

## **Community Eligibility Provision Data Collection and Reporting**

### **Definitions:**

1. **Community Eligibility Provision (CEP)** - is a universal meal plan under the National School Lunch Program (NSLP) as part of the USDA that permits eligible districts and schools to provide meal service (breakfast and lunch) to all students at no charge regardless of economic status (Section 104a of the Healthy, Hunger-Free Kids Act). To be eligible to participate, a district, school, or groups of schools from the same district must have a **directly certified identified student percentage of at least 40% by April 1 prior to the first year of implementation**. Each school does not have to meet the 40% threshold individually if the entire district or groups of schools within a district decide to participate and they meet the 40% requirement.
2. **Free and Reduced Price Lunch program (FRPL)** - The free and reduced price lunch (FRPL) program is a federal initiative that provides free or inexpensive lunches to children from low-income families. The data are collected via an application and also used to determine funding for various federal and state programs targeted to students from low-income families.
3. **Direct Certified** - Per USDA guidelines for CEP, students are considered direct certified through any of the following measures:
  - Supplemental Nutrition Assistance Program (SNAP)
  - Temporary Assistance to Needy Families (TANF)
  - Homeless
  - Migrant
  - Runaway
  - Certified foster children
  - Students enrolled in some Head Start programs or Even Start programs (those run by the school system)
4. **Household Information Survey** - a State of Tennessee form used to collect socioeconomic data for schools that are participating in the Community Eligibility Provision (CEP). (This form is not used to determine eligibility for meal services and therefore, is not tied to school nutrition).

### **Data Collection**

Schools enrolled in the Community Eligibility Provision (CEP) will be classified as “CEP” in the School Directory Database <http://www.k-12.state.tn.us/sde/>. This will allow the department and districts to run reports for both CEP and non-CEP options under the National School Lunch Program / School Breakfast Program (NSLB / SBP).

1. Schools enrolled in the CEP program will use an indicator (e.g. 3, CEP, etc.) in their student information systems to indicate if a student meets the definition of economically disadvantaged as determined by the [Household Information Survey](#)
2. Schools not enrolled in the CEP program will continue to use the free or reduced price lunch indicators of "X" and "Y" in their student information systems (SIS) to indicate a student meets the definition of economically disadvantaged.
3. **All** schools will use the direct certified indicator of "J" in their student information system to indicate if a student meets the definition of direct certified as outlined in this August 19, 2015 [memo](#).

***Special Note:***

Homeless students, migrant students and students enrolled in some Head Start or Even Start programs are student classifications currently being utilized at the school level. There is no change to this process and schools will continue current practices in recording these classifications. A new student classification "runaway" has been added which uses the indicator "U". This should get captured at the student level in keeping with current practices for other categories such as homeless, migrant, etc. This is an existing process that will continue and does not require any additional effort on behalf of districts/schools to collect this data.

**Data Reporting of Economically Disadvantaged**

Each student will only count once regardless of the number of eligibility flags in the system for that student. For example, if a student was classified as CEP Eligible (3) as determined by the Household Information Survey and was also direct certified through SNAP (J) and classified as migrant (I) - this student counts once for the purpose of economically disadvantaged status (even though the student has three eligibility flags).

***It is important that you continue assigning all appropriate student level classifications as this information is utilized by different entities for different reasons.***

To date, there is no change to the method used to define economically disadvantaged for financial purposes. However, there has been a change to the method the department will use to define economically disadvantaged for the purposes of identifying student subgroups for district and school accountability in 2015-16 as outlined in this July 22, 2015 [memo](#).

**Reporting and Data Collection Questions**

Please contact [Jacki.Wolfe@tn.gov](mailto:Jacki.Wolfe@tn.gov) if you have additional questions about the reporting and data collection process for CEP. Remember that SIS specific questions should be directed to your SIS vendor and EIS-related questions should be directed to the EIS Help Desk.