

Instructions for Completing the Community Eligibility Provision (CEP) Participation Worksheet

School Year 2025-26

School food authorities (SFAs) must use the Connecticut State Department of Education's (CSDE) Excel [CEP Participation Worksheet](#) to submit the number of directly certified students for individual school sites, groups sites, or district/sponsor sites. Follow the instructions below for each type of CEP participation. Upload all forms in the [Connecticut Online Application and Claiming System for Child Nutrition Programs](#) (CNP System).

To add more than one school or group, right click the appropriate tab, then select "move or copy." Check the box "Create a copy" and choose where the new tab should go. Rename the tab to the school or group name.

Per regulations, SFAs are required to determine their Identified Student Percentage (ISP) with data for each school that operates the National School Lunch Program or School Breakfast Program from **April 1, 2025**.

Participating in CEP by School Site

Use the **Individual School Sites** worksheet to list each site in the district that will be participating in the CEP. This is the yellow form in the first worksheet tab, "Individual School Sites." When participating by site, each site selected to participate in the CEP will have its own claiming percentages. SFAs also have the option of claiming some schools as individual sites as well as claiming some schools as a group to increase their claiming percentages. SFAs that have individual sites and groups must complete the **Individual School Sites** worksheet and the **Group Sites** worksheet.

Participating in CEP by Groups

Use the **Group Sites** worksheet to list the groups sites. This is the blue form in the second worksheet tab, "Group Sites." The groups should be labeled "Group 1," "Group 2," and so on, with a blank row between each group. When participating by groups, there must be at least two school sites per group. There is no maximum number of schools that can be a group. Each site can only be in one group. Each group will have a claiming percentage that will be used for all sites in that group. SFAs that have some individual sites and some groups must complete the **Individual School Sites** worksheet and the **Group Sites** worksheet.

Participating in CEP by District/LEA

Use the **District/LEA Sites** worksheet to list all the school sites in your district or sponsoring organization. This is the white form in the third worksheet tab, "District or LEA". When participating by district/LEA, all sites within that district/LEA must participate in the CEP. If there are any sites that do not want to participate, SFAs must use the **Group Sites** form. If participating by district/LEA, all schools in that district will use the same claiming percentage.

Instructions for Completing the Community Eligibility Provision (CEP) Participation Worksheet

For more information, visit the Connecticut State Department of Education's (CSDE) [CEP](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/cep/cep_participation_worksheet_instructions.pdf.

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, audiotope, 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/ad-3027.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
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

