Community Eligibility Provision
Intent to Participate

Public School Districts

I certify that _____ hereby intends to participate in the Community Eligibility Provision offered by the USDA's National School Lunch Program. By doing so I agree that the following policies and procedures shall be abided by:

a. Cover with non-Federal funds any costs of providing free meals to all students that exceed the Federal reimbursement (e.g., a la carte sales, catering, district's general fund).

b. Eliminate collection of NSLP household applications for free and reduced price meals because meal reimbursement will be based on claiming percentages derived from the identified student percentage.

c. Appoint a FRAM Coordinator to distribute, collect and process the household income form (HIF). Such processes will be developed and managed totally separate from the School Nutrition Program: no food service staff shall be used to process the HIF forms. It is expected that the form/request for household information for non-Program purposes would clarify its purpose, and affirmatively state that receipt of school meal benefits would not be affected by a household's decision to complete and return the form/request. The Division of District Support provides a form for this use along with further guidance on CEP for districts: http://education.ky.gov/districts/SHS/Pages/Community-Eligibility-Option-(CEO).aspx

d. Maintain documentation to validate April data reported annually that is utilized to determine the CEP claiming percentage(s):

   - ✓ Rosters for all schools used in April reporting. (All should be the same date. Dated April 1 or the last operating day in March whichever was used).

   - ✓ The electronic DC download history file.

   - ✓ Copies of the signed and dated homeless list, runaway list, migrant list, Federally Funded Head Start list and Foster Child list (if provided from authoritative agency outside of the direct certification download).

- ✓ Records that can validate the children who are directly certified through an extension of eligibility of another household member. These should be the same records that are used to identify and confirm the household composition that enabled the extension of eligibility. For public school sponsors, a student census report from Infinite Campus should provide this information and can be electronically archived. (Location in IC: Census>Reports>Census Verification; recommend including SSID and SSN on the report).

SCN will review these records during Administrative Reviews in order to validate the accuracy of the CEP claiming percentage(s) calculated. Failure to maintain the required documentation may result in fiscal and/or corrective action up and including termination from CEP.

_____ _____

Food Service Director Date

_____ _____

Chairman of Board Date

_____ _____

Superintendent Date