



**United States  
Department of  
Agriculture**

Food and  
Nutrition  
Service

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Alexandria, VA  
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**DATE:** April 01, 2014

**MEMO CODE:** SP 32-2014

**SUBJECT:** Community Eligibility Provision: Annual Notification and Publication Requirements

**TO:** Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

This memorandum provides guidance on the annual notification process under the Community Eligibility Provision (CEP).

To promote and disseminate information about the CEP, State agencies are required to notify Local Educational Agencies (LEA) and schools of eligibility for CEP and provide the procedures for interested and eligible LEAs to participate. Lists of LEAs and schools receiving notifications must be published on State agency websites and submitted to Food and Nutrition Service (FNS) for publication by May 1<sup>st</sup> of each year. State agencies must provide LEAs with districtwide eligibility information and collect school level information by April 15<sup>th</sup> of each year. This deadline is intended to provide State agencies adequate time to obtain necessary data for the May 1<sup>st</sup> publication deadline.

The remainder of this memorandum provides the detailed information required to complete the LEA and State level CEP eligibility status notification and publication process.

**April 15<sup>th</sup> Notification and Data Collection Requirements:**

There are two levels of data necessary to fulfill the notification requirement: (1) State agencies must provide districtwide level data to LEAs and (2) LEAs must provide school level eligibility information to State agencies. Data used to prepare the notification lists must be from the current school year. FNS encourages State agencies and LEAs to use identified student and enrollment data already available to meet these requirements. LEAs interested in electing CEP for some or all schools must submit updated identified student and enrollment data reflecting April 1<sup>st</sup> to determine eligibility and participate in CEP.

**LEA Level Data:**

No later than April 15<sup>th</sup>, State agencies must notify LEAs of their districtwide eligibility and provide CEP guidance to LEAs in the following categories:

- LEAs with a districtwide identified student percentage of at least 40%
- LEAs with a districtwide identified student percentage greater than 30% but less than 40%
- LEAs currently participating districtwide
- LEAs in the 4<sup>th</sup> year of electing with a districtwide identified student percentage of at least 30%

State agencies may obtain the number of identified students to determine the districtwide CEP eligibility status from the Verification Collection Report (FNS-742). The sum of the data elements in Section 3 provides the number of identified students and Section 1 provides enrollment information for State agencies to calculate the districtwide identified student percentage.

**School Level Data:**

No later than April 15<sup>th</sup>, LEAs must submit to the State agency a list of schools in the following categories:

- Schools with an identified student percentage of at least 40%
- Schools with an identified student percentage greater than 30% but less than 40%
- Schools in the 4<sup>th</sup> year of electing with an identified student percentage of at least 30%

State agencies with access to school level data may exempt LEAs from this requirement. The percentage of enrolled students directly certified with the Supplemental Nutrition Assistance Program (SNAP) may be used as a proxy for the school level identified student percentage. This proxy data may only be used for notification purposes. If proxy data is used, the notification must include a note that the data provided is a proxy for actual eligibility and interested LEAs must provide full school level identified student data as of April 1<sup>st</sup> to determine eligibility and participate in CEP.

**May 1<sup>st</sup> Publication Requirements:**

No later than May 1<sup>st</sup>, State agencies must post the lists of LEAs and schools in the above categories to their website and provide FNS with the link to these lists.

Regional Directors

State Directors

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FNS developed a CEP website which will link to the lists on the State agency websites. State agencies should submit their link via email to [cepnotification@fns.usda.gov](mailto:cepnotification@fns.usda.gov).

FNS strongly encourages State agencies to use the attached template for posting the lists of LEAs and schools to their websites.

State agencies are reminded to distribute this memorandum and attachment to program operators immediately. LEAs and other program operators should direct any questions concerning this guidance to their State agency. State agencies with questions should contact the appropriate FNS Regional Office.

A handwritten signature in blue ink that reads "Cynthia Long". The signature is written in a cursive, flowing style.

Cynthia Long  
Deputy Administrator  
Child Nutrition Programs

Attachment