



## Overview

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Section 104(a) of the Healthy Hunger-Free Kids Act amended section 11(a) (1) of the Richard B. Russell National School Lunch Act (NSLA) by establishing the Community Eligibility Provision (CEP). One requirement of the CEP is for local educational agencies (LEAs) that participate in the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) to collect and report information on the identified and enrolled students as of April 1 each year. This data will be used for potential implementation of CEP in 2021-2022 and will be collected via the School Nutrition Unit's online system, The Colorado Nutrition Portal.

Prior to reporting, your LEA will need to collect information on the number of "identified" students and enrolled students at each school site as of **April 1, 2021**. Identified students include any student who has been certified for free school meals without the use of a household income application. This refers to students directly certified with documentation from:

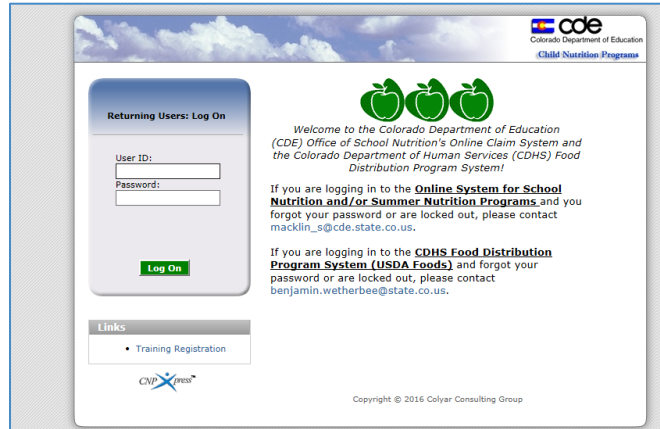
- Supplemental Nutrition Assistance Program (SNAP)
- Extended Eligibility with SNAP
- Federal Distribution Program on Indian Reservation (FDPIR)
- Foster children certified through means other than an household application
- Migrant children certified by a migrant coordinator
- Runaway and homeless youth as defined under the McKinney-Vento Homeless Act or under the Runaway and Homeless Youth Act
- Children enrolled in a federally funded Head Start Program or a comparable state funded pre-kindergarten program
- Non-application children approved by a local education official

An enrolled student is defined as any student who is enrolled in and attending schools that participate in the NSLP and/or SBP and who have access to at least one meal service daily. This includes half day students with access to at least one meal service. It does **not** include students who are enrolled in the school but do not have access to at least one meal service.



## Data Reporting Instructions

- Step 1 - Log into The Colorado Nutrition Portal



- Step 2 - Select *School Nutrition Programs*



- Step 3 - Select *Applications* at the top of the screen and then *Community Eligibility Provision* from the drop down list.





- Step 4: The heading of this screen should be *Community Eligibility Provision (CEP) Site List*. Select *Add* under the Action header for School Year 2020-2021.

**School Nutrition Programs**

Applications > CEP Year List > School Year: 2015 - 2016

**Community Eligibility Provision (CEP) Site List**

0640 Status: Active  
**CENTENNIAL R-1**  
 DBA:  
 P.O. Box 350  
 14644 HWY 159  
 San Luis, CO 81152  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

Action	School Year	Reporting Date	Open Date	Close Date	Status
Add	2015 - 2016	April 1, 2016	January 1, 1900	January 1, 1900	Not Started
View   Security   Admin	2014 - 2015	April 1, 2015	March 19, 2015	August 15, 2015	Approved
View   Modify   Admin	2013 - 2014	April 1, 2014	September 29, 2014	January 1, 1900	Approved

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- Step 5: For each school site listed under Site ID, enter the number of identified students and enrolled students as of **April 1, 2021**.

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**Community Eligibility Provision (CEP) - Site Eligibility**  
 For School Year: 2015 - 2016

0060 Status: Active  
**STRASBURG 31J**  
 DBA:  
 56729 E Colorado Avenue  
 Strasburg, CO 80136  
 Type of Agency: Educational Institution  
 Type of SNP Organization: Public

**General Information**

Reporting Date: April 01, 2016  
 Due Date: January 01, 1900

**Instructions**

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.  
 Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

**Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.**

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
8332	Hemphill Middle School	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
7133	PRAIRIE CREEKS CHARTER SCHOOL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
8328	STRASBURG ELEMENTARY SCHOOL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
8334	STRASBURG HIGH SCHOOL	<input type="text" value="0"/>	<input type="text" value="0"/>	0.00 %		
Sponsor Total:		0	0	0.00 %		

Total Sites: 4



- Step 6: The Identified Student Percentage (ISP) will automatically populate, and the Eligible and Potentially Eligible columns will populate with an “X” if applicable. Sites that have an ISP of 40% or greater are eligible for CEP, and sites that have an ISP between 30.00% and 39.99% are potentially eligible.

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
1398	CENTENNIAL SCHOOL	220	300	73.33 %	X	
Sponsor Totals		220	300	73.33 %		

- Step 7: Once you have confirmed that the information submitted is correct and complete, click the red *Save* and exit the *CEP – Site Eligibility for School Year: 2021-2022* screen.

## Important Notes

- ✓ ALL sponsors operating School Nutrition Programs MUST submit this information by **Friday, April 9, 2021**
- ✓ The School Nutrition Unit is responsible for notifying sponsors that are eligible or potentially eligible to implement CEP in 2021-2022 of their status and for providing a list of schools that are eligible or potentially eligible by Friday, April 30, 2021
- ✓ Additional instructions will be provided to local educational agencies that qualify for and choose to implement CEP in 2021-2022
- ✓ For questions, please contact Benjamin Wetherbee at (720) 607-3434 or [wetherbee\\_b@cde.state.co.us](mailto:wetherbee_b@cde.state.co.us)