# SCNP Memo #2023-2024-80


**COMMONWEALTH of VIRGINIA
Department of Education**

# DATE: May 23, 2024

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

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

## SUBJECT: School Year 2024–2025 Community Eligibility Provision Application

The Community Eligibility Provision (CEP) of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) allows schools with a high percentage of identified students to provide all reimbursable meals at no charge. The [April 1, 2024, 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) details schools that meet or exceed the new minimum 25 percent identified student percentage (ISP) threshold. The local education agencies (LEAs) with identified student percentages (ISPs) of 25 percent or more eligible to participate in CEP for all schools are listed in the LEA report tab.

LEAs that meet the eligibility criteria may participate in CEP for one or more schools, groups of schools, or divisionwide. CEP participation is a local decision and evaluation of financial viability is necessary. [Superintendent’s Memo #063-23](https://www.doe.virginia.gov/home/showpublisheddocument/43954/638164640546430000) provides information to local school boards about state legislation regarding CEP participation in Virginia schools.

### CEP Application Process

To participate in school year (SY) 2024–2025, the LEA must submit a complete CEP application packet to the Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP), no later than June 30, 2024. Attachment A to this memorandum includes instructions for the application with specific details for schools and groups currently participating in CEP; schools and groups new to CEP; and schools making changes for SY 2024–2025. Attachment B includes instructions for the CEP schedule in the School Nutrition Programs Web-based software (SNPWeb). Attachment C includes information for special circumstances.

### Virginia CEP Toolkit and Additional Information

The new Virginia CEP Toolkit includes a financial viability tool to assess CEP participation along with resources and templates for 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). Additional information is available in [VDOE-SCNP Memo #2023-2024-74](https://www.doe.virginia.gov/programs-services/school-operations-support-services/school-nutrition/regulations-memos/director-s-memos-on-nutrition) along with a link to the recording of the *CEP Cycle SY 2024-2025* webinar.

### Action Items and Timeline

* Review ISP data for current CEP schools and newly eligible schools in the April 1, 2024, CEP Eligibility Report.
* Evaluate the Data Year and Cycle Year in the SNPWeb CEP Schedule for currently participating CEP schools and groups to determine if a new application is required.
* Evaluate financial viability of newly eligible CEP schools using the Federal Reimbursement and Financial Viability Tool in the Virginia CEP Toolkit.
* Follow the instructions in Attachments A and B to create and submit a complete SY 2024**–**2025 CEP application packet for eligible schools electing to participate for the first time and current CEP schools/groups with the new Data Year 2023**–**2024 and new Cycle Year 2024**–**2025.
* **Submit a complete application packet by June 30 (this is the federal deadline to apply) to ensure CEP approval. VDOE-SCNP acceptance of the application packet for validation is the approval for CEP participation. LEAs should proceed with required notifications and implementation.**

### Direct Certification and Economically Disadvantaged Status of Students in CEP Schools

Federal regulations prohibit CEP schools from distributing and collecting free and reduced-price meal applications to determine individual student eligibility for any reason. To provide data on economically disadvantaged status for individual students in CEP schools, LEAs must continue to conduct monthly direct certification for all enrolled students, including those attending CEP schools. A new direct certification determination is required each school year. 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 economically disadvantaged student status for accountability purposes in schools participating in CEP.

### 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, via email at Lynne.Fellin@doe.virginia.gov.

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### Attachments

1. Attachment: 2024–2025 Community Eligibility Provision Application Process
2. Attachment: Instructions for 2024-2025 Community Eligibility Provision Schedule in SNPWeb
3. Attachment: Evaluating Current CEP, Expiring CEP Cycles, and Termination