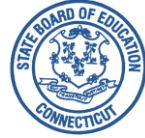





STATE OF CONNECTICUT  
DEPARTMENT OF EDUCATION



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

**FROM:** Shannon Yearwood, Bureau Chief   
Bureau of Child Nutrition Programs

**DATE:** May 15, 2023

**SUBJECT: Operational Memorandum No. 11-23**  
Annual Application Process for the Community Eligibility Provision (CEP)

This memo provides guidance to school food authorities (SFAs) on the CEP application deadlines for school year (SY) 2023-24.

The CEP provides an alternative approach for offering school meals in local educational agencies (LEA) and schools in low-income areas, instead of collecting individual household applications for free and reduced-price school meals. The CEP allows schools that predominantly serve students with low incomes to offer free, nutritious school meals to all students through the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

LEAs are eligible to participate in the CEP if the Identified Student Percentage (ISP) for the entire district, groups of schools, or an individual school meets or exceeds 40 percent. The ISP is the proportion of identified students (out of all enrolled students) who are directly certified for free school meals through a means other than the school meal application. The ISP is calculated by dividing the total number of identified students by the total student enrollment.

Per federal regulations, SFAs are required to determine their ISP with data for each school that operates the NSLP or SBP from **April 1, 2023**. **Note:** Because April 1 was a Saturday, the Direct Certification Web Application date and the enrollment data date used to determine a school or districts' ISP will be **April 3, 2023**.

Participation in the CEP is not mandatory, even if a LEA meets eligibility requirements.

## Eligible LEAs Interested in Implementing the CEP

LEAs that meet at least one of the following criteria must formally apply to participate in the CEP for SY 2023-24:

- LEAs/schools electing CEP participation for the first time;
- LEAs/schools in the mid-cycle of CEP participation that are requesting changes to their currently approved ISP;
- LEAs/schools that are currently in the fourth year of CEP participation with an ISP greater than or equal to 40 percent, and would like to start a new four-year cycle; and
- LEAs/schools currently in the fourth year of CEP participation with a new, calculated ISP greater than or equal to 30 percent, but less than 40 percent (eligible for one “grace” year based on the ISP as of April 3, 2023, in year 4 of the current four-year cycle).

## CEP Notification Requirements

LEAs and schools must notify the CSDE no later than **June 1, 2023**, if they intend to:

- formally apply for the CEP for the next school year;
- continue with their current ISP (for mid-cycle CEP participating LEAs and schools);
- recalculate their ISP; or
- withdraw from the CEP and revert to the regular meal counting and claiming process.

To notify the CSDE about the LEA/school’s CEP decisions above, e-mail your [CSDE school team member](#).

## CEP Application Processes and Deadlines

The application deadline for formal application for CEP participation (new or recalculating LEAs and schools) in SY 2023-24 is **June 30, 2023**. Eligible LEAs interested in CEP participation must follow the CSDE’s guidelines to formally apply for the CEP and must submit all documentation to support ISP calculations from April 3, 2023. The CSDE will validate this data before finalizing and accepting any ISPs for claiming purposes for SY 2023-24.

The CEP application requires uploading three documents to the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System). **All documents must draw from April 3, 2023, data:**

- 1) [CEP participation worksheets](#);
- 2) [master student enrollment file](#); and,
- 3) [student identification list](#).

**Note:** Do not upload any application documents to the CNP System before contacting the CSDE for guidance. The CEP application documents are available on the CSDE’s [CEP](#) webpage.

The table below summarizes the required CEP actions and due dates for LEAs.

<b>Summary of CEP Application Deadlines for NSLP and SBP Public and Private School Sponsors</b>	
<b>Category</b>	<b>Action required</b>
<p>Eligible LEAs and schools that meet one of the criteria below:</p> <ul style="list-style-type: none"> <li>• LEAs/schools electing CEP for the first time;</li> <li>• LEAs/schools currently in year four of their ISP cycle;</li> <li>• LEAs/schools in the mid-cycle of CEP participation and requesting changes to their current ISP (e.g., population changes, grades removed/added, schools merge, ISP is higher, etc.); or</li> <li>• LEAs/schools currently in the fourth year of CEP participation with an ISP greater than or equal to 30 percent but less than 40 percent (eligible for one “grace” year).</li> </ul>	<ul style="list-style-type: none"> <li>• By <b>June 01, 2023</b>, notify the CSDE of the LEA/school’s intention to participate in the CEP for SY 2023-24. *</li> <li>• By <b>June 30, 2023</b>, apply to participate in the CEP by uploading the three required CEP application documents to the CSDE’s online CNP System: 1) CEP Participation Worksheets; 2) Master Student Enrollment File; and 3) Identified Student List.</li> </ul> <p><b>All three documents must only reflect data from April 3, 2023.</b></p>
<p>Currently participating LEAs and schools that are in the mid-cycle of CEP participation with no intention of revising the ISP.</p>	<ul style="list-style-type: none"> <li>• By <b>June 01, 2023</b>, notify the CSDE of the LEA/school’s intention to participate in the CEP for school year 2023-24 using their current, approved ISP. *</li> </ul>
<p>LEAs and schools that intend to withdraw from CEP participation.</p>	<ul style="list-style-type: none"> <li>• By <b>June 01, 2023</b>, notify the CSDE of the LEA/school’s intention to end CEP participation for SY 2023-24. *</li> <li>• <b>Note:</b> These LEAs and schools must either enroll in another provision program or return to standard counting and claiming.</li> </ul>
<p>* Notify the CSDE by e-mailing your <a href="#">CSDE school team member</a>.</p>	

### **Grace Year for LEAs and Schools**

Participating LEAs and schools that are in year four of the four-year CEP cycle may continue participating in the CEP for one grace year (a fifth year) if the ISP from April 3, 2023, is at least 30 percent, but less than 40 percent. Reimbursement for schools in a grace year is based on the ISP from April 3, 2023, in year 4 of the current four-year cycle. During a “grace” year, the percentage of meals reimbursed at the free rate is based on the lower ISP, as determined by data from **April 3, 2023**.

LEAs and schools that reach the required 40 percent threshold during the grace year (fifth year) are eligible to begin a new four-year cycle in the following school year. LEAs and schools that do not meet the threshold as of April 3, 2023, of the grace year must return to standard counting and claiming or elect another special provision option, and must collect school meal applications, in the following school year.

Questions may be directed to your [school nutrition team member](#).

SKY: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.