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Department of Education

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March 11, 2025

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, MS, RD
Director, Nutrition Programs

RE: **SY 2024 - 2025 Operational Memo #23**
Instructions for Community Eligibility Provision Reporting

This memorandum is to remind School Food Authorities (SFAs) about the regulations at 7 CFR 245.9(f)(5), which require Local Educational Agencies (LEAs) to annually submit school-level Community Eligibility Provision (CEP) eligibility data to the State Agency (SA).

To promote and disseminate the required data regarding the CEP, SAs are required to 1) notify all LEAs of their CEP eligibility, 2) publish a list of CEP-eligible schools on the SA website, and 3) submit the list to USDA Food and Nutrition Services (FNS) by May 1st of each year.

In order to comply with notification requirements, all SFAs must enter their school(s) CEP data in DENARS **by April 15, 2025.** Extensions to this deadline will be evaluated and granted on a case-by-case basis. Please contact Aimee Beam via email at aimee.beam@doe.k12.de.us with detailed extension requests.

Detailed instructions for entering the required data are attached to this memo. Please review these instructions carefully prior to entering data into the CEP Report in DENARS.
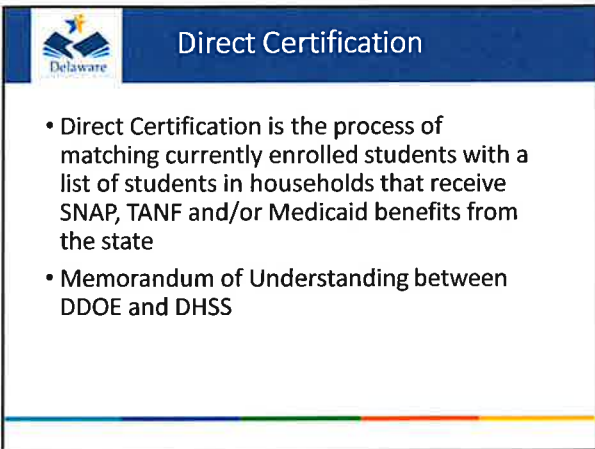
If you have any questions or need assistance, please contact us at 302-857-3356.

Attachments: Instructions for Entering CEP Data in DENARS 2025.docx
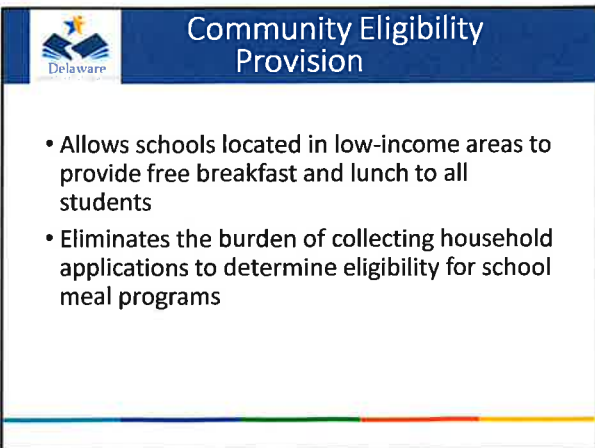CEP – DCRT 2025.pptx

cc: Nutrition Team

Direct Certification
Community Eligibility Provision
USDA Reporting and Qualifications

2025

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Direct Certification

- Direct Certification is the process of matching currently enrolled students with a list of students in households that receive SNAP, TANF and/or Medicaid benefits from the state
- Memorandum of Understanding between DDOE and DHSS

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Community Eligibility Provision

- Allows schools located in low-income areas to provide free breakfast and lunch to all students
- Eliminates the burden of collecting household applications to determine eligibility for school meal programs

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Qualifying for CEP

Who can participate?

- Schools and LEAs with a minimum Identified Student Percentage (≥25 percent) in the prior school year
- Identified students = those certified for free meals without the use of household applications

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Calculating ISPs

2025 Process for Calculating ISPs

- School Food Authority uses **year-to-date** Direct Certification data from July 1, 2024, through March 31, 2025 (year-to-date data as of April 1, 2025)
- Take the April 1, 2025, student enrollment and identify all directly certified students

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Identified Students

*Identified Students: students qualified for **free** meal benefits without completing a meal benefit form:*
- Students who are <u>directly certified to receive free meals</u> by DHSS (receiving SNAP, TANF, or Medicaid Free benefits)
- Students receiving SNAP/TANF benefits who can provide a letter from DHSS (if not appearing on the direct certification list)
- Students identified by the LEA's homeless liaison as homeless, migrant, or runaway
- Students in State-appointed foster care
- Students in Pre-K programs where criteria for enrollment is at least as stringent as Federal Head Start
- Students residing in households with students who are directly certified as Free by DHSS
- Note: Medicaid Reduced students are not counted as identified unless they also received SNAP or TANF

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Students with MBF Case Number

For a meal benefit form with a SNAP or TANF case number –

- SFAs should qualify the student for free meals based off of categorical eligibility
- Student is NOT counted in the ISP (unless the student is on the DCRT list)

Reminder: In Delaware, SNAP or TANF numbers are 10 digits in length and the first digit and the ninth digit are always the same. If a meal benefit form is submitted with a shorter or longer number, the SFA should contact the household to confirm that someone in the household receives SNAP or TANF and obtain the correct number to note on the form.

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Identified Student Percentage Calculation

$$\text{Identified Student \%} = \frac{\text{Number of Identified Students}}{\text{Total Enrolled Students w/ Access to Breakfast and/or Lunch}} \times 100$$

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Identified Student Percentage Calculation

The Identified Student Percentage can be calculated for:

- *An individual school*
- *A group of schools in the LEA*
- *The entire LEA*

The LEA decides how to group the schools according to what will generate the maximum reimbursement for meals served.

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Example ISP Calculations

CEP Grouping Example

	Identified Students	Enrollment	ISP
School 1	80	120	50%
School 2	24	100	24%
School 3	150	200	75%
Group of Schools	234	420	55.71 %

Total identified students for group (234)
Total enrollment for group (420)

Source: Community Eligibility Provision 101: School Food Authority Webinar

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Reporting Requirement Deadlines

April 15: In DENARS CEP Site List, all SFAs submit to DDOE the total number of identified students and enrollment for each school using data from July 1, 2024, through March 31, 2025

May 1: DDOE posts list of all LEA's district-wide ISP's and individual school ISP's

June 30: SFA notifies SA of their intent to participate in CEP (if applicable)

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Meal Claiming Percentages

To calculate the meal claiming percentages:

- Multiply the ISP by a factor of 1.6 to yield the free claiming percentage
- The remaining number is the percentage of meals that are claimed at the paid rate

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Meal Claiming Percentages

CEP Claiming

- Multiplier = 1.6
- ISP x Multiplier = % of meals claimed at Federal free rate
- Remaining meals claimed at Federal paid rate

	ISP		Multiplier		% Free	% Paid
Example 1	25	x	1.6	=	40	60
Example 2	62.5	x	1.6	=	100	0

Source: Community Eligibility Provision 101; School Food Authority Webinar

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CEP Cycle

Once schools or districts qualify for CEP, the established claiming percentages may be used for the entire 4-year cycle unless:

- LEA feels data has changed and the ISP could be higher
- Changes are made to grouped schools (school is removed or added)
- In both cases the ISP is recalculated and a new 4-year cycle begins

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CEP Cycle
CEP Site List Reminder

Reminder for schools that are currently participating in year 1, 2, or 3 of a 4-year cycle:

Schools that are currently participating in year 1, 2, or 3 of a 4-year CEP cycle, have two options:
1. To continue with your current CEP cycle re-enter the same data entered in the CEP Site List in DENARS from the April prior to program implementation. Do not enter new data if you wish to continue your current cycle. OR;
2. Update enrollment and identified student data. If you choose to update enrollment and identified student data, you begin the 4-year cycle again and must have back-up documentation to support the data.

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CEP Matching
Example: Step 1

The SFA must use the **official school enrollment as of April 1. SFAs must not use the** enrollment in the Point of Sale System.

Example:

Eschool (or Similar) Official School Enrollment

Student ID	Last Name	First Name	Street Address	City	State	Zip Code
123456	Doe	John	123 ABC Street	Dover	DE	19904
234567	Doe	Jan	123 ABC Street	Dover	DE	19904
345678	Smith	May	234 XYZ Street	Dover	DE	19904
456789	Smith	June	234 XYZ Street	Dover	DE	19904
444444	Boo	Spongie	456 LMN Street	Dover	DE	19904

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CEP Matching
Example: Step 2

The SFA must gather the direct certification information, which includes:
- DCRT July 2024 – March 2025 Year to Date List (for SFAs without a year-to-date list, like private schools, use each of the monthly lists that were provided by DDOE)
- List of students identified as homeless from the school's homeless liaison
- List of students identified as foster, runaway, or migrant from the school official who manages these programs
- List of students who are in Pre-K programs where criteria for enrollment is at least as stringent as Federal Head Start
- Students residing in households with students who are directly certified as free by DHSS
  - The SFA must confirm that the address of the student being matched is the same exact address as the student on the DCRT list

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DCRT List
Medicaid Reduced Removal

Remove students who are only certified on the DCRT list for Medicaid Reduced:

Step 1: Download the July 2024 through March 2025 DCRT list

Step 2: Save as an Excel Spreadsheet

Step 3: Save to your computer and follow the sorting steps on next slide

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DCRT List
Medicaid Reduced Removal

1. Place cursor on the Medicaid Reduced cell (should be outlined in dark green)
2. Click on "Sort & Filter"
3. Click "Filter" in the drop-down box

After these steps are completed, you will see arrows above the cells as shown in this screen shot:

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DCRT List
Medicaid Reduced Removal

- Click the arrow above the Medicaid Reduced box, highlighted in teal below
- Unclick "N" so that only Medicaid Reduced "Y" is left
- Click "OK"

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DCRT List
Medicaid Reduced Removal

Only students approved for Medicaid Reduced in the Medicaid Reduced column are left.

Review the Food Stamps (SNAP), Public Assistance (TANF) and Medicaid Free columns. If each has an "N", remove the student from the DCRT list that will be used for matching.

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CEP Matching
Example: Step 3

The SFA must identify those students on enrollment who are directly certified. This can be done by:

• Using a highlighter and the enrollment list and lists of directly certified students, highlight names of students who are enrolled and are directly certified. Total the number of highlighted students.

• Using Excel, use the matching feature through Conditional Formatting

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CEP Matching
Example: Step 3

Excel Matching using Conditional Formatting:

Step 1 - Copy student IDs from DCRT lists over to Enrollment List

Eschool (or Similar) Official School Enrollment

COPIED FROM DCRT

Student ID	Last Name	First Name	Street Address	City	State	Zip Code	
							23456
123456	Doe	John	123 ABC Street	Dover	DE	19904	123456
234567	Doe	Jane	123 ABC Street	Dover	DE	19904	123333
345678	Smith	May	234 XYZ Street	Dover	DE	19904	234567
456789	Smith	June	234 XYZ Street	Dover	DE	19904	987654
123333	Bloe	Sponge	456 LMN Street	Dover	DE	19904	456789
							876543

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CEP Matching
Example: Step 3

Excel Matching using Conditional Formatting:

Step 2 - Highlight DCRT Student IDs (left click and select entire list of Student IDs), then highlight list of Student IDs on Enrollment (press "Ctrl" on your keyboard and left click to select all Student IDs).

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CEP Matching
Example: Step 3

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Excel Matching using Conditional Formatting:

3. Select Conditional Formatting, then Highlight Cells Rules, then Duplicate Values, then select "OK" (for Duplicate values with Light Red Fill with Dark Red Text or select preferred color)

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CEP Matching
Example: Step 3

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In this example, three students are matched with the DCRT list, 5 students are enrolled in the school.

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CEP Matching
Example: Step 3

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The SFA will need to highlight any additional directly certified students (extended, foster, homeless, migrant, runaway, Headstart). In this example, a student is extended benefits based off same address; the SFA noted who the student is extended from along with their ID:

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Resources

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Community Eligibility Provision (CEP) Planning & Implementation Guidance Handbook

Community Eligibility Provision: Guidance and Updated Q&As

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CEP Reporting in DENARS

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CEP Site List in DENARS

Delaware

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CEP Site List in DENARS

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site Number	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
		0		0.00 %		
	Sponsor Totals	0	0	0.00 %		

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Additional CEP Notes

- School or group of schools either new to CEP or starting a new CEP cycle
  - DDOE must validate the data
  - Data validation must be completed before the June 30th CEP election deadline
  - Documentation must be sent securely

- In Delaware, CEP schools are required to offer breakfast through an alternative service model. Examples include -
  - Breakfast in classroom
  - Grab-and-Go breakfast
  - Second chance breakfast

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Questions

Please contact the DDOE Nutrition Programs Office with any questions related to CEP or CEP reporting:

(302) 857-3356

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Thank You

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INSTRUCTIONS FOR ENTERING CEP DATA IN DENARS
School Year (SY) 2024-2025

Community Eligibility Provision (CEP) April 1 Data Collection

CEP Site Eligibility is based on Identified Students and enrollment as recorded on April 1 of the year prior to program implementation. USDA requires that all School Food Authorities (SFAs) report this information annually <u>whether or not they qualify for CEP or plan to implement CEP</u>.

STEP 1: Determine the identified students in each school. To do this you will need the following:

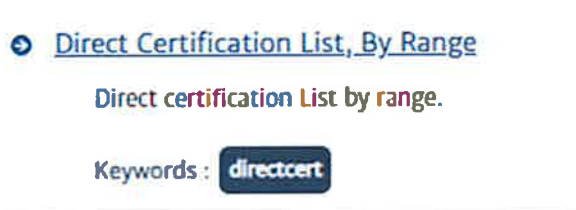- Student enrollment roster for each school as of April 1. **This must be the official school enrollment (e.g., eSchool enrollment). SFAs must not use enrollment from the Point of Sale (POS).**
- Year-to-date Direct Certification (DCRT) list (July 2024 – March 2025)
  1. In EdInsight, select the Direct Certification List, by Range report:

  ⊙ Direct Certification List, By Range

  Direct certification List by range.

  Keywords : **directcert**

  2. Using the drop-down bars, select your District/School, select *From Month* of July, *To Month* of March. Ensure that "DHSS Matched" is selected in the *Which Students* drop down and ensure that "Direct Certification" is selected in the *Which Participants* drop-down. Click "View Report" to download the report.

District	<Select a Value>	From Month	July			View Report
To Month	March	Which Students?	DHSS Matched			
Which Participants?	Direct Certification					

The following students are considered "identified" students:
- Any student identified for **free** meals on any DCRT list between July and March of the current school year;
- Any student who resides in a household (same address) of a student identified for free meals on any DCRT list between July and March of the current school year;
- Students receiving SNAP/TANF benefits who can provide a letter from DHSS (if not appearing on the DCRT list);
- Any student identified by the homeless liaison of your school/district as homeless, runaway, foster, or migrant between July and March of the current school year; or
- Any student enrolled in a preschool program that uses enrollment criteria as stringent as Federal Head Start.

NOTE: Students who are certified for Medicaid Reduced only on the DCRT list cannot be counted in the identified count.

STEP 2: Once all students on the school enrollment roster have been identified, you can enter the data in CEP Site List in DENARS.

NOTE: It is not acceptable to simply enter the total number of DCRT students from your YTD DCRT list in the CEP Site List in DENARS. The students must be matched against the current (April 1) student enrollment roster. Any student on the student enrollment roster that was identified based on any of the criteria listed in Step 1 above at any time between July and March should be counted as identified.
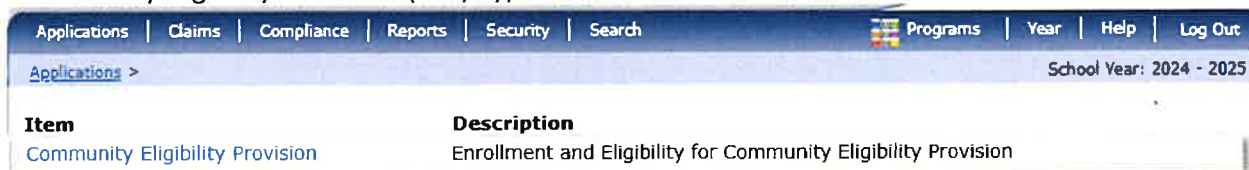
STEP 3: Schools that are currently participating in year 1, 2, or 3 of a 4-year CEP cycle, have two options:
1. To continue with your current CEP cycle, re-enter **the same data** entered in the CEP Site List in DENARS from the April prior to program implementation. **Do not enter new data if you wish to continue your current cycle.** OR;
2. To begin a new 4-year CEP cycle, update enrollment and identified student data. If you choose to update enrollment and identified student data, you begin the 4-year cycle again and must have back-up documentation to support the data.

STEP 4: Schools that are in year 4 of a 4-year CEP cycle or any schools who used a grace year in SY 2024-2025 **must** recertify following Step 1.

Once you have determined the identified students in each school, you can complete the CEP Site List in DENARS:
STEP 1: Open DENARS, proceed through to the menu bar and select the "Applications" tab. Select the "Community Eligibility Provision" (CEP) hyperlink:

Applications	Claims	Compliance	Reports	Security	Search		Programs	Year	Help	Log Out
Applications >								School Year: 2024 - 2025		

Item	Description
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision

STEP 2: Under the "Action" column, click on "Add"

| Applications | Claims | Compliance | Reports | Security | Search | | Programs | Year | Help | Log Out |

Applications > CEP Year List >   School Year: 2024 - 2025

Community Eligibility Provision (CEP) Site List

~~Status: Active~~

~~DBA:~~

County:
FEIN: n/a

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2024 - 2025	April 1, 2025			Not Started

STEP 3: Enter the number of Identified Students and Enrollment for each school/site listed.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Site Number	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0554	Academy of Dover	0	0	0.00 %		
	Sponsor Totals	0	0	0.00 %		

Total Sites: 1

| Export | | Export All |