

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

## School Year 2026-27

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, 2026**.

### 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.

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## 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.

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](https://portal.ct.gov/-/media/sde/nutrition/cep/cep_participation_worksheet_instructions.pdf).



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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](mailto:program.intake@usda.gov)

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