

Community Eligibility Provision (CEP)

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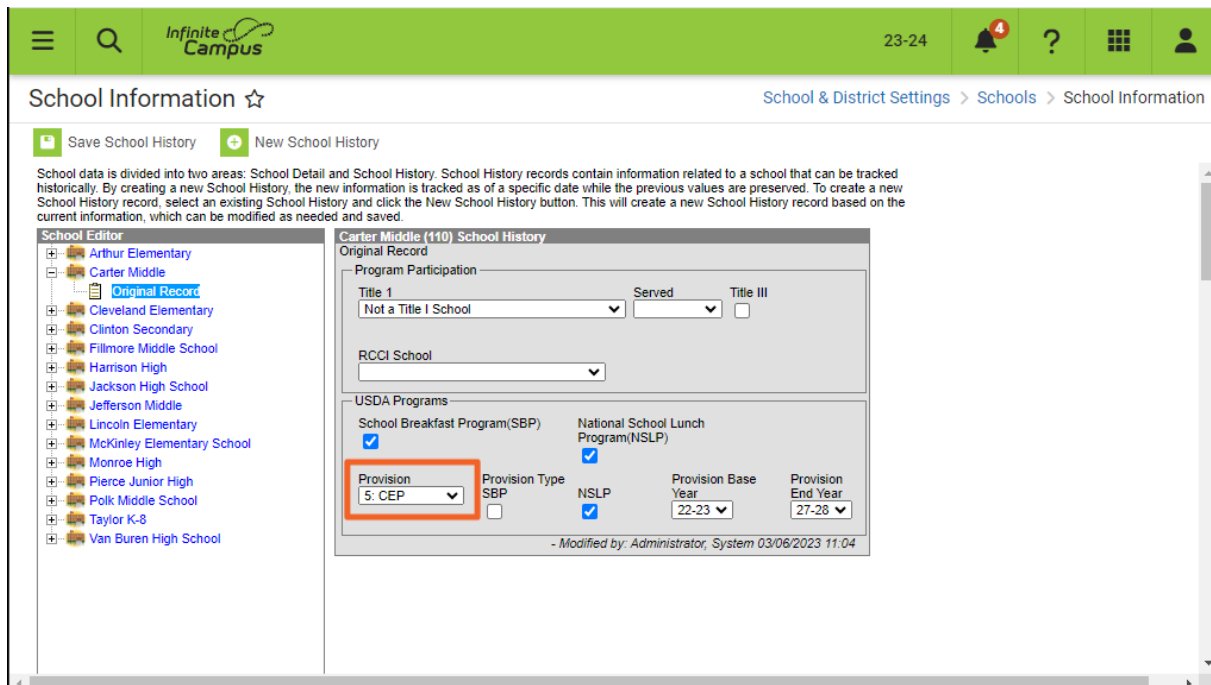
The Community Eligibility Provision (CEP) is an alternative approach through the United States Department of Agriculture (USDA) for offering free meals for students. Local educational agencies (LEAs) and schools must meet the following requirements to be eligible for CEP:

- Meet a minimum level (25%) of identified students, i.e., Direct Certified students, for free meals in the year *prior* to implementing the CEP.
- Agree to serve free lunches and breakfasts to all students.
- Not collect free and reduced price applications from households in participating schools.
- Agree to cover with non-Federal funds any costs of providing free meals to all students above amounts provided in Federal assistance.

Please refer to the [USDA's Estimator](#) to determine whether CEP approval is a good idea for your school or district.

Setting up CEP in Campus

1. [Add the CEP Provision](#) to each CEP approved school in [School Information](#).



The screenshot shows the Infinite Campus interface. The top navigation bar includes the Infinite Campus logo, a search icon, and a user profile icon. The main content area is titled "School Information" and includes a breadcrumb trail: "School & District Settings > Schools > School Information". Below the title, there are buttons for "Save School History" and "New School History". A text block explains that school data is divided into two areas: School Detail and School History, and provides instructions on how to create a new School History record. The "School Editor" section on the left lists various schools, including Arthur Elementary, Carter Middle, Cleveland Elementary, Clinton Secondary, Fillmore Middle School, Harrison High, Jackson High School, Jefferson Middle, Lincoln Elementary, McKinley Elementary School, Monroe High, Pierce Junior High, Polk Middle School, Taylor K-8, and Van Buren High School. The "Carter Middle (110) School History" section is expanded, showing the "Original Record" and "Program Participation" details. The "Program Participation" section includes fields for "Title I", "Served", and "Title III". The "USDA Programs" section shows checkboxes for "School Breakfast Program (SBP)" and "National School Lunch Program (NSLP)". The "Provision" dropdown menu is highlighted with a red box, showing "5: CEP" selected. The "Provision Type" section shows "SBP" and "NSLP" options. The "Provision Base Year" is set to "22-23" and the "Provision End Year" is set to "27-28". A footer note indicates the record was modified by the Administrator on 03/06/2023 at 11:04.

2. Mark the **Educational Benefits Applications Processed** checkbox in the Application Preferences section of [FRAM Preferences](#). Select whether CEP is approved for All Schools or Individual Schools (s) in the district.

FRAM Preferences ☆

FRAM > Setup > FRAM Preferences

Provision Preferences ⓘ

Educational Benefits Applications
Processed



Provision Applies To (Required)

☒ Individual Schools

☐ All Schools

3. Consult with your state's department of education to determine whether you must collect socio-economic data in place of Free and Reduced Household Applications for state reporting purposes.
4. If your school is collecting socio-economic forms, the forms are entered in the same location as Free and Reduced [Household Applications](#). However, the socio-economic forms are differentiated from Free and Reduced Household Applications by selecting New > Educational Benefits Application rather than New > Meal Benefits Application.

Household Applications ☆

FRAM > Application Processing > Household Applications

ID: 3643 Phone:

New Application

1
Type

2
Details

3
Review

Application Type

Select Application Type:

☒ Meal Benefits Application

☐ Educational Benefits Application



Next

Cancel

Per the USDA, the Food Service Department must not enter socio-economic forms. If the district is a mixed district where not all schools are CEP-approved, close communication is required between non-Food Service Department staff who enter socio-economic forms and the Food Service Department staff who enter Free and Reduced Household Applications.

CEP Purchasable Item Setup Tips

See the [Purchasable Items](#) article for more information about setting up Purchasable Items.

If the district implemented CEP...

Then...

district-wide

- retire current student meal purchasable items you currently have by adding a "z" in front of the purchasable item name and then clearing the **Active** checkbox (this step retains historical price records).

The screenshot shows the 'Purchasable Items' editor interface. On the left is a list of items, with 'Z-Breakfast 3-5' selected. The main area shows the details for this item. The 'Name' field contains 'Z-Breakfast 3-5' and the 'Item Category' is 'Breakfast Meal'. The 'Description' field contains 'Upper Elementary Serving Size'. The 'Non-Reimbursable Price' is set to 1.5, the 'Paid Price' is 1.2, and the 'Reduced Price' is 0.3. The 'Active' checkbox is unchecked, and the 'Federal Programs' dropdown is set to 'BKFT: National School Breakfast Program'.

- Then create new student meal purchasable items. You can use the naming convention *CEP K-5 Lunch*, *CEP 6-12 Breakfast*," etc.

The Paid and Reduced prices for CEP student meals should be \$0.00 so that students are not charged the first time they purchase a meal but are still charged for non-reimbursable meals.

The screenshot shows the 'Purchasable Items' editor interface. On the left is a list of items, with 'CEP BFAST' selected. The main area shows the details for this item. The 'Name' field contains 'CEP BFAST' and the 'Item Category' is 'Breakfast Meal'. The 'Description' field contains 'CEP Breakfast'. The 'Non-Reimbursable Price' is set to 2.00, the 'Paid Price' is 0.00, and the 'Reduced Price' is 0.00. The 'Active' checkbox is checked, and the 'Federal Programs' dropdown is set to 'BKFT: National School Breakfast Program'.

- Add the new purchasable items to your service layouts.
- Reload terminals to update the service layouts.

at individual schools

- continue using the current student meal purchasable items at non-CEP schools.
- Create CEP-specific school purchasable items as noted in the district-wide setup above.
- Replace the non-CEP purchasable items with CEP purchasable items within service layouts for schools that are now CEP.
- Reload the terminals to update the service layouts.

Processing Online Meal Benefit Applications

When at least one school has a provision like CEP set within School Information in addition to having Provision Preferences set up in the FRAM Preferences tool, FRAM Processors must first verify the application type when processing an online application.

Online Applications ☆

[FRAM](#) > [Application Processing](#) > [Online Applications](#)

Pending Application: Household

Application Details

School Year: 23-24 Effective Date: * <input type="text" value="month/day/year"/> <input type="button" value="📅"/>	Signer Name: Super, Mario Expiration Date: 10/14/24	Submitted Date: 6/3/24 <div> Application Type: <input type="radio"/> Meal Benefits <input checked="" type="radio"/> Educational Benefits </div>	Reference Number: 19902 Determining Official: account, admin
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