



## DEPARTMENT OF EDUCATION


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February 17, 2014

### MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

**FROM:** Aimee F. Beam, RD, LDN   
Education Associate, School Nutrition Programs

**SUBJECT:** **SY 2013-14 Operational Memo #24**  
**Community Eligibility Provision**  
**Department of Education Title 1 Guidance**  
**Monthly Federal Reimbursement Estimator**

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On January 31, 2014, USDA issued Memo SP 19-2014; "Community Eligibility Provision (CEP): Department of Education Title I Guidance." The guidance is attached for your reference. This guidance was sent by the Delaware Department of Education to the district superintendents and charter school directors on Friday, February 7, 2014 along with the following statement:

*On January 31, 2014 USDA, Child Nutrition Programs, issued "Community Eligibility Provision: Department of Education Title I Guidance". This memo (attached) in its entirety is being shared in the Chiefs Memo and will be forwarded to the School Nutrition Supervisors. The Community Eligibility Provision (CEP) is available in Delaware for SY 14-15. The School Nutrition Office will be working with each School Food Authority (SFA) to establish claiming percentages for schools that elect to use this option. CEP is a way for schools, with higher rates of poverty, to reduce paperwork and provide universal meals to students.*

*CEP will impact many areas that typically rely on free and reduced price lunch data, both individual and school-wide. This information in this memo is not to be confused with our state specific guidance. As a reminder, the partial statement below was issued by Delaware Department of Education in May of 2013:*

#### **Low Economic Status Determinations**

*As many of you know, we have become aware of issues for the determination for low economic status using Free and Reduced Price lunch eligibility. Most relevant is the introduction of Provision 2 schools in the USDA School Nutrition Programs (and provision 4 schools will be coming in 2 years). Also, we have some schools that do not participate in the school lunch programs. In addition, the use of free and reduced lunch data for other uses is dependent on ensuring the data are collected and uploaded by district and charter staff. We have been meeting internally to discuss an alternative measure in the determination of low socio economic status.*

*We have determined a measure that closely mirrors free and reduced lunch data. The measure includes eligibility for the 3 DHSS eligibility programs (SNAP, TANF, or Medicaid). We will use this for allocation purposes for the 2013-2014 school year. While there is never a good time to change metrics, we can no longer maintain that the eligibility for Free and Reduced Lunch is valid because of the restriction to collect individual student data in all schools. Due to the issues with Free and Reduced lunch data, it is best to move to this new measure.*

*For more information on CEP, please contact Aimee Beam at 302-735-4060 or [aimee.beam@doe.k12.de.us](mailto:aimee.beam@doe.k12.de.us). For more information on determining low economic status, please contact Ted Jarrell at [ted.jarrell@doe.k12.de.us](mailto:ted.jarrell@doe.k12.de.us)*

We are also forwarding with this memo a copy of the Monthly Federal Reimbursement Estimator. This Excel spreadsheet was developed to help SFAs determine whether CEP would be a feasible option for their school/district.

Please call 302-735-4060 with any questions.

Enclosures (2)

cc: Linda C. Wolfe, EdD, RN, Director, School Support Services  
Field Agents