



State of Arizona
Department of Education

Community Eligibility Provision

How to Apply

Community Eligibility Provision (CEP) provides schools that participate in the National School Lunch Program (NSLP) and participate in or are initiating a School Breakfast Program (SBP) for the 2016-2017 school years with an alternative method for counting and claiming student meals in high poverty local educational agencies (LEA). LEAs electing to participate in CEP agree to serve all students free lunches AND breakfasts for four successive school years, but are able to withdraw at any time. LEAs who wish to participate in CEP must submit the CEP Participation Form, CEP Eligibility Worksheet, supporting enrollment and identified student documentation, and updated Free and Reduced Price Policy statement and CEP addendum to the Arizona Department of Education (ADE), School Nutrition Programs by August 31, 2016. Further, if the cost of serving breakfasts and lunches are not covered by the Federal assistance received, the difference must be paid from the district's non-Federal sources. Identified student data must be reflective of April 1st of the school year prior to CEP implementation (April 1, 2016 for SY 2016-17).

To apply for participation in CEP, the following documents should be completed and submitted to the ADE on or before **August 31, 2016**:

- 1) **CEP Participation Form** Edit the form to reflect the LEA legal name in paragraph 1. An authorized signer must sign and date the form. The form is found at <http://www.azed.gov/health-nutrition/special-assistance-provisions/>
- 2) **Free and Reduced Price Policy** This is a semi-permanent document that outlines your policies and procedures for serving free and/or reduced price meals. Fill in the grey areas of the form and all sections requesting written information. It must be updated and submitted to ADE as part of the Community Eligibility Provision (CEP) application to reflect the counting and claiming policy and operational procedures in place for site(s) operating CEP, Provision 2/3 and/or regular. This form is found at <http://www.azed.gov/health-nutrition/special-assistance-provisions/> *Reminders: In C.* For CEP sites, indicate Direct Certification will be conducted no less than one time annually on or around April 1; *in Q.* ensure the CEP media release is sent to ADE along with the completed policy statement. The FRPP document must be signed by an authorized signer. Scanned documents are acceptable.





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- 3) **Addendum-Community Eligibility Provision** This is a semi-permanent document that outlines your policies and procedures for sites operating the CEP. Fill in the grey areas of the form. The addendum must be updated and submitted to ADE as part of the CEP application; the form can be found at <http://www.azed.gov/health-nutrition/special-assistance-provisions/>
- 4) **CEP Eligibility Worksheet** Enter the identified student information reflective of April 1st of the school year prior to CEP implementation **for each applying site**. Please ensure the type of participation is indicated by entering the information in the correct tab(s) (i.e. individual site(s), group or groups of sites, or districtwide). *Remember*, LEAs with only 1 site total should enter the identified student information on the “districtwide” tab. Additionally, all sites in the district must be listed with their specific identified student sand enrollment if the entire district is applying for the CEP. The form can be found at <http://www.azed.gov/health-nutrition/special-assistance-provisions/>
- 5) **Complete the CEP online course** found at <http://www.azed.gov/health-nutrition/special-assistance-provisions/> . Upon completion of the course, you will be directed to take a quiz. The quiz must be passed in order to obtain the certificate of completion (unlimited attempts). **Submit a copy of the “certificate of completion”** to signify the participant completed and passed the CEP online course.

Application Submission instructions

- Email all documents **except** supporting documentation* of the identified students and enrollment information to ADESchoolNutrition@azed.gov or fax to 602-542-1531, Attention CEP Coordinator.
- **Upon receipt of the documents, the ADE will send a BDS secure file transfer email request to the School Food Authority to obtain the required supporting documentation* of the identified students and enrollment.**

*Student data is protected by federal and state laws; therefore, secure file transfers are required for student data submissions to the ADE. *Note: the application will not be complete until the required supporting documentation* is received.*





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What will I need to submit when ADE requests documentation:

*Supporting documentation of the identified students (IS) and enrollment by site will be requested (must be reflective of April 1, 2016); the bulleted list below outlines the forms needed for submission, if applicable. Do **NOT** include withdrawn student information in the IS counts. Please send the information in **electronic file format**. Note, the supporting documentation information being requested is the same information you used to complete the CEP Eligibility Worksheet. *Use of Excel Worksheets to submit data are highly preferred.*

- Enrollment list(s) for each site (must be reflective of April 1, 2016); *
- Direct Certification match lists and lists of extended household members for each site; *
- Notice to Provider letters for each site; *
- Official Head Start and/or Even Start roster(s) for each site; *
- Food Distribution on Indian Reservation participation letters for each site; *
- Homeless list from school liaison for each site; *
- Migrant student list from school liaison for each site; *
- Runaway student list from school liaison for each site. *

Application Approval Process

The application approval process can take up to five weeks from submission of a complete CEP application packet. When processing CEP applications, the ADE will review the documents and supporting documentation. If forms are incomplete, the ADE will notify you to resubmit the form. If discrepancies are found during the the review of supporting identified student documentation, the ADE will contact you regarding the validated of the identified student percentage and work with the district to see if documentation is missing.





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How will I know if the application is approved for CEP participation?

The ADE will sign and send a copy of the CEP agreement via email to the school food authority indicating approval for participation.

- **Once notified of approval by ADE**, the CNP Web Sponsor and Site applications *must be completed and submitted indicating CEP participation*. Specifically:
 - **CNP Web NSLP Site application(s): Sections 8 and 9 of CEP approved sites:**
Participation should reflect “Community Eligibility Provision (CEP)”
Approved Identified Student Percentage should reflect the percentage found on the CEP Eligibility Worksheet validated by the ADE.
 - **CNP Web NSLP Sponsor application: Section 5 for district with one of more CEP sites:**
Answer “Yes” to the question “One or more sites are operating the Community Eligibility Provision (CEP)”

If you have additional questions, please contact your assigned School Nutrition Programs Specialist found at the top of the CNP Web application.

This institution is an equal opportunity provider and employer.

