Ohio | Department of Education

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

Community Eligibility Provision (CEP) Fact Sheet

What is CEP?
SFAs agree to serve no-cost lunches and no-cost breakfasts to all students for up to four consecutive years in approved schools.

Prior to April 1, 2014, determine the school(s) has a minimum of 40% "identified" students based on enrollment (not free and reduced count).

School eligibility is based on the number of students who meet the "identified" definition:

- Certified free using methods other than a paper Free and Reduced Meal application. These include students who are:
- Directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) and the extension of benefits to students within the same household. Homeless, Runaway, Migrant, Head Start, or Foster children with court papers.

Benefits of CEP:

- An innovative option to reduce administrative paperwork and costs, while making it easier for eligible children in low-income communities to receive free meals in the National School Lunch and School Breakfast Programs.
- May improve breakfast and lunch participation.
- If school district is participating in CEP district wide, the school district will not need to do Verification, but will need to complete annual CRRS Verification report. If only a portion of the schools participate in CEP, the district will conduct Verification for the schools not participating in CEP, and complete the annual CRRS Verification report.

CEP Information

A. Link to ODE CNS CEP website:
http://education.ohio.gov/Topics/Other-Resources/Food-and-Nutrition/Resources-and-Tools-for-Food-and-Nutrition/Community-Eligibility-Option
(documents noted below are located in this link)

B. CEP Submission:
When to submit?

- April 1, 2014 to June 30, 2014

C. What to submit to apply for CEP?

- Districts use the CEP Participation Form
- And CEP Eligibility Worksheet

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D. How to submit forms for CEP?

- Attach the above forms to an email to: diane.schneider@education.ohio.gov
- fax to 614-752-7613

E. Notification from ODE to new applicant's eligibility into the CEP option will arrive via email, approximately within 30 days of receipt of your CEP worksheet and form, if eligible and completed correctly**.**

F. After submission to ODE to apply for CEP: Next Steps

- SFAs that have elected to participate in CEP for at least one site must notify households of children attending the CEP school(s) of CEP participation in the 2014-2015 school year. SFAs may use this sample household letter to serve as the required notification.
- Sample letter to households in schools/districts participating in CEP.

G. How to figure out if a district is eligible to apply for CEP?

- This calculator tool allows schools that are considering the Community Eligibility Provision (CEP) to calculate their estimated federal reimbursement they will receive as to assess the financial viability of their school meal program under CEP.
- CEP Reimbursement Estimator
- The multiplier is 1.6

H. E-Rate information:

- This document explains the process for schools to determine the data to use in applying for discounts on services received under the E-rate program.
- E-rate document

I. Districts with Title One questions:

- Contact the ODE Office of Federal Programs at 614.466.4161, if more information is needed.
- Review the letter from the US Department of Education to describe the Title One money allocation process for schools opting the CEP link noted above, and the CEP Letter for Title One

J. Resources for CEP:

- Power point and Recent Q & A

K. Second/third year of CEP participation and Direct Cert percentage has improved:

- **What to submit?**

  Districts use the CEP Participation Form
  And CEP Eligibility Worksheet

- **How to submit?**

  Attach the above noted CEP forms to an email to :
  diane.schneider@education.ohio.gov

- Notification from ODE to second/third year applicant's eligibility for a higher reimbursement rate for the CEP option will arrive via email, approximately within 30 days of receipt of your new CEP worksheet and form.

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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