



## Free and Reduced-Price Policy Statement - Addendum: Community Eligibility Provision (CEP)

### Introduction

This addendum is in addition to/in lieu of where applicable to the Free and Reduced-Price Policy Statement as some or all sites operating the NSLP and/or SBP will be participating in Community Eligibility Provision (CEP). It must be provided to ADE when schools begin participation in CEP.

### Policy Statement

SFA Name:

Date:

This statement applies to the following schools operating CEP:

School(s):

wishes to state the following:

A. \_\_\_\_\_ acknowledges that this addendum becomes effective when CNPWeb Site and Sponsor Applications have been updated to reflect CEP participation AND a CEP application containing the following has been submitted by \_\_\_\_\_ and approved by ADE:

- A list of all schools participating in CEP
- The initial school year of implementation for CEP
- The school years the cycle is expected to remain in effect
- The school year that CEP must be reconsidered
- The available and approved data that will be used in reconsideration, as applicable

B. Prior to the first year of CEP participation, \_\_\_\_\_ has determined the Identified Student Percentage (ISP) reflective of April 1 for \_\_\_\_\_ individual sites, and/or groups of sites and has submitted this data to the ADE using ADE's CEP Eligibility Worksheet.

C. \_\_\_\_\_ has ensured the ISP for individual sites, and/or groups of sites is greater than, or equal to, 40%.

D. \_\_\_\_\_ will not collect Applications for Free and Reduced-Price Meals used for meal benefit determination from households in schools listed above in subsequent years during the period of participation in CEP/the school years after the current ISP has been established.

E. In the school years after the current ISP is established, schools listed above will record the total number of meals served to children by meal type (breakfast and lunch) and will submit a monthly claim for reimbursement to ADE.

F. \_\_\_\_\_ will pay with funds from non-Federal sources the cost of serving meals in excess of the Federal assistance received.

G. \_\_\_\_\_ will follow all requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger-Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)).

*In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.*

*Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.*

*To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:*

- 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights*
- 2. 1400 Independence Avenue, SW*
- 3. Washington, D.C. 20250-9410;*
- 4. fax: (202) 690-7442; or*
- 5. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*