



# DEPARTMENT OF EDUCATION


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March 13, 2023

## MEMORANDUM

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

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

**RE:** **SY 2022 - 2023 Operational Memo #23**  
**Instructions for Community Eligibility Provision Reporting in DENARS**

To promote and disseminate required data regarding the Community Eligibility Provision (CEP), State Agencies are required to 1) notify all Local Educational Agencies of their CEP eligibility, 2) publish a list of CEP-eligible schools on the State Agency 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 School Food Authorities (SFAs) must enter their school CEP data in DENARS by April 15, 2023. 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](mailto: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.docx  
CEP – DCRT 2023.pptx

cc: Nutrition Team

## INSTRUCTIONS FOR ENTERING CEP DATA IN DENARS

School Year (SY) 2022-2023

### ***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 **whether or not they qualify for CEP or plan to implement CEP.**

**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 March 31. **This must be the official school enrollment (SFAs should not use enrollment from the Point of Sale (POS)).**
- Year-to-date Direct Certification (DCRT) list (July – March)

The following students are considered “identified” students:

- Any student identified on any DCRT list between July and March of the current school year
- Any student who resides in a household of a student identified 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
- Any student enrolled in a preschool program that uses enrollment criteria as stringent as Federal Head Start

**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 (March) 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. 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 **must** recertify following Step 1. Any school whose data year is SY 2018-2019 (April 2019 data) and whose first CEP year was SY 2019-2020 must recertify for SY 2023-2024.

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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:



**STEP 2:** Under the “Action” column, click on “Add”



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

**Community Eligibility Provision (CEP) - Site Eligibility  
For School Year: 2020 - 2021**

85 Status: Active  
**Academy of Dover - 958500000**  
DBA:  
104 Saulsbury Rd  
Dover, DE 19904  
County:  
FEIN: n/a

**General Information**

Reporting Date: April 01, 2021  
Due Date: May 01, 2021

**Instructions**

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.  
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

**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?
0584	Academy of Dover	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
Sponsor Totals		0	0	0.00 %		

Total Sites: 1



# Direct Certification Community Eligibility Provision USDA Reporting and Qualifications

2023





# Direct Certification

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



# 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

# Qualifying for CEP

## Who can participate?

- Schools and LEAs with a minimum Identified Student Percentage ( $\geq 40$  percent) in the prior school year
- Identified students = those certified for free meals without the use of household applications

# Calculating ISPs

## 2023 Process for Calculating ISPs

- School Food Authority uses **year-to-date** Direct Certification data from July 1, 2022 through March 31, 2023 (year-to-date data as of April 1, 2023)
- Take student enrollment as of March 31, 2023 and identify all directly certified students





# Identified Students

*Identified Students: students qualified for free meal benefits without completing a meal benefit form:*

- Students who are directly certified by DHSS (receiving SNAP and/or TANF 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 (participant in the Migrant Education Program), 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 by DHSS
- In Delaware, Medicaid is not a method for Directly Certifying students



# Identified Student Percentage Calculation

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



# 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.



# Example ISP Calculations

## Two Schools in District:

- School #1: 300 identified students/400 enrolled students = 75% ISP
- School #2: 100 identified students/400 enrolled students = 25% ISP
- School #1 and #2 grouped together: 400 identified students/800 enrolled students = 50% ISP



# 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, 2022 through March 31, 2023
- 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)

# 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

# Meal Claiming Percentages

- Free =  $ISP \times 1.6$  (rounded to two decimal places)
- Paid = The difference between 100% and the free claiming percentage rounded to two decimal places
- *Example:* 425 identified students/800 enrolled students = 53.12 (ISP)  $\times 1.6 = 84.99\%$ .
  - 84.99% of meals reimbursed at the free rate
  - 15.01% of meals reimbursed at the paid rate

# 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 of these cases the ISP is recalculated and a new 4-year cycle begins



# 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.



# CEP Matching Example: Step 1

The SFA must use the **official school enrollment as of March 31**. SFAs should 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	Jane	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	Bob	Sponge	456 LMN Street	Dover	DE	19904



# CEP Matching Example: Step 2

The SFA must gather the direct certification information, which includes:

- DCRT July 2022 – March 2023 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 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



# 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



# CEP Matching Example: Step 3

Excel Matching using Conditional Formatting:

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	
123456	Doe	John	123 ABC Street	Dover	DE	19904	23456
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
444444	Bob	Sponge	456 LMN Street	Dover	DE	19904	456789
							876543



# CEP Matching Example: Step 3

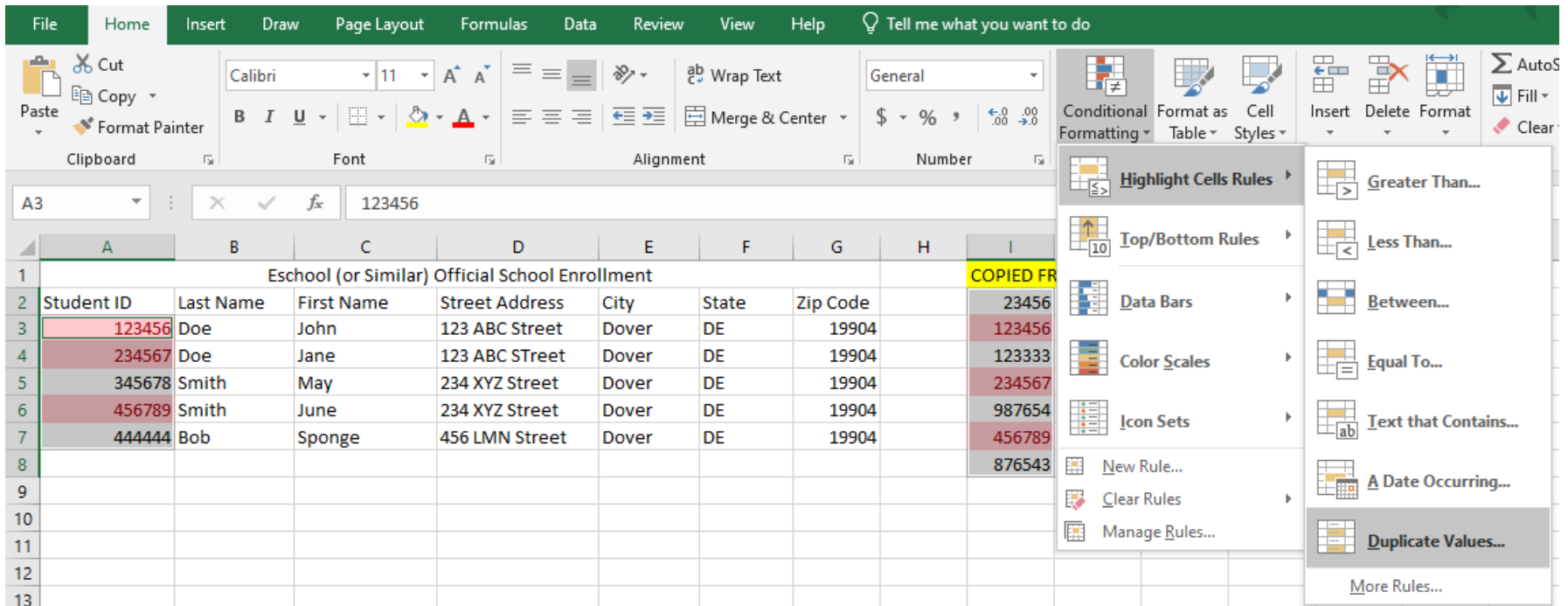
Excel Matching using Conditional Formatting:

2. Highlight DCRT Student IDs (right click and select entire list of Student IDs), then highlight list of Student IDs on Enrollment (click “Control” and right click, select all Student IDs).

# CEP Matching Example: Step 3

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)



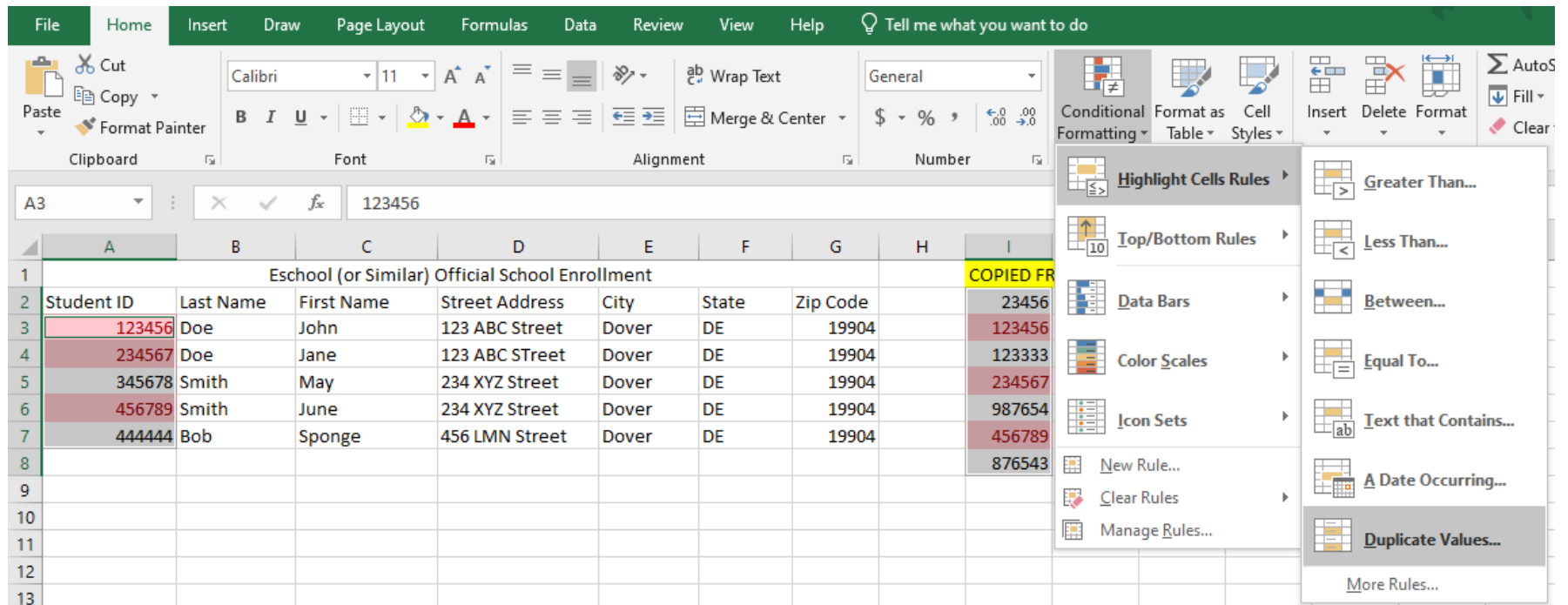
The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the 'Conditional Formatting' dropdown menu is open, showing 'Highlight Cells Rules' > 'Duplicate Values...'. The spreadsheet data is as follows:

Student ID	Last Name	First Name	Street Address	City	State	Zip Code
123456	Doe	John	123 ABC Street	Dover	DE	19904
234567	Doe	Jane	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	Bob	Sponge	456 LMN Street	Dover	DE	19904

The 'Zip Code' column (I) contains the values: 23456, 123456, 123333, 234567, 987654, 456789, 876543. The cells containing 123456, 234567, and 456789 are highlighted in light red with dark red text, indicating they are duplicate values.

# CEP Matching Example: Step 3

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



The screenshot shows an Excel spreadsheet with the following data:

Student ID	Last Name	First Name	Street Address	City	State	Zip Code	Enrollment
123456	Doe	John	123 ABC Street	Dover	DE	19904	COPIED FR
234567	Doe	Jane	123 ABC Street	Dover	DE	19904	123333
345678	Smith	May	234 XYZ Street	Dover	DE	19904	234567
456789	Smith	Jane	234 XYZ Street	Dover	DE	19904	987654
444444	Bob	Sponge	456 LMN Street	Dover	DE	19904	456789
							876543

The Conditional Formatting menu is open, showing the following options:

- Highlight Cells Rules
  - Greater Than...
  - Less Than...
  - Between...
  - Equal To...
  - Text that Contains...
  - A Date Occurring...
  - Duplicate Values...**
- Top/Bottom Rules
- Data Bars
- Color Scales
- Icon Sets
- New Rule...
- Clear Rules
- Manage Rules...





# CEP Matching Example: Step 3

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:

Eschool (or Similar) Official School Enrollment							COPIED FROM DCRT
Student ID	Last Name	First Name	Street Address	City	State	Zip Code	
123456	Doe	John	123 ABC Street	Dover	DE	19904	23456
234567	Doe	Jane	123 ABC Street	Dover	DE	19904	123456
345678	Smith	May	234 XYZ Street	Dover	DE	19904	123333
456789	Smith	June	234 XYZ Street	Dover	DE	19904	234567 Extended, June Smith 456789
444444	Bob	Sponge	456 LMN Street	Dover	DE	19904	234567
							987654
							456789
							876543



# Resources

## Community Eligibility Provision (CEP) Planning & Implementation Guidance Handbook

## Community Eligibility Provision: Guidance and Updated Q&As



# Questions

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

(302) 857-3356

# Thank You

