Community Eligibility Provision (CEP)

Last Modified on 10/22/2022 9:51 am CDT

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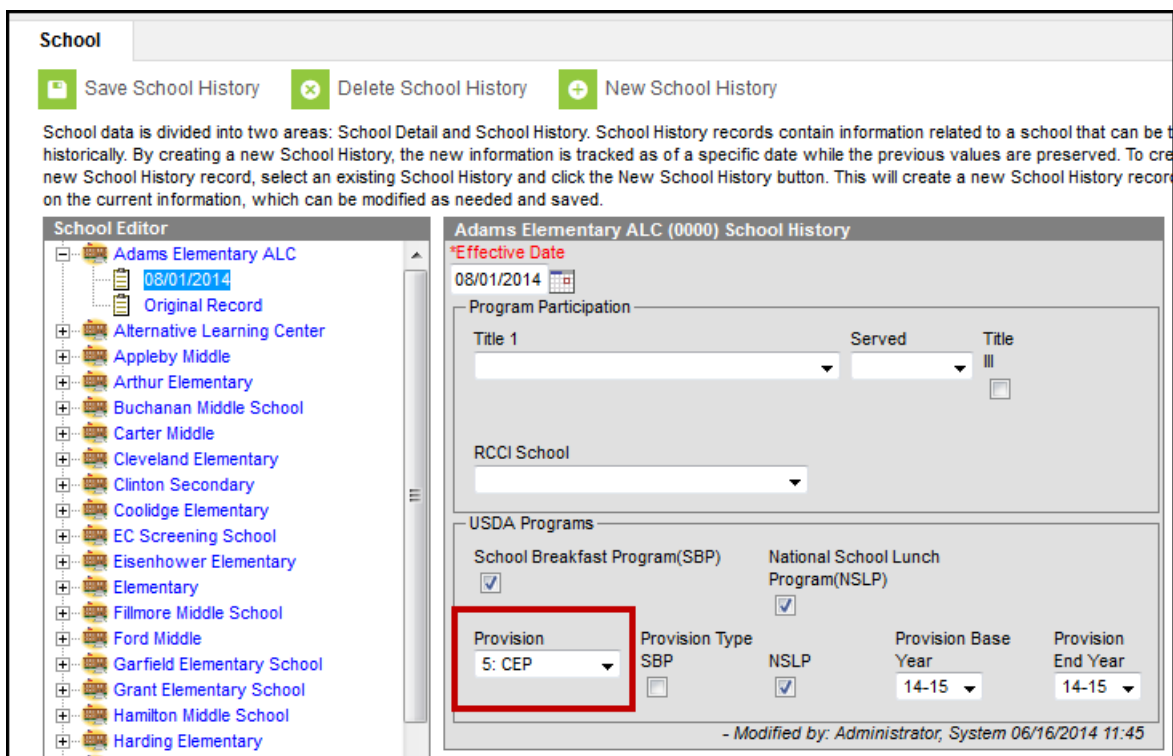
The Community Eligibility Provision (CEP) is an alternative approach through the United States Department of Agriculture (USDA) for offering free meals for students. Local educational agencies (LEAs) and/or schools must meet the following requirements to be eligible for CEP:

- Meet a minimum level (40%) of identified; 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 System Administration > Resources > School.

2. Mark the **Educational Benefits Applications Processed** checkbox under FRAM > FRAM Preferences > Application Preferences and select whether CEP is approved for All Schools or

Individual School(s) in the district.

3. Consult with the state department of education to determine whether you must collect socio-economic data in place of Free and Reduced Household Applications for state reporting purposes.

   If your school is collecting socio-economic forms, the forms are entered in the same location as Free and Reduced Household Applications (FRAM > 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.
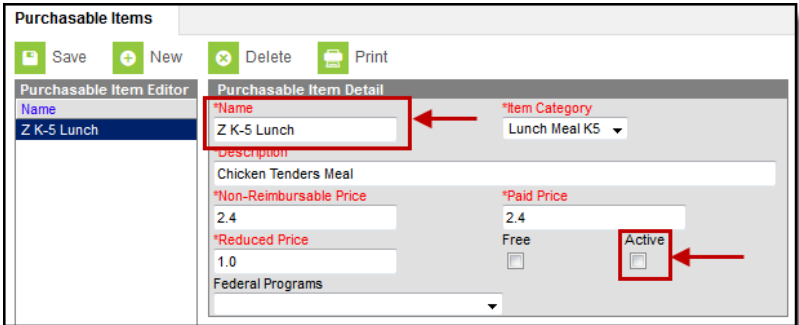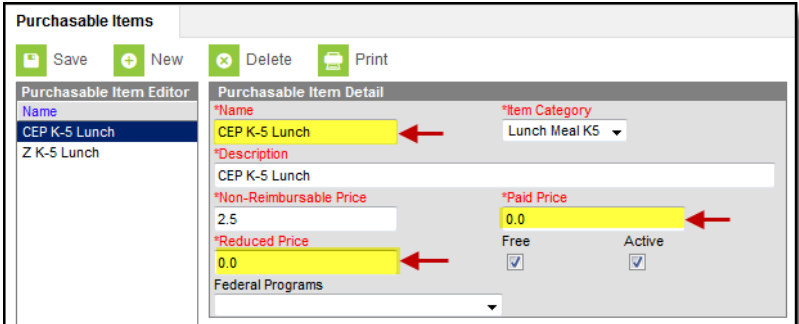

   Per the USDA, these socio-economic forms *must not* be entered by the Food Service Department. If the district is a mixed district in that not all schools are CEP-approved, this

requires close communication within the district 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

For more information about setting up Purchasable Items, see the Purchasable Items article.

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 then clearing the **Active** checkbox (this step retains historical price records). - Then create new student meal purchasables. 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. - Add the new purchasable items to your service layouts. - Reload terminals to update the service layouts.

If the district implemented CEP...	Then...
at individual schools	• continue using the current student meal purchasables at non-CEP schools. • Create CEP-specific school purchasables as noted in the district-wide setup above. • Replace the non-CEP purchasables with CEP purchasables 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 System Administration > Resources > School 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.

CEP FRAM Processor Suggested Tool Rights

The following are suggested tool rights for CEP FRAM Processors.

Reports					
Tool	Path	Read	Write	Add	Delete

Reports					
Allow Unfiltered Search	Student Information > Allow Unfiltered Search	X			
Summary	Student Information > General > Summary	X			
General Enrollment Information	Student Information > General > Enrollments > General Enrollment Information	X			
People > Demographics Selecting only People > Demographics gives the User the ability to Search for All People on the Search Tab.	Census > People > Demographics	X			
Household Info	Census > Households	X			
Household Addresses	Census > Households	X			
Household Members	Census > Households	X	X	X	
Add Person	Census > People > Add Person	X	X	X	
Eligibility	FRAM > Eligibility	X	X	X	X
Letter Editor	FRAM > Letter Editor	X	X	X	X
Online Application Editor	FRAM > Letter Editor > Online Application Editor	X	X	X	X

Reports

Eligibility End Date Wizard	FRAM > Eligibility End Date Wizard	X	X	X	X
Eligibility Import Wizard	FRAM > Eligibility Import Wizard	X	X	X	X
FRAM Application Preferences	FRAM > FRAM Preferences > FRAM Application Preferences	X	X	X	X
Household Applications	FRAM > Household Applications	X	X	X	X
Income Guide If there are more than 20 people in a household, you can add W/A/D rights as needed so the user may increase the default listing of 20 or less in the Income Guidelines. Infinite Campus recommends removing the W/A tool rights after the update is made.	FRAM > Income Guide	X			
Household Applications	FRAM > Reports > Household Applications	X			
Eligibility	FRAM > Reports > Eligibility	X			
Log Off		X	X		