

## MEMORANDUM

TO: Food Service Managers, Business Managers, Approving Officials  
FROM: Rosie Krueger, Director of Child Nutrition Programs  
SUBJECT: Instructions for the Community Eligibility (Direct Certification) Report  
DATE: June 9, 2020

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### Community Eligibility Report Due June 15

The annual Community Eligibility Report, formerly known as the Direct Certification Report, is now open in [CNP Web](#). We received an extension for this process this year – normally, these reports are entered in April. This year, the report must be entered by **June 15, 2020**. Each School Food Authority (SFA) must report site-level enrollment and the number of Directly Certified Students at each site, as of the date the report is entered. Normally, the information entered must be as of April 1, however for this year only, information from any date between April 1- June 30 may be used. In most cases, the later June dates will be the most favorable. This information is used to monitor a site or group of sites' eligibility to participate in the Community Eligibility Provision (CEP) during the following year. CEP is one way that schools may offer "Universal Meals" at no charge to students. All schools participating in the National School Lunch Program must report this information even if they do not wish to participate in the Community Eligibility Provision.

Sites, and groups of sites, planning to start CEP next year must have an Identified Student Percentage (ISP; number of Directly Certified Students divided by number of enrolled students) of at least 40%. Schools currently participating in CEP that have increased their Identified Student Percentage may re-establish their numbers to receive a higher level of reimbursement for the next school year.

Upon submitting the report, the CNPWeb system will show whether sites in the SFA are eligible or near eligible. Once all SFAs have submitted this report, the Vermont Agency of Education will publish the list of schools and SFAs that are eligible or are near eligible. At that point, we will provide additional materials to those SFAs wishing to enroll in CEP for the following school year.



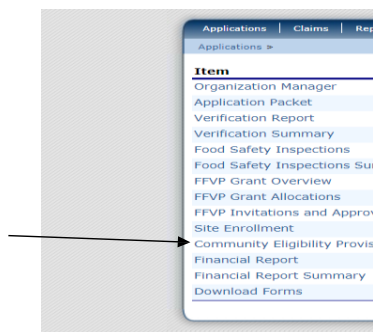
## Steps to Complete the Report

If you are the person responsible for entering information into the CNP Web system for your SFA, please complete the following steps no later than **Monday, June 15**. While the report must be submitted by this deadline, for this year only, you may later amend the report with any additional students identified between June 16-30, 2020.

1. Gather site-level enrollment and the number of Directly Certified Students for each site as of June 2020. Enrollment numbers should include all students who would have had access to meals through the National School Lunch Program or School Breakfast Program if that program was operating. Pre-K students should only be included if they would have had access to at least one meal through these programs. The list of Directly Certified students should include students from the following sources:
  - Students who appear on the direct certification list from the Agency of Education at any point during the school year, and any other students in the same household. Updated lists are available monthly for public schools in AOE's edFusion system. A new list is usually available around the 20th of each month. Make sure you have received the May 2020 list from your data manager. Independent schools will need to contact the AOE to receive their most current list.
  - Students who have been identified as homeless/runaway by the school homeless liaison or by a shelter official.
  - Students identified as Migrant by the Migrant Education Program.
  - State-Placed Foster students identified by DCF or by AOE.
  - Head Start students identified by the Head Start Program (if students in the program receive meals).

Again, Pre-K students should only be included in these numbers if they have access to the meals program. Both Enrollment and Directly Certified numbers should be as of June 2020, unless you choose to use another date between April 1 – June 30. Students who were on your lists earlier in the year but have moved out of the SFA before this point should not be included.

2. Open the **Community Eligibility Provision Report** under your SFA's Applications in CNP Web at <https://vt.cnpus.com/Prod/splash.aspx>.



3. Click on **Add** for school year 2019-2020. Please don't select 2020-2021!

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2020 - 2021	April 1, 2021			Not Started
Add	2019 - 2020	April 1, 2020	June 8, 2020	June 15, 2020	Not Started
View   Modify   Admin	2018 - 2019	April 1, 2019	April 1, 2019	June 1, 2019	Submitted
View   Modify   Admin	2017 - 2018	April 1, 2018	March 28, 2018	June 30, 2018	Approved
View   Modify   Admin	2016 - 2017	April 1, 2017	March 16, 2017	May 15, 2017	Approved
View   Modify   Admin	2015 - 2016	April 1, 2016	May 1, 2015	October 1, 2016	Submitted

4. Enter the current number of Directly Certified Students in the **Number of Identified Students** box and the current total enrollment for the site in the **Enrollment** box.

Enter each Site's Number of Identified Students and Enrollment as of the Report

Site ID	Site Name	Nbr of Identified Students	Enrollment
0001	Grand Isle School	0	0
0002	North Hero School	0	0
0003	Alburgh Community Education Center	0	0
0005	Folsom Education & Community Center	0	0
0006	Isle La Motte Elementary School	0	0
Organization Totals		0	0

Total Sites: 5

5. **Save** and then select **Finish**. Please be sure that data is reported for all of your sites.
6. Next, the system will display the Identified Student Percentage (ISP) calculated for each site and indicate whether your sites are eligible or near eligible for CEP. Please take note of this information. If you have schools that are eligible or near eligible, please see the next section of the memo.

Select sites are eligible for CEP						
Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0001	Berkshire Elementary School	54	205	26.34 %		
0002	Bakersfield Elementary School	30	140	21.43 %		
0003	Enosburg Elementary School	110	273	40.29 %	X	
0004	Enosburg Middle/High School	103	411	25.06 %		
0006	Richford Elementary School	120	197	60.91 %	X	
0007	Richford High School	106	237	44.73 %	X	
0008	Montgomery Elementary	21	144	14.58 %		
Organization Totals		544	1,607	33.85 %		

Total Sites: 7

### Information for Eligible and Near Eligible SFAs

The Community Eligibility Provision, or CEP, is a four-year program which allows all students to eat meals at no charge. CEP does not require the distribution, approval and verification of meal applications, increases meal participation, and reduces the efforts required to collect unpaid meal balances. Schools earn free meal reimbursement for meals based on their direct certification percentage multiplied by 1.6, and then paid meal reimbursement for the remaining meals. Schools or groups of schools, with a 62.5%, or higher, rate of Direct Certification earn free reimbursement for all meals served. To calculate your estimated reimbursement under CEP, please see the [USDA CEP reimbursement calculator](#). Schools that are near eligible should take extra care to check the June 20<sup>th</sup> direct certification list available from AOE to see if additional students are newly directly certified this month – these students may push the site or SFA into eligibility. If not eligible this year, these schools may become eligible in a subsequent year.

To participate, SFAs must take the following steps:

- Notify the AOE in writing by **August 31, 2020** that they plan to participate in CEP. A template letter including the required information is available from AOE.
- Submit back-up documentation to AOE showing the names of all students enrolled as of the CEP reporting date (June 15 for 2020, unless more favorable data from another date between April 1 - June 30, 2020 is chosen) and the names of all students identified as directly certified as of that date. This documentation must show that at least 40% of the enrolled students were identified as Directly Certified through one of the means identified on page 2 of this memo.
- Complete and submit the CEP amendment to the Free and Reduced Policy Statement. This template is available from the AOE.
- Do not collect applications or charge for meals. Notify households that the school is participating in CEP.

For more information on operating CEP, please see the USDA's [CEP Resource Center](#).

### **Information for Schools in the Fourth Year of CEP**

The following schools are currently in their fourth year of CEP:

- Laraway School
- Vermont Achievement Center
- Choice Academy
- Academy School
- Green Street School
- Oak Grove School

Schools who were in their fourth year of CEP may restart a new CEP cycle if their reported Identified Student Percentage (ISP) this year is 40% or more. Schools in the fourth year of CEP with a current ISP of 30 – 40% may continue CEP in a grace year, with a new, lower claiming percentage based on the current ISP. Schools in the fourth year of CEP with a current ISP of below 30% may not continue with CEP. Instead, they may either return to operating a pricing program, or consider operating Provision 2.

### **Questions?**

Contact Rosie Krueger at [mary.krueger@vermont.gov](mailto:mary.krueger@vermont.gov) or 802-828-1589, or Jen Hutchinson at [jennifer.hutchinson@vermont.gov](mailto:jennifer.hutchinson@vermont.gov).