# SCNP Memo #2023-2024-74

**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 25, 2024

TO: School Nutrition Program Directors, Supervisors, and Contact Persons

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: School Year 2024–2025 Community Eligibility Provision Toolkit and Webinar Resources

### Virginia CEP Toolkit

On April 18, 2024, the Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE–SCNP) hosted a webinar on Community Eligibility Provision (CEP) Reporting and New Requirements for SY 2024–2025 for school food authorities (SFAs).

The VDOE-SCNP staff created a consolidated CEP toolkit of guidance, resources, and templates to assist with evaluating, communicating, and implementing CEP. The toolkit can be accessed under Other Resources on the [VDOE–SCNP Training and Resources webpage](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/training-resources).

Resources and templates in the toolkit are designed to help SFAs do the following:

* Report and correctly document the April 1 identified student percentage.
* Evaluate CEP for eligible schools, including a new Federal Reimbursement and Financial Viability Tool for assessing revenues, expenditures, and per meal costs.
* Communicate with LEA decisionmakers with CEP report and presentation templates.
* Maximize student meal participation.

### Webinar Recording and Slides

The [CEP Cycle SY 2024–2025: Participation, Opportunities, and Resources webinar recording is available here.](https://doe-virginia-gov.zoom.us/rec/share/S9JbZhaoKRN4ts9yFXphNBsBZuWWkWdXaCltTsgP8ZUSHccfX1UstdYZ7G0g5Veo.4AC2ZuchqZj8AZ5s) The presentation slides are attached to this email.

### For more Information

Please contact your assigned SNP regional specialist or Lynne Fellin, SNP Technical Advisor to the Director, via email at [Lynne.Fellin@doe.virginia.gov](mailto:Lynne.Fellin@doe.virginia.gov) or via phone at (804) 418-4695.

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