

Community Eligibility Provision information pertains to Public and Nonpublic LEAs and **DOESN'T** apply to RCCI's or Special Milk Programs.

Dear Authorized Representatives and Food Service Directors:

This notice is sent to the Authorized Representative and the Food Service Director in separate emails. If you desire additional staff members to receive the monthly emails please send me their contact information and I will add them to the distribution list. The Bureau Notes, USDA memorandums, and related forms or documents listed in this email will be posted on the Bureau's web page under [Monthly Memos and Updates](#). Please contact me at patti.harding@iowa.gov if you have additional questions or desire assistance.

Community Eligibility Provision (CEP) for FY17: SP26-2016 –Required action by April 15

All public and nonpublic SFAs are required to annually submit school-level eligibility data via IowaCNP. Under the Applications tab, select Community Eligibility Provision, click on Add next to program year 2015-2016 and enter the Identified Student Number and the enrollment for each school. Steps on how to access the Community Eligibility section are located here. USDA has developed a CEP Worksheet that walks you through the process of determining the Number of Identified Students (ISP). The CEP Worksheet is posted at Monthly Memos and Updates and is located [here](#). Complete the CEP Worksheet for each school and keep it on file for review. LEAs that will be starting CEP in one or more schools or revising current CEP groups in FY17 will be required to attach the CEP Worksheet and source documents for each school to the FY17 Organization Application on IowaCNP.

CEP schools that want to remain at the same claiming percentage will report the CEP data (Number of Identified Students and enrollment) as in the previous year or base year. CEP schools that have a higher Identified Student Percentage (ISP) this year (FY16) and want to use the higher ISP in FY17, LEAs will report the current year's Number of Identified Students and enrollment and the new ISP claiming percentage will be used in FY17.

Participation in CEP is a local decision and one that requires careful consideration of many factors by the LEA. Additional information on the Community Eligibility Provision is posted on Iowa's web site [here](#). Also, we recommend you review USDA's Community Eligibility Provision: CEP Planning and Implementation Guidance [here](#) and the [USDA site on Community Eligibility Provision \(CEP\)](#). Contact your area consultant or Patti Harding at patti.harding@iowa.gov for assistance.

CEP Extension of the Deadline to elect for School Year 2016-2017: SP-30-2016

USDA has extended the CEP election deadline from June 30, 2016, to August 31, 2016, and also allows Iowa to facilitate CEP implementation throughout the 2016-2017 school year.