



**Ohio Department of Education  
Office of Integrated Student Supports  
Community Eligibility Provision (CEP) and Provision 2 (P2) Fact Sheet**

**What are the eligibility requirements?**

**Community Eligibility Provision (CEP):** Single school or a group of schools in district must have an identified student percentage (ISP) of at least 40 percent as of April 1 of prior year. Operations in the first year are the same as in subsequent years. Income eligibility applications are not collected. Identified students are children approved for free meals based on direct certification or extension of direct certification benefits, homeless, migrant and runaway children, Head Start, and foster children deemed eligible through court documentation. Information from the income eligibility application cannot be used toward the identified count. This option is ideal for sponsors with a high direct certification percentage.

**Provision 2 (P2):** This option is intended to benefit schools with high percentage of free and reduced-price eligible students. To participate, sponsors are required to perform direct certification and collect applications the first (base) year. The sponsor continues to count and claim meals using standard meal counting and claiming procedures during the first (base) year to establish reimbursement percentages. Applications are not collected after the base year. This option is ideal for sponsors with a high free and reduced-price percentage through applications.

**What is the program duration?**

**CEP:** CEP operates on a four-year cycle. During the base year, sponsors submit the number of identified students and enrollment numbers. Claiming percentages approved in base year carry over for the next three years. Sponsors must reapply at the end of year four. Sponsors also may reapply at any time if direct certification percentages increase.

**P2:** P2 operates on a four-year cycle. Sponsors must apply for extension by providing socioeconomic data indicating that the school's population income level has remained the same or increased only negligibly at the end of the fourth year.

**How are meals counted and claimed?**

**CEP:** Meals are served at no charge to all students. Sponsors report the total number of reimbursable student meals served each month in the CRRS. The sponsor will be reimbursed according to CEP claiming percentages verified during the CEP audit and will automatically populate in claim reimbursement.

**P2:** Meals are served at no charge to all students. In the base year, sponsors report the actual number of free, reduced and paid student meals served each month in the

CRRS using standard counting and claiming procedures for the base year. In non-base years, sponsors report the total number of reimbursable student meals served each month. Sponsors will be paid according to the claiming percentages established during the base year. The meal count totals are prorated into free, reduced-price or paid categories by applying the base year monthly claiming percentages.

### **What is the meal pattern?**

**CEP and P2:** Both programs follow the National School Lunch Program (NSLP) and School Breakfast Program (SBP) meal patterns.

### **What is the application process for program approval?**

**CEP:** Apply between April 1 and June 30 using April 1 data. Attach the CEP Participation Form and Eligibility Worksheet (found in the Download Forms section) in the checklist summary in the CRRS. Answer “yes” to CEP participation in the CRRS SNP Sponsor Application, Question #59.

**P2:** Attach a P2 new base year application form (located in the Download Forms section) in the checklist summary in the CRRS. Choose non-pricing P2 for Question #10 on the site application.

### **How is public notification done?**

**CEP:** Distribute household notice of availability of school meals at no cost to all students participating in both the school lunch and breakfast programs.

**P2:** Notify the media and distribute public notice of availability of school meals at no cost to all students participating in either school lunch, breakfast or both.

### **What records must be kept?**

**CEP:** The sponsor must keep the CEP participation form, eligibility worksheet and all CEP documentation (direct certification results lists, direct certification extension, documents to support homeless, foster, migrant, head start and foster designation) used to support identified count when establishing a base year.

**P2:** The sponsor must maintain applications and direct certification data from the base year.

### **Will sponsors receive an audit?**

**CEP and P2:** Both programs receive an audit during the base year.

### **What is the process for verification?**

**CEP:** Verification process is not completed for CEP sites. However, the verification report must be completed.

**P2:** During base year, the sponsor must complete verification process and verification report.

**Who do I contact for more information?**

**CEP:** Sarina Wilks, [sarina.wilks@education.ohio.gov](mailto:sarina.wilks@education.ohio.gov) or 614-995-3866

**P2:** Scott Limburg, [scott.limburg@education.ohio.gov](mailto:scott.limburg@education.ohio.gov) or 614-728-1828