



# Community Eligibility Provision Frequently Asked Questions

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## 1) What is Community Eligibility Provision (CEP)?

Community Eligibility Provision is a federal provision that allows eligible schools to offer free meals to attending students regardless of individual income. CEP eliminates the burden of collecting household applications to determine eligibility for school meals, relying instead on information from other means-tested programs such as the Supplemental Nutrition Assistance Program and Temporary Assistance for Needy Families.

## 2) How are schools selected to participate in CEP?

Schools with ≥40 percent of “Identified Students,” or those *directly certified* to participate in schools meals through their participation in programs such as CalWORKs, are eligible for CEP. Districts are able to group schools in order to reach an average of 40 percent directly certified students within the group. Student Nutrition Services determined the 2016-17 list of eligible CEP sites by grouping schools based on this formula.

## 3) What are the benefits of CEP?

<p style="text-align: center;"><b>BUILDS COMMUNITY</b></p> <ul style="list-style-type: none"> <li>○ Eliminates overt identification of students and reduces stigma.</li> <li>○ Facilitates implementation of alternative breakfast service models like breakfast in the classroom and “grab and go.”</li> <li>○ Allows meal times to become vibrant community hubs that promote safe and support school communities.</li> </ul>	<p style="text-align: center;"><b>FIGHTS HUNGER with HEALTH</b></p> <ul style="list-style-type: none"> <li>○ Students can count on two nutritious meals every school day.</li> </ul>
<p style="text-align: center;"><b>IMPROVES FINANCIAL HEALTH</b></p> <ul style="list-style-type: none"> <li>○ Guarantees reimbursement</li> <li>○ Eliminates meal charges</li> <li>○ Families save money – don’t have to pack school lunch!</li> </ul>	<p style="text-align: center;"><b>STREAMLINES OPERATIONS</b></p> <ul style="list-style-type: none"> <li>○ Meal lines move faster.</li> <li>○ More time for students to enjoy their meal.</li> </ul>



**4) Which schools are participating CEP sites during the 2016-17 school year?**

A total of 54 schools are participating in CEP this school year, including:

Elementary: K8 Bryant, BV/Mann, Carmichael, Carver, Chavez, Chin, Chinese Ed Center, Cleveland, Cobb, Drew, El Dorado, Flynn, Guadalupe, Harte, Hillcrest, Hilltop, Lau, Longfellow, Malcolm X, Marshall, Mission Ed Center, Monroe, Moscone, Muir, Parker, Redding, Revere, Sanchez, Serra, Sheridan, Spring Valley, Taylor, Tenderloin, Vis Valley

Middle: Brown, Denman, Francisco, King, Lick, Marina, Vis Valley

High: Burton, Civic Center, Downtown, Hilltop, June Jordan, Mission, O'Connell, SF International, Marshall, Wells

Charter: Kipp Bayview, Kipp SF Bay, One Purpose

**5) What type of paperwork is required from these eligible schools?**

Although CEP does not require families to fill out meal application forms, household income data is used to allocate state funds via the Local Control Funding Formula (LCFF). Therefore, schools will still need to collect household income information for each student who is not Directly Certified and for every newly enrolled student.

**6) How will forms be distributed and collected?**

Research, Planning & Accountability will send pre-printed Confidential Family Surveys and guidelines to schools by August 22, 2016. Schools will send forms back to Research, Planning & Accountability via school mail by September 16, 2016.

**7) If my school is eligible for CEP this year, will it change next school year?**

Once the school is eligible for CEP, the provision applies for the next four years. This greatly improves consistency in service and reduces the administrative burden of collecting meal applications.

**8) What meal will the student receive?**

Each student can receive one breakfast and one lunch at no cost. Menus are planned according to the USDA's nutrition guidelines, and include fresh fruit and vegetables. During the meal service, Offer vs Serve will continue to apply. Students must be offered all of the components, and must choose at least three components, including at least one serving of fruit or vegetable.

**9) What kind of operational impact would CEP have on the school?**

Meal service will operate as usual according to the bell schedule. Schools that participated in CEP have observed a 29% increase in student participation during breakfast and lunch. Student Nutrition Services encourages school administrators to consider extending the lunchtime, or increasing the number of lunch periods, to ensure all students have adequate eating time. Students will continue to use their PIN.



**10) How will each meal be tracked?**

Student Nutrition Services will continue to use the Point of Service to track each meal served. The meals will be tracked by individual student account (without any meal charges) – elementary students will continue to come through the line by classroom and click on their photo; secondary students will enter their PIN.

**11) Can adults/teachers participate in the school meal program?**

School meals are intended for students. Adults interested in receiving a meal can purchase a meal at the adult price.

**12) What if a student submits the Confidential Family Survey after the September 16<sup>th</sup> deadline, or transitions into a CEP site after that date?**

Research, Planning & Accountability is accepting Confidential Family Surveys year round. While September 16<sup>th</sup> is the deadline to submit forms for SFUSD's Local Control Formula Funding, forms submitted after that date still provide important data that SFUSD uses to secure funding from other sources. Students transitioning into a CEP school (e.g. newly enrolled in SFUSD or transferring) after September 16<sup>th</sup> should still complete a Confidential Family Survey.

**13) What if the student transitions out of a CEP site?**

If a student transitions (e.g. graduates or transfers) to another site that is not eligible for CEP, the family will need to submit a Meal Application in order to determine eligibility (free, reduced, paid) for school meals. Completing the Application online is the quickest way to process ([schoolmealapp.sfusd.edu](http://schoolmealapp.sfusd.edu)).

If a student transitions from one CEP site to another CEP site, they do not need to fill out any additional forms.