

## Community Eligibility Provision (CEP) Data Collection Instructions for 2022-2023

### 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 accurate reporting practices, between sponsors and the State Agency, and between the State Agency and USDA's Food and Nutrition Service.

Sponsors applying for CEP are required to provide all election documentation to the State Agency for review by June 30, 2022.

The Oregon Department of Education Child Nutrition Program (ODE CNP) will conduct the 2022-2023 CEP process differently than in years past. ODE CNP is taking a more streamlined approach to data collection in an effort to reduce the burden on School Food Authorities (schools/school districts).

The streamlined 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 for CEP School Year 2022-2023.

### Step 1. Membership (Enrollment) List

Download the **entire district's membership** (enrollment) list directly from the student membership information system for April 1, 2022 using the [ODE template](#). The entire district enrollment is needed. This will assist in identifying extended student benefits and potentially increasing the identified student percentage for each site.

- The student membership (enrollment) list must be obtained directly from the student information system. ODE CNP requires nutrition service staff to collaborate with the membership reporting personnel in order to obtain a complete and accurate membership (enrollment) list for the entire district. **This list cannot be obtained from a Nutrition Service system.**
- ODE CNP has created a membership (enrollment) list template that must be used when electing for CEP. Follow these guidelines when populating the template:

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- The populated membership template must be submitted electronically as an Excel sheet (.xlsx or .csv format).
- The template column headings must not be altered in any way.
- Each row of data in the column headings listed below in **bold** must be fully populated with the requested data. Blank cells in these columns will return errors from the DC Matching system and will be cause to return your file for correction.
- For the non-bolded column headings listed below, please provide all available data. This increases the probability for matches and finding students eligible for “extended” benefits.
  1. **Attending School Institution ID** (the school where the student is receiving meals)
  2. Attending District Student ID (assigned to the student by the district)
  3. Secure Student ID (SSID) (assigned to the student by ODE. This number stays with the student throughout their education in Oregon)
  4. Last 4 digits of SSN (if available)
  5. **Student Last Name**
  6. **Student First Name**
  7. Student Middle Initial (if available)
  8. **Student Birthdate**
  9. **Student Gender** (*must be M or F, the column can't be left blank or any other identifying letters or symbols be used*)
  10. **Student Address 1**
  11. Student Address 2 (if available)
  12. **City**
  13. **State**
  14. **Zip**
  15. Zip Plus 4 (if available)
  16. Guardian Last Name (if available)
  17. Guardian First Name (if available)
  18. Guardian MI (if available)
  19. Student Phone Number (if available)
- Once the membership template has been populated with data in the data columns, please name the file using the following naming convention.

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**“District Name”\_District Wide Membership for CEP**

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

*I “Name” certify the attached membership (enrollment) list is the entire district membership list as of April 1, 2022. The list is complete and accurate with the requested ODE CNP data fields.*

Please name the certification statement using the following naming convention.

**“District Name”\_Membership List Certification**

## Step 2. Other Source Categorical Eligible Documentation

Step 2 may require creating multiple Excel files listing students according to their Other Source Categorical Eligible status. There will be one file for each category. For example: please create a separate file for McKinney-Vento students, Migrant students, and Head Start / Early Head Start students.

In addition, Step 2 requires a signed statement(s) from the appropriate liaison certifying any students listed as other source categorically eligible.

*I “Name” certify the attached student list is complete and accurate as of April 1, 2022. The list is complete and accurate with the requested data fields.*

Sponsors must obtain original documentation for Other Source Categorical Eligible students and provide the lists in an electronic Excel format to ODE CNP. Liaisons or designated staff are required to provide a written statement certifying that the students listed qualify under one of the other Source categories listed below. The Sponsor will need to provide ODE CNP with both the original statement containing the liaisons signature/certification **and** the list of students in Excel format (note these are separate Excel files from the template used in step 1). These Excel files must contain the six (6) data fields below:

1. **Attending School Institution ID**, (assigned to the student by the district)
2. **Secure Student ID (SSID)** (if available) assigned to the student by ODE. This number stays with the student throughout their education in Oregon.
3. **Student Last Name**
4. **Student First Name**

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5. **Student Birthdate**
6. **Date of Eligibility**

Please work with the appropriate liaison or designated staff to gather the information for students that qualify under:

- 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

Please name the files using the following naming convention.

**“District Name”\_Liaison Approval/Certification**  
*(this can be a copy of emails, written statements, or scanned signed documents from the liaison.)*

The Excel files for the Other Source Categorical Eligible, must be saved and named as separate files. Please name the files using the following naming convention.

**“District Name”\_McKinney-Vento List**  
**“District Name”\_Migrant List**  
**“District Name”\_ Head Start / Early Head Start**

### **Step 3. Sponsor submits CEP Documentation to ODE CNP**

After compiling the required documentation from steps 1 and 2, send the documentation in a zipped file through Secure File Transfer to [ode.schoolnutrition@ode.oregon.gov](mailto:ode.schoolnutrition@ode.oregon.gov).

If the documentation is incomplete or does not match the standards outlined in steps 1 and 2, ODE CNP will return the entire file for correction. A complete and accurate file 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 Secure File Transfer.

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

To assist in ensuring all required documentation is attached, please reference the checklist below.

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- “District Name”\_District Wide Membership for CEP**
- “District Name”\_Membership List Certification**
- “District Name”\_Liaison Approval/Certification**
- “District Name”\_McKineey Vento List**
- “District Name”\_Migrant List**
- “District Name”\_ Head Start / Early Head Start**

### **Step 4. ODE CNP completes matching and returns results with next steps**

“Matching” is the process of comparing the district’s enrollment list to a list of students identified as other source categorically eligible using SNAP and Foster records from the Oregon Department of Human Services (DHS).

ODE CNP will use the data provided in step 3 to conduct the initial matching. The results will be captured in an Excel workbook for the school and/or districts to review.

ODE CNP will return the matched file results to the Child Nutrition Program Manager listed in CNPweb 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.

#### **“District Name”\_ Match Results**

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

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

The detailed instructions will be included with the match results file. As a reminder, it is critical that the customized detailed instructions be followed.

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## Step 5. ODE CNP will review documentation and send finalized match file

ODE CNP will review supporting documentation (if applicable) from Step 4 and send finalized, completed match file with CEP Election Spreadsheet. ODE CNP will return the final match file and a blank CEP election spreadsheet along with detailed instructions.

The following naming conventions will be used to identify the attached files.

**“District Name”\_ CEP Final Match**  
**“District Name”\_ CEP Election Spreadsheet**

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

- District wide CEP
- Site Grouping (combining sites to form a group ISP )
- And/Or Individual Sites (Site ISPs will be provided in the Match file)

## Step 6. Sponsor submits documentation from Step 5

Sponsor will follow the emailed instructions from Step 5 to return the CEP election spreadsheet to [ode.schoolnutrition@ode.oregon.gov](mailto:ode.schoolnutrition@ode.oregon.gov).

Please name the CEP election spreadsheet using the following naming convention. Also, please use the same naming convention in the subject of the email.

**“District Name”\_ CEP Election Spreadsheet**

## Step 7. ODE CNP will send final contract and agreement

The Oregon Department of Education will send a copy of the final CEP documentation, which may include the State Agency CEP agreement and any additional grant agreements that must be signed by the Superintendent or designee. The signed final documents must be returned to [ode.schoolnutrition@ode.oregon.gov](mailto:ode.schoolnutrition@ode.oregon.gov) within 5 business days of receipt.