



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

FROM: John D. Frassinelli, Division Director
School Health, Nutrition, Family Services and Adult Education

DATE: March 30, 2022

SUBJECT: **Operational Memorandum No. 07-22**
Annual Notification Requirement for all Local Educational Agencies (LEAs) Participating in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP): Due **April 8, 2022**: Community Eligibility Provision (CEP)

This memo provides guidance to school food authorities (SFAs) participating in the NSLP and/or SBP to fulfill federal regulatory requirements governing the collection of timely, school-specific data to inform the development of the 2022-23 CEP eligibility lists. This annual 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)].

Note: The CSDE has requested a statewide waiver to extend 1) the CEP deadlines for the current year; and 2) deadlines that will impact CEP operations for school year 2022-23. In the event that the waiver is not approved, SFAs should save all CEP required primary source data documents as of April 1, 2022, to support the CEP required data elements for the annual notification and validation.

Reporting Process

All public and private SFAs of the NSLP and SBP (on behalf of the LEA) must enter into the CSDE's Online Application and Claiming System (CNP System) the three data elements (refer to page 2) **by close of business on April 8, 2022, 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.

Required 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 and saved according to the federal regulations pertaining to [records retention for the CEP](#). **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. To facilitate the safe provision of meals and reduce exposure to COVID-19, many LEAs are currently serving meals through the Seamless Summer Option (SSO) of the NSLP. Only students that are enrolled in the district and would have had access to meals through NSLP/SBP if not for the public health emergency, should be included in the total numbers. 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. **Supporting documents do not need to be uploaded or submitted at this time.**

SFAs are required to enter into the CNP System the following three data elements, specifically from **April 1, 2022**, for each school 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, by school, which can be accessed from the CSDE's [Direct Certification Web Application](#).
2. The total number of students, by school, who are 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, for each school, 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.

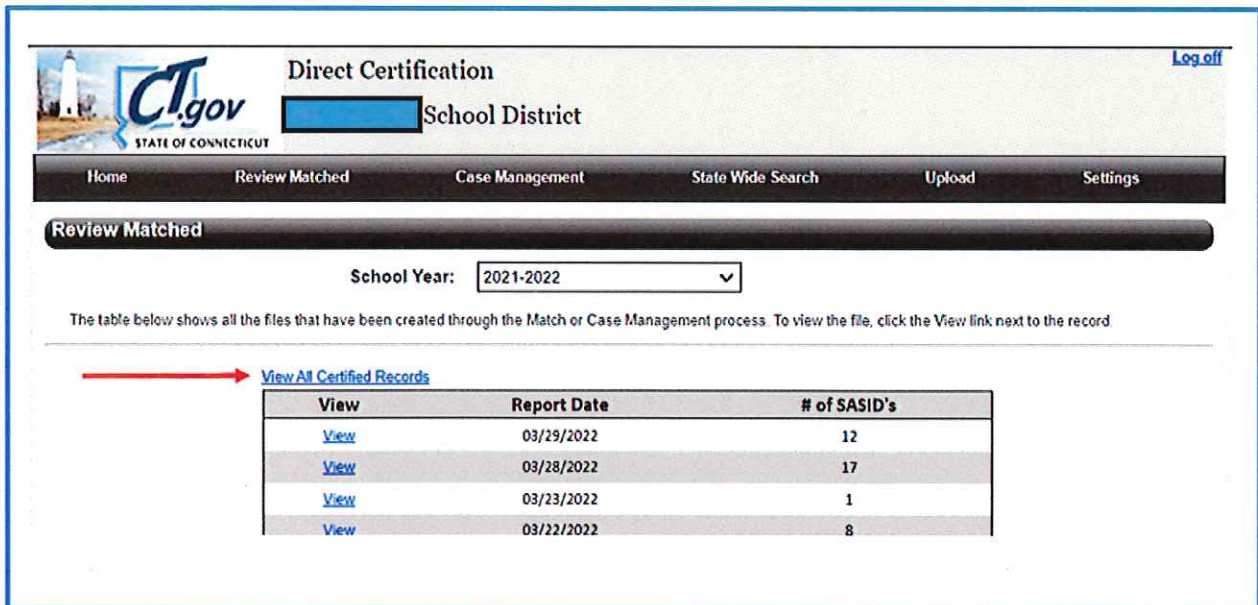
Required Procedure for Developing the LEA’s Master Enrollment File

The LEA’s total enrollment (master file) from April 1, 2022, must be obtained only from the LEA’s central office Local Information System, and saved as an Excel document. The file must be maintained according to the federal regulations pertaining to [records retention for the CEP](#).

The file must contain the following:

- date that the data pertains to;
- 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.

Note: The Direct Certification Web Application date will be March 29, 2022, and the enrollment data April 1, 2022. The data must reflect all enrolled students directly certified in school year 2021-22, up through and including April 1, 2022. Therefore, SFAs must be sure to click on “View All Certified Records” (see below) when accessing the CSDE’s direct certification list.



Direct Certification

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School District

Home Review Matched Case Management State Wide Search Upload Settings

Review Matched

School Year: 2021-2022

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
View	03/29/2022	12
View	03/28/2022	17
View	03/23/2022	1
View	03/22/2022	8

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.

Summary of CEP Notification Due Dates for NSLP and SBP Public and Private School Sponsors		
Due date	Action required	Comments
April 1, 2022	Access the CEP data from the CSDE’s direct certification list on the CSDE’s Direct Certification Web Application .	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.
April 8, 2022	All LEAs participating in the NSLP and/or SBP (except RCCIs) report the required notification data (see “Data Elements” on page 2) in the CNP System.	Insert only school year 2021-22 data as of April 1, 2022.
April 15, 2022	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.
May 1, 2022	The CSDE posts the LEA and school-level CEP Notification lists on the CSDE’s CEP website .	

Information regarding the CEP application process will be issued at a later date. Questions may be directed to your [CSDE school nutrition consultant](#).

JDF:saa

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.