerator (identified students), as applicable, and the denominator (enrolled students).

- **If a CEP participating school, group of schools, or divisionwide experiences a change in population, must the ISP be recalculated?**

Not necessarily. Contact your SNP regional specialist with the specific circumstances.

- **How to calculate April 1 ISP when students attend school for a partial day or attend two different schools.**

Visiting would be an occasional situation. If a student is regularly scheduled to attend part of their school day at one school and the other part of their day at a different school, for the purposes of CEP, those students would be considered a member of both schools. For the April 1 ISP data, the student(s) would be included in the ISP report for both schools (enrollment and identified student data, if eligible.) If both schools are CEP, the student(s) data would be included in the documentation for both schools and validated at both schools.

If one school is CEP and the other is not, the student would receive the highest benefit (CEP free meals) at both schools. An individual student would be claimed as free at the non-CEP school and as a CEP meal at the CEP school. If a group of CEP students attends a non-CEP school for one meal every day or certain days of the week, the non-CEP school would apply the CEP school's claiming percentages to determine the number of meals for the group to be claimed as free and the number to be claimed as paid. No payment would be expected or recorded for paid meals.

## **Our guidance department needs to know specific student's eligibility status for a fee waiver. Am I allowed to give out this information?**

No sensitive student data should be given out for any type of fee waivers, test fee reductions, etc. without parent permission. The division should have a written process and procedure in place to detail how to get student information from parents. Refer to [Superintendent's Memo #119-19, Disclosure of Free and Reduced Eligibility Information](#).

Virginia does not allow the use of alternate income forms. A benefit to CEP is that LEAs do not distribute free and reduced-price meal applications and families cannot be required to complete an application.

## How do I send my Excel document of student eligibility to my regional specialist?

Sensitive student data, with personally identifying information (PII), should never be sent via email. Instead, upload these documents through the SSWS Secure Dropbox and send them to your regional specialist for review and validation. Ensure that you have used Attachment A, the SNPWeb Community Eligibility Provision Site Eligibility Report Checklist 2024 from SNP Memo #2023-2024-59 and the April 1 Data Pull Software Checklist to make sure your data is formatted correctly. Common errors include:

- Reports that are missing student ID numbers
- Document is not formatted correctly, and data is not separated by school
- Reduced students are included
- Denied students are included
- The document header row is included in the count of identified students
- Documents are not saved on April 1 to be submitted with the CEP application

## Additional CEP Resources

### VDOE-SCNP Resources

- 2024 Spring Regional Meeting Presentation: CEP Opportunities for 2024-2025
  - PowerPoint slide deck (SNPWeb Download Forms)
  - [Presentation recording](#)
- VDOE-SCNP Webinar: CEP April 1 ISP Reporting and New Requirements for SY 2024-2025
  - PowerPoint slide deck (SNPWeb Download Forms)
  - [Presentation recording](#)
- [SCNP Memo No. 2023-2024-59, April 2024 Identified Student Percentage Data Collection, Annual Required LEA Notifications, and VDOE Webinar](#)
  - [SCNP Memo No. 2023-2024-59, Attachment A](#)
  - [SCNP Memo No. 2023-2024-59, Attachment B](#)
  - [SCNP Memo No. 2023-2024-59, Attachment C](#)

### USDA CEP Resources

The U.S. Department of Agriculture (USDA), Food and Nutrition Services (FNS) developed updated CEP resources for State and local Program operators. The resources were updated primarily to reflect changes made to CEP due to FNS' Final Rule, [Child Nutrition Programs: Community Eligibility Provision – Increasing Options for Schools](#), effective on October 26, 2023. Revisions were also made to improve clarity and to reflect other changes in CEP since these resources were originally published. The resources below are available through the [CEP Resource Center](#) on the FNS website.

## **SP 08-2024: Community Eligibility Provision: Planning and Implementation Guidance – Updated February 2024**

- [Policy Memo \(Word\)](#)
- [CEP Guidance \(highlighted changes\)](#)

## **SP 09-2024: Community Eligibility Provision: Guidance and Updated Q&As**

- [Policy Memo \(PDF\)](#)
- [Policy Memo \(Word\)](#)

## **SP 10-2024: Community Eligibility Provision: Statutory Annual Notification and Publication Requirements and School Year 2024-2025 Election Deadline**

- [Policy Memo \(PDF\)](#)
- [Policy Memo \(Word\)](#)
- [Attachment-State Agency Template \(Excel\)](#)

## **SP 11-2024: Community Eligibility Provision: State Agency Procedures to Ensure Identified Student Percentage Accuracy**

- [Policy Memo \(PDF\)](#)
- [Policy Memo \(Word\)](#)
- [Worksheet for LEAs \(PDF\)](#)
- [State Checklist \(PDF\)](#)

## **Community Eligibility Provision Fact Sheet**

- [Community Eligibility Provision Fact Sheet \(PDF\)](#)

## **Food Research and Action Center (FRAC) Resources**

- [CEP Landing Page](#)
- [FRAC Action Network - Universal School Meals Program Act](#)

## **Other Resources**

- [The Lunchbox – CEP Resources](#)
- [No Kid Hungry – Breakfast after the Bell](#)
- [School Nutrition Association \(SNA\) CEP Resources](#)