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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 the documents will be explained in the following sections of these instructions.

Required:
- District Wide Membership for CEP
- District Wide Membership List Certification

If applicable:
- McKinney-Vento student list and Liaison Certification
- Migrant Education Program student list and Liaison Certification
- Head Start / Oregon PreK / Preschool Promise student list and Liaison Certification

Note:
*A certification statement from the proper liaison **is required** for each student list provided.*
Students in the other categorically eligible lists (McKinney-Vento, Migrant, Head Start) must also be in the district enrollment list provided.

Electing 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. These written step-by-step instructions will aid NSLP and SBP 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 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. Membership (Enrollment) List

Obtain the **entire district's membership** (enrollment) list directly from the student membership information system for April 1st of the current year, using the ODE template titled District Wide Membership for CEP as a guideline for the format. 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 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 name the file using the following naming convention.

   District Name – District Wide Membership for CEP

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

District Enrollment Certification Statement

> *I, [Full Name], certify that the attached enrollment list is representative of the entire district's membership. The list is current as of April 1, [Current Year], complete, and accurate with the requested ODE CNP data fields.*
>
> *Signature, Title*

Please name the certification statement using the following naming convention.

District Name – District Wide Membership List Certification

Step 2. Other Source Categorical Eligible Documentation

If a Sponsor operates one of the programs listed below, Sponsors must obtain original documentation from a liaison or designated staff for these *Other Source Categorical Eligible[1]* 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 files are separate from the template recommended in Step 1)*. Please use another ODE template titled Other Categorically Eligible Students as a guideline for the format.

This step 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 *Homeless*, *Migrant Ed*, and *Early Learning* students. Please work with the appropriate liaison or designated staff to gather the information for students that qualify under:

- Homeless Students:
    - McKinney-Vento Homeless Assistance Act
    - Runaway and Homeless Youth Act (RHYA)
    - Homeless children residing within another household.

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[1] For more information on Other Source Categorical Eligibility, please start on page 37 of the Eligibility Manual for School Meals.

- 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 indicate if ≤ 130 % or > 130% of Federal Poverty Level)*

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 – Homeless*
> *District Name – Migrant*
> *District Name – FDPIR*
> *District Name – Head Start*
> *District Name – Oregon PreK*
> *District Name – Preschool Promise*

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 Source Categorical Eligible Certification Statement

> *I, [Full Name], as the liaison for the [Migrant Ed or McKinney-Vento or Head Start, etc.] program, certify that the attached list of students are qualified participants of the program. The list is current as of April 1, [Current Year], complete, and accurate with the requested data fields.*
>
> *Signature, Title*

Please name the file using the following naming convention.

> *District Name – Liaison Approval (or Certification)*
> *(This can be a copy of emails, written statements, or scanned signed documents from the liaison.)*

Step 3. Sponsor submits CEP Documentation to ODE CNP

After gathering 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.

If the documentation is incomplete or does not match the requirements 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 the ODE Secure File Transfer web portal.

Instructions on how to create a zip file and send it through secure file transfer.

To ensure all required documentation is attached, please reference the checklist below.

☐ District Name – District Wide Membership for CEP
☐ District Name – District Wide Membership List Certification
☐ District Name – McKinney-Vento
☐ District Name – McKinney-Vento Liaison Certification
☐ District Name – Migrant Education Program
☐ District Name – Migrant Education Program Liaison Certification
☐ District Name – Head Start / Oregon PreK / Preschool Promise
☐ District Name – Head Start / Oregon PreK / Preschool Promise Liaison Certification

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. Enrolled students matched to the DC and Other Source matching processes will count towards the numerator of the Identified Student Percentage (ISP).

1. 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.
2. 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.
3. 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 – CEP Initial Match Results (Date)

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.

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

> *District Name – CEP Final Match*
> *District Name – CEP Election Sheet*

Step 6. Sponsor Submits 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 as 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.

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 Sheet*

Step 7. ODE CNP Sends Agreements and Approvals

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 within five business days of receipt.