

CEP Data Collection Instruction

Electing Community Eligibility Provision

These written step-by-step instructions will aid sponsors in gathering and evaluating student eligibility data for election to the Community Eligibility Provision (CEP). An accurate Identified Student Percentage (ISP) is crucial to ensuring sponsors operating CEP receive the appropriate Federal reimbursement rate for their School Meal Programs. This requires good reporting practices, both from sponsors to the State agency, and from the State agency to USDA's Food and Nutrition Service.

Sponsors electing CEP are required to provide all election documentation to the state agency for review by August 31, 2020.

Identified Students

CEP is available to LEAs and schools with 40 percent or more "identified students" as of the most recent April 1. The term identified students refers to children who are directly certified for free school meals based on their participation (or a household member's participation) in other means-tested assistance programs, such as:

- The Supplemental Nutrition Assistance Program (**SNAP**),
- Temporary Assistance for Needy Families (**TANF**), or
- The Food Distribution Program on Indian Reservations (**FDPIR**).

Identified students are also children who are other source categorically eligible for free school meals without an application, and who are not subject to verification, including:

- Homeless children as defined under section 725(2) of the **McKinney-Vento Homeless Assistance Act**];
- Runaway and homeless youth served by programs established under the **Runaway and Homeless Youth Act**;
- **Migrant** children as defined under section 1309 of the Elementary and Secondary Education Act of 1965;
- **Foster** children certified through means other than a household application;
- Children enrolled in a **Federally-funded Head Start Program** or comparable **State-funded Head Start or pre-kindergarten program**; and
- **Non-applicant students approved by local education officials**, such as a principal, based on available information.

REMINDER: Eligibility based upon SNAP, TANF and FDPIR extends to related or nonrelated individuals who are living as one economic unit. An individual child's eligibility for free benefits under any of the Other Source Categorically Eligible Programs does not extend to other children in the household.

Enrollment List

Download enrollment list for school (or schools) directly from student enrollment system for a single day between April 1 – June 30, 2020. Download the entire district's enrollment. Even if you are not applying for district wide CEP, this will help you later in finding extended student benefits.

- The list must be directly from the student enrollment system. Often a registrar or student services representative can help to gather this list if Nutrition Services does not have access to the system.
- The list should be provided to you electronically in an excel or .csv format and should include: School Institution ID, District Student ID, Secure Student ID (SSID), Student Last Name, Student First Name, Student Middle Name, Student Birthdate, Student Gender, Student Address 1, Student Address 2, City, State, Zip, Zip plus 4 digit (not required), Guardian Last Name, Guardian First Name, Guardian MI, Student Phone Number (just 10 numbers – no dashes or parenthesis).
- Save this list in a "CEP Election 2020" folder on your computer. This will be the clean copy of your enrollment list.
- Add the fields from the Student Enrollment to the On-Demand Upload Template for SNAP/Foster and name it "Enrollment List". It must be saved as a .csv file. This is your ISP validation list. [On-Demand Upload Template for SNAP/Foster](#)

On Demand Upload:

Step 1: Gain access to the [District Site](#) and log in (contact District System Administrator for access)

- In Student Collections, click on Child Nutrition – Direct Certification Match (SNAP and Foster Data)
- then Membership List Upload tab

Step 2: Upload the file you named "Enrollment List".

- Format "Enrollment List"
 - Refer to the [On-Demand Upload Instructions for SNAP/Foster](#) and the [On-Demand Upload Template for SNAP/Foster](#) (on [SNP Special Provision](#) website under the header Community Eligibility Provision (CEP) to ensure proper formatting of file prior to upload)
 - 19 columns, with exact column headers
 - CSV format
- Click browse and select the file named "Enrollment List" to upload
- Click Upload button
- Enter current date for matching if current date is prior to 6/30/20. If current date is after 6/30/20, please use 6/30/20.
- Click Match

Step 3: Wait for matching process and watch for email from ODE Helpdesk

- If there are errors in the file, you will receive an email letting you know where the error is (ex: Row #253 Column InstStntBirthDt value not a birthdate)
- Address the error and resubmit. This may take a couple of runs so be sure to check the formatting of the file first (as a reminder, please refer to the [On-Demand Upload Instructions for SNAP/Foster](#) and the [On-Demand Upload Template for SNAP/Foster](#))

Step 4: Retrieve matched list

- Open the email sent by ODE Helpdesk to access matched list
- Enter your email in Secure File Transfer site to retrieve list
- Open On Demand Upload file
- Find match source (SNAP, Foster, or None) in Column C
- In column C, Row 1 change column title to “Cert Method”

Save As: “Matched File” as an excel workbook in your “CEP Election 2020” folder.

Other Matched Eligible Students

In an effort to maximize your school’s ISP, you will want to perform a direct certification download in addition to the OnDemand upload.

Gain access to District Site and log in

- In Student Collections, click on Child Nutrition – Direct Certification Match (SNAP and Foster Data)
- Then click on View/Download Matches tab
- Click download weekly results
- Check the 2019-2020 box located on the upper right hand side of the screen
- Click ‘hide duplicates’ located on the bottom of the screen
- Watch for email from ODE Helpdesk
- Open the email sent by ODE Helpdesk to access matched list
- Enter your email in Secure File Transfer site to retrieve list
- Look for students on this list that are attending your district, but did not show up as a match to your school in the Upload results “Matched File”
- Highlight the entire row of any students found in the Match file that were not already identified on your upload
- Save the highlighted Match file in your “CEP Election 2020” folder
- Change the word “none” to “DC Match” in column C on your “Matched File”

Other Source Categorical Eligible Documentation

Gather documentation for children under the Runaway and Homeless Youth Act (RHYA), McKinney-Vento Homeless Assistance Act, Homeless Children Residing within another Household, Migrant Education Program (MEP), Head Start / Early Head Start, Administrator Applications. This includes emails from migrant student or homeless student liaisons, DHS SNAP confirmation letters, and Headstart class rosters. These are Primary Source Documents. Scan and save all such documents in the “CEP Election 2020” folder on your computer.

- Lists provided by liaisons must be dated and from the liaison’s email or have the liaison’s signature.
- Review lists/emails/letters provided by liaisons or State Agencies to determine if a student listed on the enrolled list matches and qualifies for categorical eligibility.
- When a matching student is found, indicate on the “Matched File” that a match has been made by entering the word Migrant or Homeless or Headstart as applies into the “C” column.
- Reminder: Save the backup documentation to the “CEP Election 2020” folder.

Find Students on the Non Match List

Gain access to District Site and log in

- In Student Collections, click on Child Nutrition – Direct Certification Match (SNAP and Foster Data)
- Then click on Download Non-Matches
- Watch for email from ODE Helpdesk
- Open the email sent by ODE Helpdesk to access matched list
- Enter your email in Secure File Transfer site to retrieve list
- Look for students on this list that are attending your district, but did not show up as a match to your school in the Upload results “Matched File”
- Highlight the entire row of any students found in the Non-Match file
- Save the highlighted Non-Match file in your “CEP Election 2020” folder
- Change the word “none” to “DC NonMatch” in column C on your “Matched File”

Find Extended Students

A short video showing this process is available. Send a “Find Extended Students Video Request” to ode.schoolnutrition@state.or.us and we will reply with a link.

- Extended eligibility – Eligibility based upon SNAP, TANF and FDPIR extends to related or nonrelated individuals who are living as one economic unit.
- To show connection between student on DC list and an extended eligibility student you can use the “Matched File” to determine students with matching addresses. Simply highlight the entire worksheet, go to the “data” tab, click “sort” and sort by Address 1. Click Ok.

- Go to the home tab, go to conditional formatting, highlight cell rules and duplicate values.
- Go through the list looking for students who were a SNAP match. If they have other students living in the same household, living as one economic unit, you may change the word “none” to “extended” in column C on your “Matched File”

How to complete the Election Spreadsheet

- Download current election spreadsheet from the ODE CEP website (under CEP): <https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Special-Provisions.aspx>
- Use the “Matched File” to add up the accurate number of students in each of the categories listed on the election spreadsheet. (Excel data filters and formulas are great ways to work within this document to determine total numbers). Make sure that each student is only counted once. For instance, a student may be homeless and directly certified, but may only be counted in one of the qualifying categories. Use Column C to ensure each student is counted only once.
- Make sure only students with eligibility certification dates between July 1, 2019 and June 30, 2020 are included in your count.
- Once numbers have been determined, complete the election spreadsheet.
- Once you have entered the numbers in the spreadsheet, you will note a CEP percentage in the last column of the worksheet. This is the Identified Student Percentage (ISP) and is determined by dividing the Total Identified Students by the Total Enrolled Students.
- To determine your Free Claiming percentage, multiply the CEP percentage by 1.6 and round to two points after the decimal point. For instance, if the CEP ISP percentage is 44.73%, the free claiming percentage is $44.73 \times 1.6 = 71.568$. The Free Claiming percentage will be 71.57%. The remainder will be the Paid Claiming Rate.

Documentation to send ODE to elect CEP

Once you have completed compiling your numbers and have completed the CEP Election spreadsheet, you will send the following items in a zipped file through Secure File Transfer to ode.schoolnutrition@state.or.us.

- The CEP Election spreadsheet
- All primary source documentation saved to your CEP election 2020 folder. This includes:
The clean enrollment list downloaded from the student database
- The highlighted and saved non-match list downloaded from the ODE Direct Certification system
- Any homeless, migrant, or other agency information used to certify students
- The “Matched File” with your completed Certification Method column