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MEMORANDUM

TO: Superintendents, Principals, Business Managers, Registrars, Independent School Headmasters and all School Food Authority (SFA) Managers & Directors

FROM: Brian Townsend, IT Director; Jen Gresham, Director – FESP Division; Laurie Colgan, Director Nutrition Programs; Cassandra Ryan, Compliance Coordinator; Rebecca Holcombe, Ed.D., Secretary

SUBJECT: Student Census Reporting & Household Income Forms for Community Eligibility (CEP), Provision 2, and Schools Not Participating in the National School Lunch Program

DATE: May 1, 2017

USDA's Community Eligibility Provision (CEP) changed the way schools must collect and report student-level eligibility for free and reduced price school meals programs. Schools that no longer participate in the National School Lunch Program (NSLP), and report Student Census must still collect and report household income data. Free and reduced priced lunch eligibility has been widely used as a determining factor for eligibility and funding of a number of state and federal programs for families and schools. Please continue reading for guidance on how participating and non-participating schools must collect and report this data for CEP Programs.

CEP Student Eligibility Data – The school's eligibility to participate in CEP, as well as the level of free reimbursement claimed, is based on the number of directly certified students enrolled in the school, including pre-K students. The school must continue to collect and identify directly certified students throughout the school year in order to determine the accurate level of reimbursement for the next program year. USDA guidance allows schools to adjust their claiming percentages which is based on the current "Identified Student Percentage" reported in April as long as the student data has been collected and verified; increases in the number of directly certified students allows the school(s) to earn a higher percentage of free reimbursement for all meals served.

CEP & Provision 2 Schools and Schools not participating in National School Lunch Program: Household Income Data –The Student Census data collection requires that student eligibility to receive free and reduced lunch be reported annually whether or not students receive lunch at school. Other programs depend on the household income data to determine things like a student's eligibility for services, a family's eligibility for reduced internet service rates, the school's e-rate, and other criteria that are used in federal and state grant applications. Schools must report this data for all enrolled students including pre-K.

CEP: Since USDA does not permit your school to use the federal free and reduced price meal application to determine household income, we have prepared and provided the [Household Income Form](#) (pages 33 and 34) for CEP and Provision 2 schools to use so

that you may collect household income information from those families and households whose children are not on the Directly Certified List. The [federal income guidelines](#) may be used to make the student determinations.

NSLP: Since schools not participating in the National School Lunch Program are ineligible to access the Directly Certified List, [Household Income Form](#) (pages 33 and 34) may also be used by non-participating schools to collect and report **all** household income necessary for reporting in the Student Census.

If you have any questions about CEP and Provision 2 and the required reporting, please contact Laurie Colgan at (802) 479-1187.