

Introduction to Community Eligibility Provision

Glossary

- **Enrolled students** are those who have access to either breakfast or lunch at the site(s).
- **Identified students** are those who are certified for free meals in ways other than a free/reduced-price application.
- **Identified Student Percentage (ISP)** The ISP equals the number of identified students in a site or group of sites divided by the number of students enrolled in the site or group of sites, multiplied by 100.

General Information

The Community Eligibility Provision (CEP) allows eligible districts and schools in income eligible areas to provide school lunch and breakfast at no charge to all students using simplified meal counting and claiming methods.

Schools or districts must have a required percentage of students identified for free meals, and must agree to serve free lunches and breakfasts to all students. They must also agree to cover the cost of providing free meals to all students, above the amount provided by federal and state reimbursement, with non-federal funds if needed to maintain a positive balance in the Non-profit school foodservice fund. This agreement will be signed by the district and by ODE after the ISP has been calculated for each site.

In order to participate in CEP, the “Identified Student Percentage” (ISP) for a site or group of sites must be at least 40 percent. The ISP equals the number of identified students in a site or group of sites divided by the number of students enrolled in the site or group of sites, multiplied by 100. Enrolled students are those who have access to either breakfast or lunch at the site(s).

Identified students are those who are certified for free meals in the following ways (other than a free/reduced price application):

- Directly certified students.
- Foster students certified through means other than an Application for Meal Benefits.
- Homeless, migrant or runaway students.
- Head Start/Even Start participants.
- Recipients of the Food Distribution Program on Indian Reservations (FDPIR).
- Administrative Applications

Districts participating in CEP are approved for 4-year cycles. However, CEP can be stopped at any time during the 4-year cycle. Since the ISP is reflective of April 1 of the year prior to electing CEP, districts have time before the next school year to evaluate if continuing CEP will still be financially viable.

There are other factors to consider before applying. The [Community Eligibility Provision Decision Tree](#) can help you decide if CEP is right for you.

Please visit the [Special Provision webpage](#) for step by step [CEP data collection instructions](#) and the [Community Eligibility Provision Implementation Checklist](#). Please read all instructions for important information on preparing and submitting your application documents.

Additional information related to this program may be found at:

[U.S. Department of Agriculture Community Eligibility Provision Web page](#)

[U.S. Department of Agriculture Community Eligibility Provision Planning and Implementation Guidance](#)

Student Success Act (SSA)

Oregon's Community Eligibility Provision Incentive (CEPI) will provide additional state funding to approved CEP schools who meet the SSA eligibility requirements, as defined by [OAR 581-051-0610](#). These state funds will be in addition to the federal meal reimbursements CEP schools receive making it possible for more schools to participate at a funding level that is more sustainable for the school. Applying for CEP is recommended for all schools who qualify.

The Community Eligibility Provision Incentive (CEPI) will be available in the school year 2022-2023. CEPI will supplement the federal free reimbursement **up to 90%** for those sites, groups, or sponsors that qualify for CEP, but will receive less than 90% free claiming. By offering this supplemental, state-funded meal reimbursement, the legislature and the ODE are encouraging more CEP eligible schools to participate in the provision. This will benefit schools and ensure more students receive their breakfasts and lunches at no charge.

A separate grant agreement for these supplemental state funds will be required, in addition to the agreement to operate federal CEP.

Important Dates

- April 1: Active enrolled student list for all sites from Student Information System.
- April 8: Cutoff date for methods of certifying students as identified for CEP (July 1, 2021 - April 8, 2022).
- April 15: State Agency must provide current year district-wide eligibility and procedures to sponsors (post on website).
- May 1: State Agency must post list of eligible and near eligible schools on public website.
- June 30: Interested and currently approved CEP sponsors must complete the online CEP Annual Evaluation survey. In addition, interested and current CEP sponsors must submit primary source documents to State Agency.

Tips

- Complete the online [CEP Annual Evaluation](#) survey as soon as possible. This enables ODE staff to monitor your district's progression through the CEP process and provide more effective assistance.

- Submit comprehensive data for the best results.
- Collaborate with the membership (enrollment) personnel in your district to obtain the district's entire membership report from the student membership information system.
- The enrollment list must be from the district's student membership information system as of April 1, 2022.
- Be sure to discuss Community Eligibility Provision (CEP) program participation with school nutrition staff, administrators, and business managers to ensure all factors are considered before choosing to participate in CEP.
- Ensure that your required documentation is submitted by the due date of June 30, 2021.
- Follow the step-by-step [CEP data collection instructions](#).
- **Do not send** any student data via email, as it is not secure. Use the [secure file transfer](#) system only.