

Community Eligibility Provision (CEP) Report Worksheet for 2016-2017

Instructions

An accurate Identified Student Percentage (ISP) is crucial to ensuring local education agencies (LEAs) operating the Community Eligibility Provision (CEP) receive the appropriate Federal reimbursement rates for their School Meal Programs. This requires good reporting practices, both from the LEA to the State agency, and from the State agency to USDA's Food and Nutrition Service. If newly selecting CEP or revising current CEP groups, the LEA will be required to submit source documentation confirming the Identified Student Number for the new school or each school in a group of schools, electing CEP. Approved source documentation options are included on the CEP Worksheet.

What is the ISP?

The ISP is the proportion of "identified students", out of the total enrolled students, who are directly certified for free School Meals through means other than a household application, and who are not subject to verification. **The ISP is different from the free and reduced price percentages.**

To determine the ISP, first divide the number of "identified students" (**as of April 1 and may include the first Direct Certification download in April**) by the number of "enrolled students". For purposes of calculating the ISP, "enrolled students" are students enrolled in and attending CEP schools who have access to at least one meal service (breakfast or lunch) during the school day. Once the numbers of "identified" and "enrolled" students have been determined, multiply the ratio of identified to enrolled students by 100 to calculate the correct percentage:

$$\frac{\text{Identified Students}}{\text{Enrolled Students}} \times 100 = \text{Identified Student Percentage (ISP)}$$

The ISP and the Claiming Percentage

The ISP is multiplied by a factor of 1.6 to determine the total percentage of meals at the school or district that will be reimbursed at the Federal "free" rate.

The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal "paid" rate. LEAs then apply the claiming percentages to the total number of lunches and the total number of breakfasts served to determine the number of meals claimed at the Federal free and paid rates.

Complete a CEP Worksheet for each school and use the CEP Worksheet to complete the required CEP reporting by April 15, 2016, on IowaCNP.

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Name of LEA _____
 School Name _____
 Contact Name _____

Agreement Number _____
 Contact Phone Number _____
 Contact Email _____

Calculate the Number of Identified Students and enter in the Community Eligibility Provision section on IowaCNP by April 15, 2016.

Identified Student Status	Required Source Documentation	# of Students
Food Assistance (FA)	Documentation including Iowa's sources: <ul style="list-style-type: none"> • Direct Certification (DC) Download Food Assistance list (matched, potential and ELook-up); • DHS Free letter; • The date matched via download or extension of benefits to district/school (date of DC list); • Birth date of student; and • Signature or name of LEA official conducting matching (can be on list). Do Not include students reporting a Food Assistance number on an application.	
Family Investment Program (FIP)	Documentation including Iowa sources: <ul style="list-style-type: none"> • Direct Certification Download FIP list (matched, potential and ELook-up); • The date matched via download or extension of benefits to district/school (date of DC list); • Birth date of student; and • Signature or name of LEA official conducting matching (can be on list). Do Not include students reporting a FIP number on an application.	
Head Start or Early Head Start participant	<ul style="list-style-type: none"> • Documentation including: • A statement or list of child(ren) enrolled in Head Start with Head Start official signature; or • A list of children enrolled in Head Start or an identical State funded pre- kindergarten. 	
Migrant child	Documentation includes Iowa sources: <ul style="list-style-type: none"> • Direct Certification Download list (matched and potential)-Migrant student identified; • A dated list with each child's name and the signature of the Migrant Education Program (MEP) official or local educational liaison; or • A letter from an MEP official or local educational liaison confirming that a child currently meets the definition of migrant (while the Certificate of Eligibility is submitted for review); • The date matched to district/school; • Birth date of student; and • Signature or name of LEA official conducting matching (can be on list). 	
Runaway	Documentation verifying the child participates in a program under the Runaway and Homeless Youth Act, including:	

	<ul style="list-style-type: none"> •Child’s name or a list of names of participating children; •Effective dates; and •Signature of the LEA homeless liaison or other designated official. 	
Homeless child	<p>Documentation verifying the child participates in a program under the Runaway and Homeless Youth Act, including:</p> <ul style="list-style-type: none"> •Child’s name or a list of names of participating children; •Effective dates; and •Signature of the LEA homeless liaison or other designated official. <p style="text-align: center;">OR</p> <p>Documentation from the local education agency homeless liaison or an official of the homeless shelter where the child resides, including:</p> <ul style="list-style-type: none"> •Child’s name or a list of names of residents; •Effective dates; and •Signature of the LEA homeless liaison or other designated official. 	
Foster child Certified through means other than an application	<p>Documentation including Iowa’s sources:</p> <ul style="list-style-type: none"> •Direct Certification Download foster child list (matched, potential and ELook-up); •The date matched to district/school (date of DC list); •Birth date of student; and •Signature or name of LEA official conducting matching (can be on list) <p>Do Not include households reporting a foster child on an application.</p>	
Non-applicant children Certified through other means	<p>When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status known to the official. Note: This is a rare situation. Refer to USDA’s Eligibility Manual for School Meals, pages 39-44.</p>	
Food Distribution Program on Indian Reservations (FDPIR) Recipient	<p>Documentation including:</p> <ul style="list-style-type: none"> •Names of children (or any household member) currently certified to receive FDPIR benefits; •Statement certifying that each child is a member of a household where someone receives FDPIR benefits; •At least one form of identifying information matching each FDPIR-eligible child with a child attending a particular school; •The date; and •The FDPIR official’s signature. 	
TOTAL NUMBER OF IDENTIFIED STUDENTS:		<input type="text"/>

Contact Patti Harding at patti.harding@iowa.gov for more information or assistance.