

BACKGROUND

The Community Eligibility Provision

Those applying for the Community Eligibility Provision (CEP) must supply all election documentation to ODE CNP for review by June 30th of the current school year prior to implementation in the next school year. CEP is available to public, non-profit private, and charter schools, but not residential childcare institutions (RCCIs). To maintain participation in CEP, schools must:

- Have 25% of enrolled students identified as eligible.
- Participate in both NSLP and SBP.
- Offer meals (lunch and breakfast) to all enrolled students at no charge.

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.

Oregon CEP Incentive Reimbursement Program for Public Schools/SFAs

The Oregon CEP Incentive (CEPI) is a state supplement that provides additional financial support to public schools and districts operating CEP but fall below the identified student percentage (ISP) of 25%. They will receive an effective free reimbursement rate of 90% for all breakfast and lunch meals served. Participation in CEPI is automatic so long as the school or district maintains eligibility for the federal CEP.

SPONSOR PROCESSES

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 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 are on the template.
- Ensure that the Early Learning Program students that not reported as part of your district's ADM are included in the membership list.

2. District Wide Membership List Certification

Additionally, the following certification statement from your membership (enrollment) personnel is required. This certification statement can be a separate document on letterhead or an email with the liaison's signature block.

I, [Full Name], certify that the attached membership list is representative of [Name of Sponsor]'s student enrollment and other child programs. The membership list is current as of April 1, 2025, comprehensive, and includes all requested data fields.

Signature

[Printed Name]

[Title]

[Organization]

3. 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 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)

NOTE: Students listed in the categories above must also be in your membership/enrollment file if they are to be matched against to DC data. If they are not in your membership file they will not be included in the calculation.

4. Other Categorically Eligible Student List Certification(s)

In addition, a separate signed statement(s) from the program liaison(s) certifying to the students listed as eligible for the program. This certification statement can be a separate document on letterhead or an email with the liaison's signature block.

I, [Full Name], as the liaison for the [Categorically Eligible] program, certify the students listed on the attached list are qualified program participants. The participant list is current as of April 1, 2025, comprehensive, and includes all requested data fields.

Signature

[Printed Name]

[Title]

[Organization]

5. Sponsor submits CEP Documentation to ODE CNP

After gathering the required documentation, send all documentation in a zipped file through Secure File Transfer to ode.schoolnutrition@ode.oregon.gov. The zip file and its contents should look similar to the diagram below:

```
Sponsor Name - CEP Data Collection.zip
├── District Wide Membership.xlsx
├── District Wide Membership Certification.pdf
├── Head Start Certification.pdf
├── McKinney-Vento Certification.pdf
├── Migrant Ed Certification.pdf
└── Other Categorically Eligible Students.xlsx
```

If the documentation is incomplete or does not match the requirements, 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.

NOTE: The submission of student-level data containing personally identifiable information (PII) must be submitted through ODE's secure file transfer system.

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.](#)

ODE CNP PERFORMS DC MATCHING

A comparison between the district's enrollment list and students in the Direct Certification (DC) system will be done to identify students as eligible under SNAP, Foster, and Medicaid. In addition, ODE CNP will compare the enrollment list with 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 submitted to conduct the initial matching. The results will be compiled and summarized in an Excel workbook.
2. There may be back-and-forth communication with ODE CNP for clarification during this process. To minimize the communication and ensure a faster return of results, please make sure the instructions for gathering the data and files are followed.
3. 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. Along with the match results file, included will be instructions explaining how to gather and return supporting documentation.