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OKLAHOMA STATE DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAMS

MEMORANDUM

TO: School Food Authorities (SFAs)/Sites Meeting 40 Percent Requirement

FROM: Child Nutrition Programs (CNP)

DATE: April 2, 2015

SUBJECT: Community Eligibility Provision—SFA/Site Data

As you are aware, there is an *ELECTIVE* provision under CNP that *can be* effective July 1, 2015, for those districts/sites wanting to apply. Our office has preliminary data showing which school districts, as a whole, and/or school sites that either qualify or could qualify for the Community Eligibility Provision (CEP).

To qualify, a school district, school site, or groups of school sites must have 40 percent or more of the total enrollment of the school district, school site, or groups of school sites identified as directly certified students. In order for the school district, school site, or groups of school sites to have the potential to apply, the district or school site must be at the 30 percent mark or above. (*NOTE: Thirty percent districts/sites do not qualify; however, the United States Department of Agriculture [USDA] requires that these districts/sites be notified because of the possibility of qualifying.*) Below are some definitions to assist in understanding this provision:

- **Enrollment:** Number of *ON-SITE* students enrolled in the school district, school site, or groups of school sites. These students must have access to a meal service.
- **Number of Directly Certified Students:** Students who qualify for free meal benefits *WITHOUT* the household submitting an application. *Examples:* SNAP/TANF students identified through the WAVE; FDPIR students identified through the tribal organization; Head Start list; Even Start list; Homeless, Migrant, Runaway list, foster children identified through the foster care agency.
- **April 1:** The CEP data certified by the district for the district as a whole, for each site, or for groups of sites, must be the number of enrolled students and the number of directly certified students as of April 1. The district must have documentation on file to prove the numbers certified.

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Please go to the State Department of Education (SDE) Web site at <www.sde.ok.gov> to find a report entitled ***CEP Annual Notification Report***. This report is listed under Child Nutrition Documents in the Community Eligibility Section. The report contains two tabs, one for district-level information and the other for site-level information.

These reports will show which districts/sites meet the 40 percent requirement and which districts/sites meet the 30 percent level. The information printed in these two reports contains only ***PROXY*** information and comes directly from the district's verification report or from the individual site's information in the WAVE. Therefore, any district or site may have more or less students identified as being directly certified on April 1 than what these reports show.

There is another new report in the Child Nutrition eClaims System that will help districts gather the documentation necessary for CEP participation. The report can be found under the ***REPORTS*** link in the blue box of the eClaims Home page. Once a district clicks on Report 38102—Direct Certification Student List—in an Excel format, all the students in that district that have been directly certified in the Student Information System (SIS) will be listed. As long as a district's own Child Nutrition software talks to the SIS software, all of the district's information should be there.

This Direct Certification student list can be pulled and printed on April 2 for the documentation a district will be required to maintain as part of CEP. If a district pulls this information and knows it is not correct, then the district needs to make corrections in the SIS to match its own Child Nutrition information. Any documentation for students who were directly certified as of April 1 in a district's Child Nutrition system but who are not directly certified in the SIS system will need to be maintained separately for CEP.

For any district wanting to apply for the district as a whole, for an individual site, or for one or more groups of sites, please go to the *Community Eligibility* link in the blue box to the left side of the Home page in the Child Nutrition eClaims system. Each interested district will need to enter the information as of April 1 before it is certified. Districts must have documentation on hand to support any numbers certified in the Community Eligibility application.

Because participation in Community Eligibility requires the district, site, or groups of sites to participate in both breakfast and lunch and to serve ***ALL*** meals ***FREE*** of charge, districts and sites that usually charge their paying students for meals served will no longer receive that local revenue. It is highly recommended that the Community Eligibility Tool, also posted under *Other Documents* in the Community Eligibility Section in eClaims, be used by each district interested to determine how much this will affect its overall Child Nutrition revenues.

The State Department of Education will be contacting all school districts that certify their Community Eligibility information by the deadline of August 31. Training will be conducted to follow-up with these districts to ensure everyone understands the requirements of the CEP.

Please contact the CNP office at 405-521-3327 if you have questions. Thank you.