

# Community Eligibility Provision

Overview, EScholar, and Direct Match prep for Population Data



March 10, 2026

Today's training will focus on CEP Overview and Population.

# CEP Overview



Here is a brief overview of Community Eligibility Provision

## What is CEP?

- Established by the Healthy, Hunger-Free Kids Act
- Operates on a 4-year cycle
- Schools may opt in or opt out each year
- Allows students to receive free meals under the SBP and NSLP
- Alternative to household applications for free and reduced-priced meals- CEP Schools **cannot** process meal applications



So, What is CEP?

The Community Eligibility Provision (CEP) is a meal service option for schools and school districts in low-income areas. It is a program established by the Healthy, Hunger-Free Kids Act. CEP allows the nation's highest poverty schools and districts to serve breakfast and lunch at no cost to all enrolled students without the burden of collecting household applications. This alternative saves local educational agencies (LEAs) time and money by streamlining paperwork and administrative requirements and facilitates low-income children's access to nutritious school meals. While the program operates on a 4-year cycle, schools may opt-in or opt-out each year.

## Criteria to Participate

Prior to approval for CEP, SFAs must agree to:

1. Serve all children free breakfast and lunches
2. Cover costs above reimbursement amounts with non-federal funds
3. Not collect or process meal applications
4. SFAs (by individual site or cluster(s) of sites) must have an enrollment with at least 25% of the students considered “identified students” to participate in CEP (must be determined by April 1st of the SY prior to participation)
5. Residential child care institutions are not eligible



Prior to being approved to participate in CEP, SFAs must agree to the following:

1. Serve all children free breakfast and lunches
2. Cover costs above reimbursement amounts with non-federal funds
3. Not collect or process meal applications
4. SFAs (by individual site or cluster(s) of sites) must have an enrollment with at least 25% of the students considered “identified students” to participate in CEP. (Previously it was 40%) You must refresh the population data as of April 1st of the SY prior to participation. (e.g April 1, 2026 for SY 25-26)
5. Residential child care institutions (RCCIs) are not eligible

# CEP Funding Sources

## Nonprofit school food service account funds, including:

- Federal reimbursement and other assistance under the National School Lunch Act and Child Nutrition Act and
- Unused reimbursement from the Summer Food Service Program and Child and Adult Care Food Program

## Non-Federal funds, including:

- Any portion of State revenue matching funds that exceeds the minimum requirement established in 7 CFR Part 210.17;
- State and/or local funds;
- Cash donations; and
- In-kind contribution funds from outside sources, such as volunteer services.



The primary purpose of the Nonprofit School Food Service Account (NSFSA) is to operate or improve a school meals program that serves nutritious meals meeting the meal pattern requirements. Therefore, funds in the NSFSA may be used to support CEP in accordance with 7 CFR 210.14(a). This includes Federal reimbursement and other assistance provided under the NSLA and the Child Nutrition Act of 1966 [42 U.S.C. 1759a(a)(1)(F)(ii)(I)(bb)], including unused reimbursement from the Summer Food Service Program (SFSP) and Child and Adult Care Food Program (CACFP). This also includes other funds in the NSFSA, such as nonprogram revenue in excess of revenue required to meet requirements at 7 CFR 210.14(f). The expenditure of additional non-Federal funds is not required if all CEP operating costs can be covered from allowable funding sources.

If there is a difference between the cost of serving lunches and breakfasts at no cost to all participating children and funding available to support CEP, as described above, the LEA must pay that difference with non-Federal funding sources (7 CFR 245.9(f)(4)(vii) and 7 CFR 210.14(a)).

Sources of non-Federal funds may include State and local funds, cash donations and in-kind contributions from outside sources, such as volunteer services.

As a reminder, expenditures of all funds in the NSFSA are subject to Federal cost principles, detailed at 2 CFR 200, and must only be made for allowable costs (7 CFR 210.14(a)). Operating CEP is an allowable cost of the NSFSA.

## Determining School Eligibility

“Identified”  
students  
include:

- Directly certified children and their siblings: SNAP (including D-SNAP), TANF, FDPIR and Medicaid Free
- Children identified as Homeless, Runaway, Migrant
- Children enrolled in Head Start
- Foster children

**Note: All identified students must be determined to meet one of these criteria by means other than an application**

*Children must be considered eligible for one of these categories between the start of the school year and April 1*



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During the process of determining school eligibility, the term identified students refers to children who are directly certified for free school meals based on their participation (or a household member's participation) in other means-tested assistance programs, such as:

- The Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- The Food Distribution Program on Indian Reservations (FDPIR)
- Medicaid Free

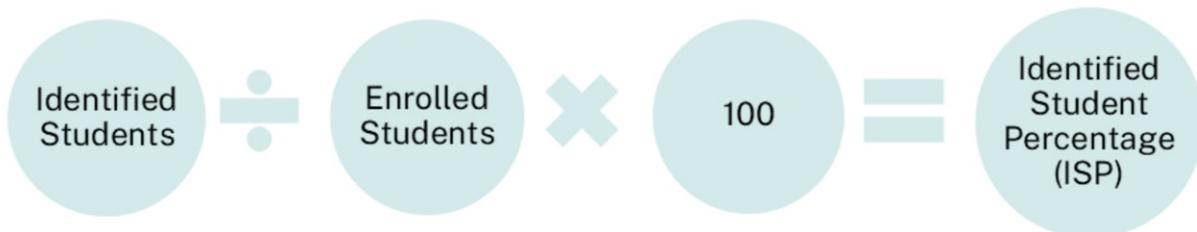
Please note, students who qualify for Medicaid reduced are not included as identified students as it only includes those who directly certify for free meals.

Identified students are also children who are categorically eligible for free school meals without an application, and who are not subject to verification, including:

- Homeless, Runaway, and Migrant
- Children enrolled in a Federally-funded Head Start Program or comparable State-funded Head Start or pre-kindergarten program
- Foster children certified through means other than a household application

Please note that children must be considered eligible for one of these categories between the start of the school year and April 1 (the file that comes out in April will be March data).

## Determining School Eligibility



**Example 1**  
 $550/700 = 0.78571429$ , rounded to 0.7857. Multiply by 100 to get an ISP of 78.57%  
*(meets threshold)*

**Example 2**  
 $150/700 = 0.2142857$ , rounded to 0.2142. Multiply by 100 to get an ISP of 21.43%  
*(does **NOT** meet threshold)*



This is the formula that SFAs should use to determine the Identified Student Percentage. You will divide the number of identified students as of April 1 by the number of enrolled students as of April 1, and then multiply by 100. I have provided two examples of percentages for you. The first example shows a school that has determined that there are 550 identified students with a total enrollment of 700 students. To find the Identified Student Percentage (ISP) you would divide the 550 identified students by the enrollment of 700 ( $550/700 = 0.78571429$ , which rounds to 0.7857). Multiply by 100 to calculate the ISP of 78.57 percent which meets the threshold.

The second example shows 150 identified students with a total enrollment of 700 students. Again, you would divide the 150 identified students by the 700 enrollment ( $150/700 = 0.2142857$ , which rounds to 0.2142). Multiply by 100 to calculate the ISP of 21.43 percent. Please remember that the ISP must be at least 25.00% to be eligible. Therefore, the percentage of 21.43% does NOT meet the threshold.

\*Individual schools (or group of schools) must have an Identified Student Percentage of 25 percent to be eligible for CEP

## Determining Claiming Percentage



**Example 1:**  
 $78.57\% \times 1.6 = 125.71\%$   
*(exceeds 100%)*  
Free claiming percentage: 100%  
All meals claimed as free

**Example 2:**  
 $46.85\% \times 1.6 = 74.96\%$   
Free claiming percentage: 74.96%  
Paid claiming percentage: 25.04%



For schools participating in CEP, the ISP multiplied by 1.6 equals the percentage of meals claimed at the free rate. The remaining meals served, up to 100 percent, are reimbursed at the paid rate.

In example 1, we will use the ISP from the previous slide, 78.57% multiplied by the CEP multiplier of 1.6 equals a claiming percentage of 125.71%, this percentage exceeds 100% therefore all meals can be claimed as free.

In example 2, an SFA with an ISP of 46.85% multiplied by the CEP multiplier of 1.6 equals a claiming percentage of 74.96%. So this SFA will claim 74.96% of their meals as free and the remaining 25.04% as paid.

## Determining School Eligibility

- Students in the same household with directly certified students (SNAP and TANF) can be counted as identified students
- Not able to use information from free and reduced applications to identify students
- Identified student percentage of at least 62.5 percent, all meals reimbursed at the free rate
- Identified student percentage between 25 and 62.5 percent, meals will be reimbursed at free and paid rates



A few quick points for SFAs to remember in determining school eligibility are:

- Students in the same household with directly certified students (SNAP and TANF) can be counted as identified students
- SFAs are not able use information from free and reduced applications to identify students
- If an identified student percentage of at least 62.5 percent is determined, then all meals reimbursed at the free rate
- If the identified student percentage falls between 25 and 62.5 percent, then meals will be reimbursed at a combination of both free and paid rates

# Recordkeeping Requirements

SFAs must, at a minimum, as part of the Administrative Review records, maintain the following ISP data for LEAs and schools participating in CEP:

- A list of all of the identified students, with their ISP classification used to determine the ISP from all schools participating in CEP from each district
- Documentation for the total enrollment at all CEP schools
- The sample list of students that the State agency used to verify the initial ISP, as well as all records from the year any updates are made to the ISP
- The ISP worksheet the LEAs used to calculate the ISP(s) and submitted to State agencies with appropriate documentation.

In addition, this documentation must be retained for three years after submission of the final claim for reimbursement under that claiming percentage



CEP schools are subject to the same basic reporting and recordkeeping requirements as schools conducting normal counting and claiming or operating under other special Provisions.

The State agency does assess the accuracy of an LEA's ISP(s). In Louisiana as part of the Administrative Review, the SA will locate 10 percent, or a statistically valid sample, of identified student names on appropriate source documentation. Therefore, the SFA must, at a minimum, as part of the Administrative Review records, maintain the following ISP data for LEAs and schools participating in CEP:

- A list of all of the identified students, with their ISP classification used to determine the ISP from all schools participating in CEP from each district;
- Documentation for the total enrollment at all CEP schools;
- The sample list of students that the State agency used to verify the initial ISP; and all records from the year any updates are made to the ISP
- The ISP worksheet the LEAs used to calculate the ISP(s) and submitted to State agencies with appropriate documentation.

In addition, this documentation must be retained for three years after submission of the final claim for reimbursement under that claiming percentage

- Must retain records used in the development of the ISP during the entire period CEP is in effect
- Records for the initial approval year and all records from the year any updates are made to the ISP

# CEP Deadline Dates

CEP Requirement	Deadline
Data Used to Calculate ISP	As of April 1, 2026
LEA Notification	April 15, 2026
State Agency Notification	April 15, 2026
State Agency Publication	May 1, 2026
Elect CEP for Following SY	June 30, 2026

By **April 15, 2026**: SFAs must confirm the Population Data in eScholar CEP Manager.  
All population data will automatically be pulled from the eScholar DirectMatch system.

By **June 30, 2026**: SFAs must make final elections regarding CEP participation for the 2026-2027 school year.



These are the CEP Deadline Dates. It is important to note that all SFAs must confirm the Population Data in eScholar CEP Manager by April 15<sup>th</sup>. All SFAs must make final elections regarding CEP participation for the 2025-2026 school year between May 12<sup>th</sup> and June 30<sup>th</sup>.

# Current USDA Guidance

1. [Community Eligibility Provision: Planning and Implementation Guidance - Updated](#)
2. [Community Eligibility Provision: Guidance and Updated Q&As](#)
3. [Community Eligibility Provision: Implementing the New Minimum Identified Student Percentage](#)
4. [CEP: Statutory Annual Notification and Publication Requirements and School Year 2024-25 Election Deadline](#)



There are many guidance materials available for more information on the Community Eligibility Provision. Please note that CEP guidance has been recently updated.

- ❖ [Community Eligibility Provision: Planning and Implementation Guidance - Updated](#) was released in February 2024 which replaced the 2016 version.
- ❖ [Community Eligibility Provision: Guidance and Updated Q&As](#) was also released in February 2024.
- ❖ [Community Eligibility Provision: Implementing the New Minimum Identified Student Percentage](#) was released in September 2023.
- ❖ [CEP: Statutory Annual Notification and Publication Requirements and School Year 2024-25 Election Deadline](#) was released in February 2024.

# eScholar DirectMatch



Now, we will discuss the eScholar DirectMatch.

# LDOE & EScholar Partnership

<https://leads13.doe.louisiana.gov/lug/eScholar/eScholar.ht>

eScholar Systems and Resources			
Resources/Documents	PersonID (Uniq-ID)	DirectMatch	StaffID
URL	<a href="https://secureid.ldoe.la.gov/uid/login">https://secureid.ldoe.la.gov/uid/login</a>	<a href="https://secureid.ldoe.la.gov/uid/login">https://secureid.ldoe.la.gov/uid/login</a>	<a href="https://louisianastaffid.escholar.com">https://louisianastaffid.escholar.com</a>
User Guides	<a href="#">PersonID User Guide</a>	<a href="#">DirectMatch User Guide</a>	<a href="#">StaffID User Guide</a>
Security Coordinator User Guide	<a href="#">Creating and Disabling User Accounts</a>	<a href="#">Creating and Disabling User Accounts</a> <a href="#">eScholar DirectMatch Administrator Guide</a> <a href="#">Security Management</a>	<a href="#">Louisiana StaffID Security Coordinator – Add a User</a>
RetireID and Split ID templates	<a href="#">Student RetireID TEMPLATE</a> <a href="#">Student SplitID TEMPLATE</a>		<a href="#">Staff_RetiredID Template</a> <a href="#">Staff_SplitID Template</a>
Upload and download formats (pdf)	<a href="#">Louisiana SecureID v3.0 Upload and Download Format with Location Active Flag (pdf)</a>	<a href="#">Louisiana SecureID v3.0 Upload and Download Format with Location Active Flag (pdf)</a>	<a href="#">Louisiana StaffID v3.0 Upload and Download Format (pdf)</a>
Sample upload format	<b>Early Childhood:</b> <a href="#">Louisiana SecureID v3.0 Upload Format SAMPLE Early Childhood (excel)</a> <b>Public:</b> <a href="#">Louisiana SecureID v3.0 Upload Format SAMPLE Public (excel)</a> <b>Non-Public:</b> <a href="#">Louisiana SecureID v3.0 Upload Format SAMPLE Non-Public (excel)</a>	<b>Early Childhood:</b> <a href="#">Louisiana SecureID v3.0 Upload Format SAMPLE Early Childhood (excel)</a> <b>Public:</b> <a href="#">Louisiana SecureID v3.0 Upload Format SAMPLE Public (excel)</a> <b>Non-Public:</b> <a href="#">Louisiana SecureID v3.0 Upload Format SAMPLE Non-Public (excel)</a>	<a href="#">Louisiana StaffID v3.0 Upload Format SAMPLE (excel)</a>

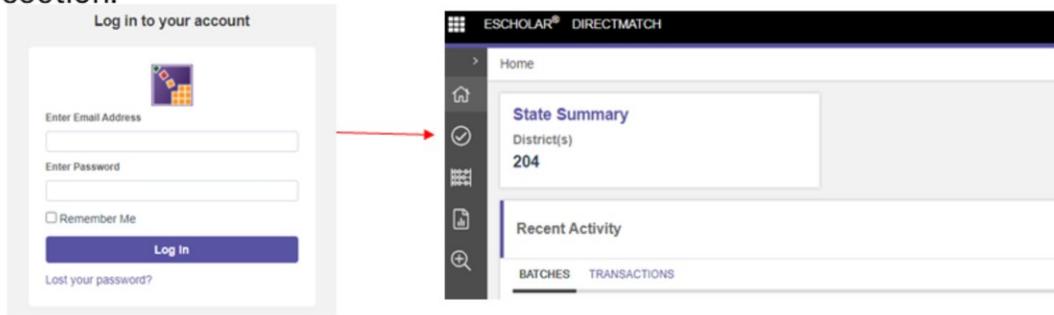


This link connects you to resources for personID, directmatch, and staffID. The eScholar **DirectMatch** system is used to match student enrollment data against data from proxy systems (SNAP, TANF, DSNAP, Foster Care, Medicaid-Free, Medicaid-Reduced, etc.) to determine eligibility for free lunch and to identify students who are considered economically disadvantaged. DirectMatch also houses the Community Eligibility Provision (CEP) which calculates the Identified Student Percentage (ISP) to determine the school system’s eligibility to participate or continue participation in the CEP program.

# eScholar Login

When logging into the eScholar Direct Match, users should access the login URL <https://secureid.ldoe.la.gov/> and enter login information.

After logging into eScholar *DirectMatch*, you must go to the DirectMatch section:



When logging into the eScholar Direct Match, users should access the login URL linked on this screen and enter your login information. After logging into escholar, you will need to go to the Direct Match section. To navigate there, click on main menu, and then my student.

## Direct Certification Matching Requirements

All LEAs operating CEP are required to conduct a data match at least once annually (recommended monthly)

- Take advantage of ISP increases
- Observe demographic trends

**IMPORTANT: Manual matches made in your food service software after downloading match file from eScholar DOES NOT TRANSFER to EScholar.**

**All matches should be made in eScholar!**



All LEAs operating CEP are required to conduct a data match at least once annually (it is recommended to be conducted monthly). This will allow the SFA to Take advantage of ISP increase as well as to observe demographic trends.

Just to reiterate, the Identified Student Percentage (ISP) must be established based on data as of April 1 of the school year prior to CEP election.

## Work Together to Make CEP a Success

For CEP Manager to be successful, CNP staff and data managers must work together to ensure all enrolled children and identified students are up to date.

- Re-submit current students to Uniq-ID for ID assignment and claim the Master record. DirectMatch uses the Master records in Uniq-ID to match against SNAP/TANF/Medicaid
  - The History records in Uniq-ID are not used in DirectMatch
- Run DirectMatch for both SNAP/TANF/Medicaid
  - Resolve all near matches
- Resolve all Address matches
- Ensure all D-SNAP children have been added to eScholar
- Ensure all DC extensions completed in food service software are actually entered into eScholar through manual authorization

For more information, please contact [anantha.lakkakula@la.gov](mailto:anantha.lakkakula@la.gov)



For CEP Manager to be successful, CNP staff and data managers must work together to ensure all enrolled children and identified students are up to date.

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- Ensure all D-SNAP children have been added to eScholar
- Ensure all DC extensions completed in food service software are actually entered into eScholar through manual authorization.

If you have any additional questions or for more information, please contact Jane at the email provided.

# eScholar CEP Manager



Now, we will discuss the eScholar CEP Manager.

## eScholar 2025

- See eScholar conducted [DirectMatch training for End Users](#) for an overview of the DirectMatch system
- All Identified Students must be reported in eScholar DirectMatch to automatically feed into the new CEP Manager system
- Enrollment and Identified students should be up-to-date for April 1 in eScholar. It is important that SFAs have an idea that the data will be accurate on April 1<sup>st</sup>. The CEP Manager is now open, so you can begin reviewing the data for your schools. However, it is important to remember that data will need to be refreshed after April 1<sup>st</sup> prior to submission.
- SFAs are responsible for ensuring that all schools are listed as well as the accuracy of the total enrollment and Identified Students Percentage (ISP).



See eScholar conducted [DirectMatch training for End Users](#) for an overview of the DirectMatch system.

All Identified Students must be reported in eScholar DirectMatch to automatically feed into the new CEP Manager system.

Enrollment and Identified students should be up-to-date for April 1 in eScholar. It is important that SFAs have an idea that the data will be accurate on April 1. CEP Manager will be open later this week to begin reviewing data. However, it is important to remember that data will need to be refreshed after April 1<sup>st</sup> prior to submission.

SFAs are responsible for ensuring that all schools are listed as well as the accuracy of the total enrollment and Identified Students Percentage (ISP).

For eScholar CEP Manager to accurately determine identified students, local CNP Staff and Data Managers must work together!

## eScholar CEP To Do Checklist

For CEP Manager to be successful, CNP staff and data managers must work together to ensure all enrolled children and identified students are up to date.

- Public and Non-Public districts must re-submit current students to PersonID for ID assignment and [claim the Master record by April 1](#).
  - DirectMatch uses the Master records in PersonID to match against SNAP, TANF, Medicaid Free Lunch, Medicaid Reduced Lunch
- Enrollment data in the CEP Manager for non-public districts comes from PersonID.
- Enrollment data in the CEP Manager for public districts comes from EdLink.



For CEP Manager to be successful, CNP staff and data managers must work together to ensure all enrolled children and identified students are up to date.

Public and Non-Public districts must re-submit current students to PersonID for ID assignment and claim the Master record by April 1.

DirectMatch uses the Master records in PersonID to match against SNAP, TANF, Medicaid Free Lunch, Medicaid Reduced Lunch

Enrollment data in the CEP Manager for non-public districts comes from PersonID.

Enrollment data in the CEP Manager for public districts comes from EdLink.

## Population Data Form

- All SFAs (even those not applying for CEP), with the exception of traditional RCCIs, must submit the population data form in eScholar
- All population data will automatically be pulled from the eScholar system. SFAs will only have to confirm the data is correct and that all operating school sites are included.



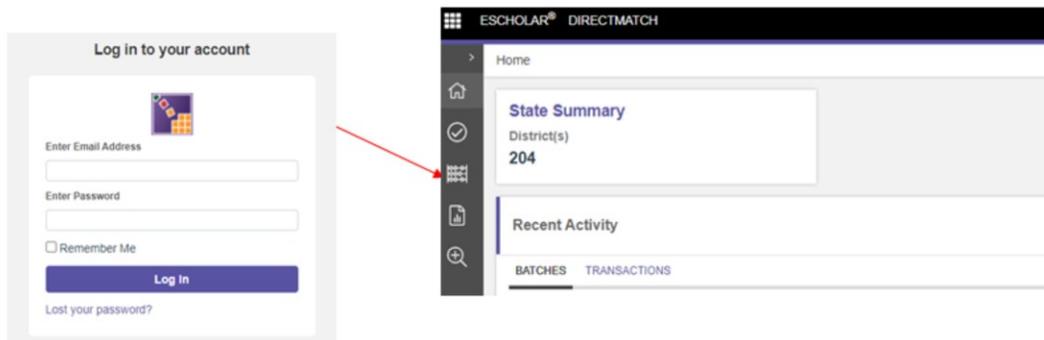
All SFAs (even those not applying for CEP), with the exception of traditional RCCIs, must submit the population data form in eScholar to the state agency at the site level no later than April 15th each year.

All population data will automatically be pulled from the eScholar system. SFAs will only have to confirm the data is correct and that all operating school sites are included.

# eScholar Login

When logging into the eScholar, users should access the login URL <https://secureid.ldoe.la.gov/> and enter login information.

After logging into eScholar, you must go to the CEP Manager section:



When logging into the eScholar, users should access the login URL linked on this screen and enter your login information. After logging into escholar, you will need to go to the CEP Manager section.

# CEP Manager

The CEP Manager Icon is the abacus on the navigation panel.

The icon will only appear if the user has rights to the CEP manager functions within Security Manager.

CEP Manager allows the user to view, update and certify the Population data.



Batch Info	Match Type
12274 DISTRICT_SEARCH_009_20210526_114519 DM Person ID	SNAP
12272 DISTRICT_SEARCH_002_20210526_070225 DM Person ID	SNAP
12270 DM Person ID (State)	TANF
12269 DM Person ID (State)	Foster
12268 DISTRICT_SEARCH_003_20210525_112257 DM Person ID	Medicaid



The CEP Manager Icon is the abacus on the navigation panel.

The icon will only appear if the user has rights to the CEP manager functions within Security Manager.

CEP Manager allows the user to view, update and certify the Population data.

# CEP Manager

The CEP Manager Instructions are on the bottom of the CEP Manager Page.

## Instructions

ELECTION POPULATION

1. The SFA must verify all fields and CEP data must be as of the date specified by the State.
2. To ensure up-to-date count of identified students, you should conduct one or more matches on Match Options page and resolve near matches as needed.
3. Once all data is verified, you must certify the information by checking the box next to the certification statement.
4. After certifying population data, you must click the "Submit" button.
5. Once the population data has been submitted and accept, you are ready to start CEP elections in Elections tab.
6. If you need to adjust your elections for schools, groupings, or district wide, please click on "Recalculate" and go to Recalculate Worksheet.
7. After adjusting your elections on Recalculate Worksheet, go back to Elections tab.
8. After certifying elections data, you must click the "Submit" button.



The CEP Manager Instructions can be found on the bottom of the CEP Manager Page.

# Refreshing Your SY 2025-2026 Population Data

Louisiana SecureID  
User Acceptance Testing

The screenshot shows the 'CEP MANAGER' interface. At the top, there are navigation tabs: 'POPULATION', 'ELECTIONS - RECALCULATE', and 'ELECTIONS - SUBMISSION'. Below these, there are summary cards for 'Total Identified (Current Year)', 'Total Enrolled (Current Year)', and 'ISP % (Current Year)'. To the right, there are two red boxes indicating due dates: 'Due 04/15 Population Status' and 'Due 06/30 Election Status'. A dropdown menu shows 'Acadia Parish SFA'. Below the summary cards, there is a 'Location Summary' table with columns for 'School/Site Code Code', 'School/Site Code Name', 'Identified/Enrolled', 'ISP %', 'Accepted Status', and 'Actions'. A warning icon and message are displayed at the bottom of the table area: 'Click the Refresh button to get the most current data.'



When CEP Manager initially loads your data will not be visible. You will need to select the refresh arrow

# Review for Any Discrepancies

POPULATION ELECTIONS

Group: Population Testing Group

6 Total Identified

28 Total Enrolled

21.43 ↓ District ISP

Due 04/15 Population Status

Due 06/30 Election Status

2017-18 2018-19 2019-20 2020-21 2021-22

Check List

Note Here

Location Summary

School Code	Location Name	Identified/Enrolled	ISP %	Approval Status	Actions
34570	CEP Testing School	3/10	30.00	Pending	🔍 ✓ >>
5372	CEP Testing School - NE	0/0	0.00	Pending	🔍 ✓ >>
3298	CEP Testing School 1	25	40.00	Pending	🔍 ✓ >>
955773	CEP Testing School 2	0/9	0.00	Pending	🔍 ✓ >>
75909	CEP Testing School 3	1/4	25.00	Pending	🔍 ✓ >>

I certify the information entered for all schools in this application is correct and, if participating, will be used for CEP population data if applicable.

Submit & Certify Population



The population tab data displays the total identified, total enrolled, district trend, population status and election status due dates. The locations and the pending data are listed below the summary information. Click to see the data for the individual school. CEP Testing School-NE has no identified students and no enrolled students: 0/0. Please contact Anantha and I if you have any 0/0 sites, let us know if the site has closed. Review all schools listed, please contact us if there is a site missing or an additional site that is not in your SFA.

**POPULATION ELECTIONS**

Group: Population Testing Group

6 Total Identified

28 Total Enrolled

21.43 ↓ District ISP

Due 04/15 Population Status

Due 06/30 Election Status

2017-18 2018-19 2019-20 2020-21 **2021-22**

**Location Summary**

Click Here

School Code	Location Name	Identified/Enrolled	ISP %	Approval Status	Action
34570	CEP Testing School	3/10	30.00	Pending	🔄 ✓ >>
5372	CEP Testing School - NE	0/0	0.00	Pending	🔄 ✓ >>
3298	CEP Testing School 1	2/5	40.00	Pending	🔄 ✓ >>
9555773	CEP Testing School 2	0/9	0.00	Pending	🔄 ✓ >>
75909	CEP Testing School 3	1/4	25.00	Pending	🔄 ✓ >>

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Previous 1 Next

I certify the information entered for all schools in this application is correct and, if participating, will be used for CEP population data if applicable. **Submit & Certify Population**



The locations and the pending data are listed below the summary information. Click to see the data for the individual school. In this case, we selected school code 34570.

Population Details [Click Here](#) <<

**CEP Testing School (34570)** 3 / 10  
Identified/Enrolled 30.00  
ISP Pending  
Approval Status

Programs						
Even Start	DC Extended	Foster	Homeless	Migrant	TANF	SNAP
0	0	0	0	0	0	3

Identified Students									
School Code	Student ID	Even Start	DC Extended	Foster	Homeless	Migrant	TANF	SNAP	Count
34570	1000000078							▲	1
34570	1000042725							▲	1
34570	1000060611							▲	1

*Legend*

<b>Eligibility Indicator</b> <span style="color: green;">■</span> Eligible (ISP ≥ 25%) <span style="color: yellow;">■</span> Near Eligible (15% ≤ ISP < 25%) <span style="color: red;">■</span> Not Eligible (ISP < 15%)	<b>Trend Indicator</b> <span style="color: green;">↑</span> Current Year ISP Goes Up <span style="color: red;">↓</span> Current Year ISP Goes Down	<b>Match Type Indicator</b> <span style="color: green;">▲</span> Manual Match <span style="color: green;">●</span> System Match
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On this page the user can view the students by program and the Student ID number. The green triangle indicates a manual match, and a green circle indicates a system match. The user will verify the data on this page for each program and each school. Click to return to the previous page.

Please note, the Eligibility Indicator color system 25% or greater for Eligible is green, 15-25% Near Eligible is yellow, and <15% Not Eligible is red.

# Do not Submit Until After April 1

POPULATION ELECTIONS

Group: Population Testing Group

6 Total Identified

28 Total Enrolled

21.43 ↓ District ISP

Due 04/15 Population Status

Due 06/30 Election Status

2017 2018 2019 2020 2021

### Location Summary

School Code	Location Name	Identified/Enrolled	ISP %	Approval Status	Actions
34570	CEP Testing School	3/10	30.00	Pending	🔄 ✓ >>
5372	CEP Testing School - NE	0/0	0.00	Pending	🔄 ✓ >>
3298	CEP Testing School 1	2/5	40.00	Pending	🔄 ✓ >>
75529	CEP Testing School 2	0/9	0.00	Pending	🔄 ✓ >>
	CEP Testing School 3	1/4	25.00	Pending	🔄 ✓ >>

I certify the information entered for all schools in this application is correct and, if participating, will be used for CEP population data if applicable.

Submit & Certify Population

Check Here

Click Here

Once the data has been reviewed, the user must submit and certify the population data. Check the box next to the certification statement and click the Submit and Certify Population button.



Once the data has been reviewed, the user must submit and certify the population data. Please note that last year Medicaid Free and Reduced Files were not available until April 12. To maximize your identified students you may want to wait until All March files are uploaded.

Check the box next to the certification statement and click the Submit and Certify Population button.

POPULATION ELECTIONS

Group: Population Testing Group

6 Total Identified

28 Total Enrolled

21.43 ↓ District ISP

Due 04/15 Population Status

Due 06/30 Election Status

2017-18 2018-19 2019-20 2020-21 **2021-22**

Location Summary

School Code	Location Name	Identified/Enrolled	ISP %	Approval Status	Actions
34570	CEP Testing School	3/10	30.00	Submitted	>>
5372	CEP Testing School - NE	0/0	0.00	Submitted	>>
3296	CEP Testing School 1	2/5	40.00	Submitted	>>
9555773	CEP Testing School 2	0/9	0.00	Submitted	>>
75909	CEP Testing School 3	1/4	25.00	Submitted	>>

I certify the information entered for all schools in this application is correct and, if participating, will be used for CEP population data if applicable.

Submit & Certify Population

Once the data has been submitted, the state must accept the data submission.



Once the data has been submitted, the state must accept the data submission.

POPULATION ELECTIONS

Group: Population Testing Group

6 Total Identified

28 Total Enrolled

21.43 ↓ District ISP

**Accepted**  
population status

Due 06/30  
Election Status

2017-18 2018-19 2019-20 2020-21 **2021-22**

Location Summary

School Code	Location Name	Identified/Enrolled	ISP %	Approval Status	Actions
34570	CEP Testing School	3/10	30.00	Accepted	🔄 ✓ >>
5372	CEP Testing School - NE	0/0	0.00	Accepted	🔄 ✓ >>
3298	CEP Testing School 1	2/5	40.00	Accepted	🔄 ✓ >>
9555773	CEP Testing School 2	0/9	0.00	Accepted	🔄 ✓ >>
75909	CEP Testing School 3	1/4	25.00	Accepted	🔄 ✓ >>

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Once the state has accepted the submission, the district will see the accepted status indicator.



After April 15 and the state has accepted the submission, the district will see the approved status indicator.

# CEP Election Considerations



## CEP Election Requirements

- CEP Elections begin on June 1, 2026
- All CEP Elections must be made by June 30th annually
- All CEP Elections will be completed by June 30th



The requirements for CEP Elections are as follows:

- CEP Elections begin on June 1, 2026
- Each year, All CEP Elections must be made by June 30th
- All CEP Elections will be completed by June 30th

## When to Establish a New Year One

Anytime there is a change in student population that impacts the identified students or the enrollment, the school or group of schools participating in CEP must recalculate the ISP.

Refer to [Community Eligibility Provision: Guidance and Updated Q&As](#) for more information



The CEP reimbursement rate corresponds with the poverty level of the households served by participating schools. Changes to a student population could indicate a change in the poverty level of the households served by the school, and may require an ISP to be recalculated within a 4-year cycle, depending on the extent of the change and the entity involved. Refer to Community Eligibility Provision Guidance and Updated Questions and Answers for more information.

## New Schools and CEP

Newly opened schools, and/or schools new to NSLP/SBP should contact the State Agency to discuss if they are able to participate in CEP.

**Please note, the deadline for election is the same**



Newly opened schools, and/or schools new to NSLP/SBP, will not have direct certification data from April 1 of the prior year, and instead may use direct certification data from a later month to establish CEP eligibility. If the number of identified students and total enrollment are available before the counting and claiming of meals begins and the new school meets the eligibility requirements (either individually or as part of a group), then the LEA may elect CEP. New schools can elect CEP only if the number of identified students and enrollment are available because the ISP is the basis for claims for reimbursement. Please note, the deadline for election is June 30 for all schools.

## Opting Out of CEP

SFAs/schools may elect to stop CEP at any time by:

- Notifying LDOE of the decision
- Notifying households of the decision and allowing ample time for submission of free and reduced applications

***SFAs must offer all students reimbursable, free meals for a period of at least 30 operating days following the date of restoration of standard procedures or until a new eligibility determination is made, whichever comes first***



SFAs/schools may elect to stop CEP at any time by:

1. Notifying LDOE of the decision
2. Notifying households of the decision and allowing ample time for submission of free and reduced applications

**SFAs must offer all students reimbursable, free meals for a period of at least 30 operating days following the date of restoration of standard procedures or until a new eligibility determination is made, whichever comes first**

If an SFA elects to no longer apply the CEP in their system (or at targeted sites within the system), the SFA must notify the state agency that they wish to not apply CEP in the following SY no later than June 30<sup>th</sup> of the current year.

SFAs may not discontinue CEP once that SY has begun.

## End of CEP Cycle (Grace Year)

- At the end of the CEP four-year cycle, school districts must re-establish their identified student percentage (ISP) to continue operating community eligibility.
- Those that no longer meet the 25 percent-eligibility threshold, but have an ISP of at least 15 percent, can continue to operate community eligibility for an additional year, called the “grace year.”
- The percentage of meals reimbursed at the free rate during the grace year is based on the new lower ISP.

Non-Federal funds must be used if the total amount of Federal reimbursement through CEP does not fully cover the cost of serving all students meals at no charge.



What if the SFA does not have an identified student percentage of 25% or higher in year 4 of the current cycle?

In this situation, the SFA **may** be eligible to stay on the option for an additional year (grace period). In order to be eligible for this grace year, the identified student percentage in year 4 of the last cycle must be between 15% and 25%.

Therefore if a system cluster in year 4 has an ISP of 19%, they could continue a grace year at 30.4% free claiming and 69.6% paid claiming.

Note: Non-Federal funds are necessary if the total amount of Federal reimbursement through CEP does not fully cover the cost of serving all students meals at no charge.

## Recordkeeping Requirements

SFAs must, at a minimum, as part of the Administrative Review records, maintain the following ISP data for LEAs and schools participating in CEP:

- A list of all of the identified students, with their ISP classification used to determine the ISP from all schools participating in CEP from each district
- Documentation for the total enrollment at all CEP schools
- The sample list of students that the State agency used to verify the initial ISP, as well as all records from the year any updates are made to the ISP
- The ISP worksheet the LEAs used to calculate the ISP(s) and submitted to State agencies with appropriate documentation.

In addition, this documentation must be retained for three years after submission of the final claim for reimbursement under that claiming percentage



CEP schools are subject to the same basic reporting and recordkeeping requirements as schools conducting normal counting and claiming or operating under other special Provisions.

The State agency does assess the accuracy of an LEA's ISP(s). In Louisiana as part of the Administrative Review, the SA will locate 10 percent, or a statistically valid sample, of identified student names on appropriate source documentation. Therefore, the SFA must, at a minimum, as part of the Administrative Review records, maintain the following ISP data for LEAs and schools participating in CEP:

- A list of all of the identified students, with their ISP classification used to determine the ISP from all schools participating in CEP from each district;
- Documentation for the total enrollment at all CEP schools;
- The sample list of students that the State agency used to verify the initial ISP; and all records from the year any updates are made to the ISP
- The ISP worksheet the LEAs used to calculate the ISP(s) and submitted to State agencies with appropriate documentation.

In addition, this documentation must be retained for three years after submission of the final claim for reimbursement under that claiming percentage

- Must retain records used in the development of the ISP during the entire period CEP is in effect
  - Records for the initial approval year and all records from the year any updates are made to the ISP

# Summary



Now we will discuss the Notification Requirements

# Notification Requirements

All State agency and LEA notification requirements are met by completion of the Population Data and CEP Worksheet in the CEP Manager Portal of eScholar

- **SFA Role:**

- By April 15, SFAs must provide school level CEP eligibility to State Agency. (Population Data)
  - Notifications must include:
    - Have an ISP of at least 25 percent (eligible for CEP);
    - Have an ISP greater than or equal to 15 percent but less than 25 percent (near eligible for CEP);
    - Are currently participating in CEP; and
    - Are currently in the fourth year of CEP participation with an ISP greater than or equal to 15 percent but less than 25 percent (eligible for grace year).
- By June 30, SFAs must notify their state agency of their intent to elect CEP (CEP Elections)
  - Submit documentation showing the counts of identified and enrolled students (for schools electing CEP) as of April 1, 2026.



All State agency and LEA notification requirements are met by completion of the Population Data and CEP Worksheet in the CEP Manager Portal of eScholar DirectMatch. *All Local education agencies are required to provide this information regardless of intent to participate.*

No later than April 15th of each school year, SFAs must submit to the State Agency the school level eligibility (Population Data) which includes school that:

- Have an ISP of at least 25 percent (eligible for CEP);
- Have an ISP greater than or equal to 15 percent but less than 25 percent (near eligible for CEP);
- Are currently participating in CEP; and
- Are currently in the fourth year of CEP participation with an ISP greater than or equal to 15 percent but less than 25 percent (eligible for grace year).

By June 30, 2026, LEAs that intend to elect CEP for SY 2026-27 must:

- Notify their state agency of their intent to elect CEP; and
- Submit documentation showing the counts of identified and enrolled students (for schools electing CEP) as of April 1, 2026.

Similarly, by April 15 of each school year, state agencies are required to notify LEAs of district-wide eligibility and, by May 1, publish lists of LEAs and schools that are eligible and nearly eligible for CEP participation on their websites.

## Final thoughts: CEP Population

- **Before April 1:**
  - CEP Manager will be open by March 13 for SFAs
    - Refresh the data to view
    - Reach out about any discrepancies in site list
    - Reach out about any 0/0 sites
  - Any data population data submitted before April 1 will be returned to SFA
- **After April 1:**
  - LDOE will accept Population data submissions start April 1st
  - DC files for March will be uploaded as soon as they are received, wait until all files are uploaded to insure every possible identified student is included.

For more questions and concerns, please contact:  
[childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov) & [mary.moses@la.gov](mailto:mary.moses@la.gov)



# Community Eligibility Provision

Overview, EScholar, and Direct Match prep for Population Data



March 10, 2026

Today's training will focus on CEP Overview and Population.