DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION
OSSE

MEMORANDUM

To: School Food Authorities

From: _____

Elizabeth Leach
School Programs Manager

Date: February 11, 2020

Re: Community Eligibility Provision (CEP) Eligibility Data

State Agency Memo
NSLP #1-20

The intent of this memo is to inform School Food Authorities (SFAs) of the data used to determine CEP eligibility.

Background

CEP is a non-pricing meal service option for schools and local education agencies (LEAs) that allows breakfast and lunch to be served at no cost to students without collecting household applications for free and reduced-price meals. Schools that adopt CEP are reimbursed using a formula based on the percentage of students directly certified[1] for free meals. Schools and LEAs are eligible for CEP if at least one school in the LEA has at least 40 percent of students identified as directly certified in the prior school year. The percentage of students directly certified is also known as the identified student percentage (ISP).

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[1] Direct certification is a process conducted by the states and by LEAs to certify eligible children for free meals without the need for household applications. Students are identified as directly certified if they, for example, are enrolled in the Supplemental Nutrition Assistance Program (SNAP) or the Temporary Assistance for Needy Families (TANF) or are identified as homeless or in foster care.

Eligibility Data

Annually on April 1, the Office of the State Superintendent of Education (OSSE) obtains data representative of the current school year to identify and notify schools eligible for CEP for the following school year. This representative data is pulled from OSSE's Data Validation Qlik Application[2]. Enrollment for each school will include Stage 5[3] students in grades PK3, PK4, K-12, UN, and C1-C8[4]. Enrollment will not include students in stages 1-4 or non-public students. OSSE strongly recommends that LEAs complete exit paperwork for students in Exit Management by March 15 annually to ensure enrollment in the Qlik Data Validation application is accurate. Newly opened schools, schools that have joined a new or different LEA, and schools new to the National School Lunch Program (NSLP) should reference State Agency Memo NSLP #2-19 CEP Guidance – New Schools, for the possibility of participating in CEP.

CEP Annual Timeline

Due Date (Annually)	Responsible Party	Action
March 15	LEA	OSSE strongly recommends that LEAs complete exit paperwork for students in Exit Management by March 15 annually to ensure enrollment in the Qlik Data Validation application is accurate.
April 1	OSSE	OSSE obtains data from the Data Validation Qlik Application to identify schools eligible for CEP for the following school year.
April 15	OSSE	OSSE notifies schools via email of their eligibility for CEP for the following school year.
June 15	LEA	LEAs must submit CEP elections for schools currently participating in the NSLP via email to their OSSE school nutrition program specialist.

For questions regarding the NSLP or CEP, please reach out to your OSSE school nutrition program specialist. For questions regarding Data Validation, please reach out to Interim Director of Data Management, Stephanie Davis.

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[2] OSSE Qlik Data Validation application serves as a repository for LEAs in the certification of accurate and valid demographic, enrollment and assessment information for all students attending school which can be used for several key reporting and analysis efforts conducted by OSSE, the DC Public Charter School Board (PCSB) and DC Public Schools (DCPS).

[3] Stage 5 enrollment occurs when the students begins attending school and receiving educational services no earlier than the first official day of the current school year.

[4] Grade level definitions can be found in the LEA Data Collection Template.

Resources:

CEP
1. [OSSE Memo NSLP #2-19 Community Eligibility Provision (CEP) Guidance – New schools](#)
2. [Community Eligibility Provision (CEP) Planning & Implementation Guidance](#)
3. [Community Eligibility Provision: Guidance and Updated Q&As](#)
4. [SP17-2019 Community Eligibility Provision: Statutory Annual Notification and Publication Requirements and SY 2019-20 Election Deadline](#)

Enrollment and Data Validation
5. [OSSE Student Enrollment Audit and Child Count Handbook 2019-20](#)

Please find the following resources on the [Resources for LEA Data Managers webpage](#)
6. OSSE Qlik Application Summary
7. LEA Data Collection Template