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Summary of Documents Required

Below is a list of documents needed to take part in the Community Eligibility Provision. More detail on these documents will be provided in the later sections.

Required:

- [District Wide Membership for CEP List](#)
- Certifying statement from district/sponsor enrollment official.

If applicable:

- [Other Categorically Eligible Students for CEP](#)
- Certifying statement from applicable liaison(s) for list(s) provided.

Suggested naming convention of files for ease of identification and avoiding confusion:

District Name – [type of file documentation requested]

Electing to Participate in the Community Eligibility Provision

Sponsors taking part in both the National School Lunch Program and the School Breakfast Program are eligible to apply for the Community Eligibility Provision. Those applying for CEP must supply all election documentation to the State Agency for review by June 30th of the current year prior to implementation in the next school year.

ODE CNP has taken a streamlined approach to data collection to reduce the burden on School Food Authorities (schools/school districts). The approach will consist of program Sponsors submitting primary source documents to ODE CNP. The State Agency will conduct the matching process and return a file to the Sponsor for review and final validation. The following steps will walk a sponsor through the process of electing to participate in CEP for the upcoming school year.

Step 1. District-Wide Membership List

Obtain the entire district's membership list directly from the student membership information system as of April 1st of the current year, using the ODE template titled [District Wide Membership for CEP](#) as a guideline for the format. A comprehensive list is essential as it will help in some matching issues and in finding extended students. The outcome being an increase in the identified student percentage (ISP).

- The student membership list must come directly from the student information system. ODE CNP requires nutrition service staff to collaborate with the membership reporting personnel to obtain a complete membership (enrollment) list for the entire district. **The enrollment list cannot come from a nutrition service system.**
- ODE CNP has created a [membership \(enrollment\) list template](#) that must be used when electing for CEP. Detailed Instructions can be found on the template.
- Ensure that the Early Learning Program students that are not reported as part of your district's ADM are also included in the membership list.
- Once the data gathering for membership template is complete, please label the file using the suggested naming convention.

District Name – District Wide Membership for CEP

Additionally, the following certification statement from the membership (enrollment) personnel is required.

District Wide Membership List Certification

I, [Full Name], certify that the attached student list is representative of the entire district's membership. This list is current as of April 1, 2024, comprehensive, and includes all requested data fields.

Signature

Printed Name

Title

Please label the certification statement using the suggested naming convention.

District Name – District Wide Membership List Certification

Step 2. Other Categorically Eligible Student Lists

If a Sponsor runs one of the programs listed below, Sponsors must obtain original documentation from a liaison or designated staff for these Other Source Categorical Eligible students and supply the lists in an Excel format (.xlsx or .csv) to ODE CNP. Use the ODE template titled [Other Categorically Eligible Students](#) as a template for the format.

- Homeless Students:
 - McKinney-Vento Homeless Assistance Act
 - Runaway and Homeless Youth Act (RHYA)
 - Homeless children residing within another household.
- Migrant Education Program (MEP)
- Recipients of the Food Distribution Program on Indian Reservations (FDPIR)
- Early Learning students:
 - Head Start / Early Head Start
 - Oregon PreK
 - Preschool Promise (please show if $\leq 130\%$ or $> 130\%$ of Federal Poverty Level)

Please name the files using the suggested naming convention.

District Name – [Name of program or programs, e.g., MV-Migrant-HeadStart]

In addition, Step 2 requires a separate signed statement(s) from the program liaison certifying to the students listed as eligible for the program.

Other Categorically Eligible Student List Certification

I, [Full Name], as the liaison for the [Migrant Ed or McKinney-Vento or Head Start, etc.] program, certify the students listed on the attached list are qualified program participants. The list is current as of April 1, 2024, comprehensive, and includes all requested data fields.

Signature

Printed Name

Title

Please label the file using the suggested naming convention.

District Name – [Name of program] Certification

(This can be in the body of an email, an electronically signed document, or a scanned document.)

Step 3. Sponsor submits CEP Documentation to ODE CNP

After gathering the required documentation from steps 1 and 2, send all documentation in a zipped file through Secure File Transfer to ode.schoolnutrition@ode.oregon.gov.

If the documentation is incomplete or does not match the requirements outlined in steps 1 and 2, ODE CNP will request individual files for correction. Complete and accurate files must be received by ODE CNP to move forward in the CEP process.

Please follow the instructions linked below to create a zip file and send it through the [ODE Secure File Transfer web portal](#).

[Instructions on how to create a zip file and send it through secure file transfer.](#)

Step 4. ODE CNP Performs Matching

“Matching” is the process of comparing the district’s enrollment list to students in the Direct Certification (DC) system identified as eligible using SNAP, Foster, and Medicaid records from the Oregon Department of Human Services. In addition, ODE CNP will compare the enrollment list to the Other Source Categorical Eligible student lists supplied. Students from the membership list

matched by direct certification or by other categorically eligible programs will count towards the identified student count.

1. ODE CNP will use the data provided in Step 3 to conduct the initial matching. The results will be compiled and summarized in an Excel workbook.
2. ODE CNP will return the matched file results to the Child Nutrition Program Manager listed in CNPweb, and the designated POC, by secure file transfer. The match results file will include site-specific ISP determinations. ODE CNP will name the file using the following naming convention.
3. There may be back-and-forth communication from ODE CNP for clarification during this process. To minimize the communication and ensure a faster return of results, please make sure the instructions in Steps 1 and 2 for gathering the data and files are followed.

Along with the match results file, included will be instructions explaining how to gather and return supporting documentation for:

- Possible Extended students.
- Foster students certified through means other than an Application for Meal Benefits.
- Recipients of the Food Distribution Program on Indian Reservations (FDPIR).
- Students qualified by an administrative application.
- And the method to resolve any discrepancies.

The detailed instructions will be included with the match results file. As a reminder, it is important that the instructions are followed to minimize back-and-forth communication and ensure a faster return of results.

Step 5. ODE CNP Review of Documentation

Upon receipt of the supporting documentation:

1. ODE CNP will review supporting documentation (if applicable) from Step 4 and send finalized, completed match file with CEP Election Spreadsheet.
2. There may be back-and-forth communication from ODE CNP for clarification during this process.
3. ODE CNP will return the final match file and a blank CEP election spreadsheet along with detailed instructions.

Step 6. Submission of CEP Election Sheet

Please use the instructions in the CEP Election Sheet to identify how CEP will be implemented for the school/school district. For example, how will CEP be implemented in your district?

- **District-Wide** CEP
- **Group** of Sites (combining sites to form a group ISP)
- And/or **Individual** Sites (Site ISPs will be provided in the Match file)

On completion, the Sponsor will return the CEP election spreadsheet to ode.schoolnutrition@ode.oregon.gov.

Step 7. CEP Agreement and Approval Letter

On return of the CEP Election Sheet, Oregon Department of Education will send an agreement to be signed by someone who has the authority to sign on behalf of the participating sites. Typically, this is a superintendent or business manager. The signed final documents must be returned to ode.schoolnutrition@ode.oregon.gov.

After the signed agreement is returned, an approval letter will be issued and accompanied with the ODE CNP executed agreement. The approval letter will list the participating sites, the CEP configuration, site ISPs, and claiming percentages.