




STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



**TO:** Sponsors of the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

**FROM:** John D. Frassinelli, Bureau Chief   
Bureau of Health/Nutrition, Family Services and Adult Education

**DATE:** March 25, 2020 **Revised April 1, 2020**

**SUBJECT: Operational Memorandum No. 09-20**  
Annual Notification Requirement for All Local Educational Agencies (LEAs):  
Community Eligibility Provision (CEP)

This memo provides **revised guidance** to school food authorities (SFAs) on the CEP data collection deadlines. Pursuant to the Families First Coronavirus Response Act (the Act) (PL 116-127), and the exceptional circumstances of the COVID-19 public health emergency, the U.S. Department of Agriculture (USDA) Food and Nutrition Service (FNS) has established a nationwide waiver to extend the deadlines for CEP annual notifications and other CEP provisions, while schools are responding to COVID-19. **Note:** The extended deadlines are specific to the exceptional circumstances created by COVID-19, and are not permanent. They apply to the CEP data collection process only for the current school year.

This memorandum addresses the collection of timely, site-specific data to inform the development of the 2020-21 CEP eligibility lists. **Note:** The CEP notification requirement does **not** apply to residential child care institutions (RCCIs) or sponsors of the Special Milk Program (SMP).

### Federal Requirements

The National School Lunch Act requires the Connecticut State Department of Education (CSDE) to annually notify LEAs of **districtwide** eligibility for CEP participation [42 U.S.C. 1759a(a)(1)(F)(x)(II)]. All LEAs (regardless of participation or intent to participate in the CEP) must submit **school-level** CEP eligibility data to the CSDE [42 U.S.C. 1759a(a)(1)(F)(x)(III)]. After collecting the data, the CSDE and the USDA FNS post the lists of CEP-eligible and near-eligible LEAs and schools on their websites. LEAs receive notice of districtwide eligibility through the process of submitting school-level eligibility data to the CSDE's Online Application and Claiming System for Child Nutrition Programs (CNP System). The CSDE's list of CEP eligible and near-eligible LEAs and schools will be posted on the CSDE's [CEP](#) webpage no later than June 30, 2020.

## Reporting Process

All public and private SFAs of the NSLP and SBP (on behalf of the LEA) must enter into the CNP System the three data elements used to calculate CEP eligibility (see “Data Elements” section below). **All SFAs participating in SBP and/or NSLP must submit the required data by close of business on June 5, 2020, even if they do not currently participate or intend to participate in the CEP.** These data elements serve as a notice of CEP eligibility and near eligibility to LEAs and schools. RCCIs and SMP sponsors are not eligible to participate in the CEP and are exempt from this requirement.

## Data Elements

All primary source data documents used to support the numbers entered into the CNP System must be maintained on file by the LEA for audit purposes. **Note:** Only students who have access to the NSLP and/or SBP should be included in the total number of directly certified students and total student enrollment. LEAs should make arrangements to collect required data from recipient sites if there is an interschool agreement in place. Private schools should also save an enrollment file in case that school will be participating in the CEP.

The USDA’s national flexibilities due to COVID-19 allow SFAs to **choose one date** anytime during the period from **April 1, 2020, through June 1, 2020**, to determine the required CEP data elements for each site that operates the NSLP or SBP. For the chosen date, SFAs must determine the three required CEP data elements listed below.

1. The total number of directly certified students found on the CSDE’s direct certification list, which can be accessed from the CSDE’s [Direct Certification Web Application](#).
2. The total number of students directly certified manually or outside of the CSDE’s direct certification list, e.g., homeless, runaway, some Head Start, and foster students.
3. The total enrollment from the LEA’s master enrollment file, which is the Excel document provided by the LEA’s central office Local Information System. **Note:** Do **not** enter data from the food service point-of-sale data system.

**Note:** SFAs may choose any reporting date for the three CEP data elements. However, SFAs must obtain all three CEP data elements on the **same date**.

## Required Procedure for Developing the LEA’s Master Enrollment File

The LEA’s total enrollment (master file) from the chosen date between **April 1, 2020, and June 1, 2020**, must be obtained **only** from the LEA’s central office Local Information System, and **must** be saved as an Excel document. The file must indicate the chosen date for the data, and must be saved according to the federal regulations pertaining to records retention for the Child Nutrition Programs (i.e., retained for three years after submission of the final claim for

reimbursement under that claiming percentage, and beyond the three-year period as long as required for the resolution of any issues raised by an audit.)

The file must contain the following:

- date;
- school name;
- school facility code (assigned by the state Public School Information System (PSIS));
- student last name;
- student first name;
- student date of birth;
- student grade; and
- state assigned student identifier (SASID) number for students in public schools.

**The CSDE cannot accept any other primary source data for enrollment when the LEA submits the CEP application documents to the CSDE.**

**Note:** The CEP data must reflect all enrolled students directly certified in school year 2019-20, up through and including the chosen date from the period of **April 1, 2020, through June 1, 2020**. Therefore, SFAs must be sure to click on “View All Certified Records” (see below) when accessing the CSDE’s direct certification list.

Direct Certification  
School District

Home Review Matched Case Management State Wide Search Upload Settings

Review Matched

School Year: 2019-2020

The table below shows all the files that have been created through the Match or Case Management process. To view the file, click the View link next to the record.

[View All Certified Records](#)

View	Report Date	# of SASID's
<a href="#">View</a>	03/16/2020	5
<a href="#">View</a>	03/09/2020	12
<a href="#">View</a>	03/03/2020	3
<a href="#">View</a>	02/24/2020	4
<a href="#">View</a>	02/18/2020	2

For information on how to access the CNP System to enter notification data, please refer to the CSDE’s document, *Community Eligibility Provision (CEP) Data Collection Guidance for School-level Eligibility Information*.

The table below summarizes the CEP notification due dates for NSLP and SBP public and private school sponsors.

<b>Summary of CEP Notification Due Dates for NSLP and SBP Public and Private School Sponsors</b>		
<b>Due date</b>	<b>Action required</b>	<b>Comments</b>
April 1, 2020, through June 1, 2020 (choose <b>one date</b> during this period)	Access the CEP data from the CSDE’s direct certification list on the CSDE’s <a href="#">Direct Certification Web Application</a> .	The CSDE and the Connecticut Department of Social Services (DSS) typically complete the matching process weekly. Wednesday is the best day to access the complete data.
June 5, 2020	All LEAs participating in the NSLP and SBP (except RCCIs and SMP sponsors) report the required CEP notification data (see “Data Elements” on page 2) in the CNP System.	Insert only school year 2019-20 data for the chosen date during the period of April 1, 2020, through June 1, 2020
June 5, 2020	The SFA reports CEP districtwide and school-level eligibility or near-eligibility status to LEA school officials to determine if a CEP application will be submitted to the CSDE.	LEAs are eligible to participate in the CEP if the ISP for the entire district, groups of schools, or individual schools meets or exceeds 40 percent.
June 30, 2020	The CSDE posts the LEA and school-level CEP Notification lists on the CSDE’s <a href="#">CEP</a> website.	

Information on the CEP application process is available in [CSDE Operational Memorandum No. 10-20: Annual Application Process for the Community Eligibility Provision \(CEP\)](#). For additional information, visit the “[Apply](#)” section of the CSDE’s CEP webpage.

Questions may be directed to your CSDE school nutrition consultant.

<b>CSDE Consultants for School Nutrition Programs</b>	
<b>County</b>	<b>Consultant</b>
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a> 860-807-2129
Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17)	Teri Dandeneau <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a> 860-807-2079
New Haven County (includes Regions 5, 15, and 16) New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11)	Susan Alston <a href="mailto:susan.alston@ct.gov">susan.alston@ct.gov</a> 860-807-2081

JDF:sff

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain for future reference. All CSDE operational memoranda are posted on the CSDE's [Operational Memoranda for School Nutrition Programs](#) webpage.