



#118-22

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #118-22**

DATE: June 10, 2022
TO: Division Superintendents
FROM: Jillian Balow, Superintendent of Public Instruction
SUBJECT: **School Year 2022-2023 Community Eligibility Provision Application**

This memorandum provides guidance to Local Education Agencies (LEAs) on the Community Eligibility Provision (CEP) for school year (SY) 2022-2023.

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 students determined free eligible without a meal application to provide reimbursable meals at no charge. Participation in CEP is the only opportunity for LEAs to continue providing meals at no cost to all students in eligible schools during school year (SY) 2022-2023. LEAs that meet the eligibility criteria may participate in CEP for one or more schools, groups of schools, or divisionwide. Refer to the [April 1, 2022, Report of LEAs and Schools Eligible and Near Eligible to Participate in CEP](#). For more information about CEP, refer to the [USDA Community Eligibility Provision: Planning and Implementation Guidance Manual](#), September 2016 edition.

Community Eligibility Provision 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). **Attachment A** to

this memorandum provides instructions for the application process and **Attachment B** provides instructions for the CEP schedule.

Evaluating the Community Eligibility Provision for Currently Approved Schools and Groups

The statewide number of directly certified students increased in 2022. LEAs should evaluate all currently approved CEP schools and groups to determine if the ISP reported for April 1, 2022, increased. Refer to the memo attachments for details.

In the CEP schedule, a currently approved school or group with a higher ISP will display the new Data Year 2021-2022 and the new Cycle Year 2022-2023. If the Data Year displays as 2020-2021 or earlier, the ISP did not change and the school or group will continue with the Cycle Year of 2021-2022 or earlier, as displayed. More information is available in the handouts and recording of the May 12, 2022, CEP application webinar that LEA SNP contacts received.

- Approved CEP schools and groups with a Data Year of 2021-2022 must submit a new CEP application by June 30, 2022, to take advantage of the higher ISP and begin a new four-year CEP cycle in SY 2022-2023.
- Approved CEP schools and groups with a Data Year of 2020-2021 or earlier did not have a higher ISP on April 1, 2022, and will continue in year two, three, or four of the current cycle displayed as Cycle Year 2021-2022 or earlier in the CEP Schedule.
- Approved CEP schools or groups with a four-year CEP cycle that expires at the end of SY 2021-2022 must submit a new CEP application by June 30, 2022, to continue CEP participation. Refer to [Superintendent's Memo #076-22](#), Attachment B, 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.

Economically Disadvantaged Status for Students Enrolled in Community Eligibility Provision 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. [Superintendent's Memo #104-14](#) addresses the topic of economically disadvantaged student identification for accountability purposes in schools participating in CEP.

For more information

If you have questions or need additional information, please contact the [SNP Regional Specialist](#) assigned to your LEA, or Lynne Fellin, SNP Technical Advisor to the State Director, by email at Lynne.Fellin@doe.virginia.gov or by telephone at (804) 225-2717.

JB/SCC/LAF/cc

- A. Attachment: [2022-2023 Community Eligibility Provision Application Process](#) (DOCX)
- B. Attachment: [Instructions for the 2022-2023 Community Eligibility Provision Schedule in SNPWeb](#) (DOCX)