

# Community Eligibility Provision: Submitting the CEP Elections



May 12, 2026

Good Afternoon,

Today's training topic is on Community Eligibility Provision: Submitting the CEP Elections

# Agenda

- Current Guidance and Background Information
- CEP Notification Requirements
- Elections
- Submitting CEP Elections in eScholar
- Other CEP Considerations



Today's training will cover:

- Current Guidance and Background Information
- CEP Notification Requirements
- Elections
- Submitting CEP Elections
- Other CEP Considerations

## Current USDA Guidance

- [Community Eligibility Provision: Planning and Implementation Guidance - Updated](#)
- [Community Eligibility Provision: Guidance and Updated Q&As](#)
- [Community Eligibility Provision: Implementing the New Minimum Identified Student Percentage](#)
- [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 was updated last year.

- ❖ [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.

## 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?

It is a program established by the Healthy, Hunger-Free Kids Act that allows students to receive free meals under the SBP and NSLP. While the program operates on a 4-year cycle, schools may opt-in or opt-out each year. As an alternative to household applications for free and reduced-priced meals, CEP schools cannot process meal applications.

## 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 1 of the SY prior to participation)
5. Residential Child Care Institutions (RCCIs) are not eligible



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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. Your data point must be as of April 1st of the SY prior to participation. (e.g April 1· 2025 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: Summary

- Students in the same household with directly certified students (SNAP/TANF) can be counted as identified students
- Not able to use information from free and reduced applications to identify students
- Identified student percentage of 62.5 percent or greater, 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



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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
- SFA 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

Reminder there is a new 25% threshold as of 2024.

## Determining School Eligibility: Calculation



**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:**  
 $62.6\% \times 1.6 = 100.16\%$   
*(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, 62.6% multiplied by the CEP multiplier of 1.6 equals a claiming percentage of 100.16%, 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.

# Notification Requirements



Now we will discuss the Notification Requirements

# CEP Election Requirements

- CEP Elections open today on May 12, 2026
- All CEP Elections must be made by June 30 annually
- All CEP Elections will be completed in the eScholar CEP Manager



The requirements for CEP Elections are as follows:

- CEP Elections begin today
- Each year, All CEP Elections must be made by June 30th
- All CEP Elections will be completed in the eScholar CEP Manager

## 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 through the eScholar CEP Manager.



On this slide, you will find a listing of the CEP Deadline Dates. The Population Data was due in eScholar CEP Manager by April 15<sup>th</sup>. It is important to note that all SFAs must make final elections regarding CEP participation for the 2026-2027 school year through the eScholar CEP Manager by June 30<sup>th</sup>.

# CEP Elections



## What are CEP Elections?

- Electing into CEP is choosing to participate in the Community Eligibility Provision program for the upcoming school year
- School food authorities decide whether schools will participate individually, as part of a cluster, or district-wide.
- Schools may be grouped in any way, as long as the group as a whole has an ISP of 25 percent or higher.
- The ISP for a group of schools is calculated as follows:
  - The sum of the identified students for the entire group of schools divided by the sum of the total student enrollment for the entire group of schools (this is done by the CEP Manager)
  - Districts can group schools in order to maximize federal reimbursements



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Schools may be grouped in any way, as long as the group as a whole has an ISP of 25 percent or higher.

The ISP for a group of schools is calculated as follows:

- The sum of the identified students for the entire group of schools divided by the sum of the total student enrollment for the entire group of schools (this is done by the CEP Manager)
- Districts can group schools in order to maximize federal reimbursements

## What is a Base Year?

- The base year is the FIRST year of the 4-year CEP cycle. If the SFA elects a new base year, the new base year will be the upcoming school year.
- For example, a Base year of 2025 means SY 24-25 was the first year of the 4-year cycle, whereas a base year of 2027 means SY 26-27 will be the first year of the 4-year cycle.



The base year is the FIRST year of the 4-year CEP cycle. If the SFA re-established, the base year will be the upcoming school year.

For example, a base year of 2025 means SY 24-25 was the first year of the 4-year cycle, whereas a base year of 2027 means SY 26-27 will be the first year of the 4-year cycle.

Once you have chosen your base year (the CEP four-year cycle). At the end of the fourth year, schools must redetermine their eligibility and funding formula based on approved data sources. However, schools can choose to recalculate and “lock in” their funding rate each year if it increases or is at the 100% free claiming threshold year to year. Alternatively, they can keep the same funding rate throughout the four-year cycle.

<b>BASE Year (Elected)</b>	<b>Date Base Year Population Data Reported</b>	<b>First Year (1)</b>	<b>Second Year (2)</b>	<b>Third Year (3)</b>	<b>Fourth Year (4)</b>
<b>2023</b>	April 1, 2022	SY2023 (2022-2023)	SY2024 (2023-2024)	SY2025 (2024-2025)	SY2026 (2025-2026)
<b>2024</b>	April 1, 2023	SY2024 (2023-2024)	SY2025 (2024-2025)	SY2026 (2025-2026)	SY2027 (2026-2027)
<b>2025</b>	April 1, 2024	SY2025 (2024-2025)	SY2026 (2025-2026)	SY2027 (2026-2027)	SY2028 (2027-2028)
<b>2026</b>	April 1, 2025	SY2026 (2025-2026)	SY2027 (2026-2027)	SY2028 (2027-2028)	SY2029 (2028-2029)
<b>2027</b>	April 1, 2026	SY2027 (2026-2027)	SY2028 (2027-2028)	SY2029 (2028-2029)	SY2030 (2029-2030)

## Base Years Chart

This chart demonstrates population data you elected to use in Community Eligibility Provisions your base year.

## When is Establishing a New Base Year Required?

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.

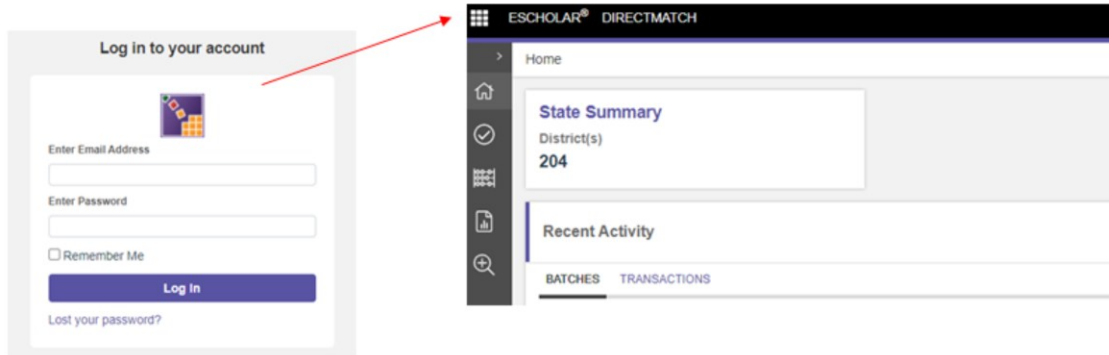
Refer to Community Eligibility Provision Guidance and Updated Questions and Answers for more information.

# CEP Elections in eScholar



# eScholar Login

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



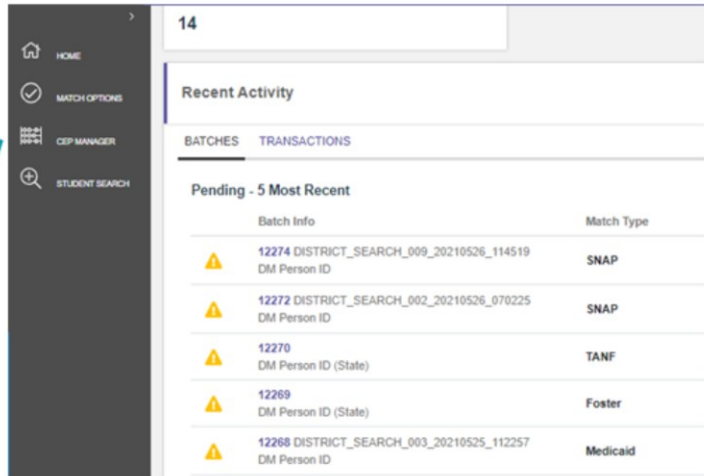
When logging into eScholar, users should access the login URL linked on this screen and enter your login information.

# 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 and Election data.



The screenshot shows a user interface for CEP Manager. On the left is a dark navigation panel with icons for HOME, MATCH OPTIONS, CEP MANAGER (highlighted with a red arrow), and STUDENT SEARCH. The main content area has a header with the number '14' and a 'Recent Activity' section. Below this are tabs for 'BATCHES' and 'TRANSACTIONS'. A table titled 'Pending - 5 Most Recent' lists transactions with columns for 'Batch Info' and 'Match Type'. Each row includes a yellow warning icon, a transaction ID, a description, and a match type.

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 and Election data.

# Accessing CEP Elections

The screenshot shows the 'CEP MANAGER' interface. At the top, there are tabs for 'POPULATION', 'ELECTIONS - RECALCULATE', and 'ELECTIONS - RECALCULATE'. A callout bubble points to the 'ELECTIONS - RECALCULATE' tab with the text 'Click Here'. Below the tabs, there is a 'Group' dropdown menu set to 'Population Testing Group'. To the right, there are several status indicators: '28 Total Enrolled', '21.43 District ISP', 'Approved Population Status', and 'Reopen Election Status'. Below these indicators, there is a year selection menu with options for 2021-22, 2022-23, 2023-24, 2024-25, and 2025-26. The main content area is titled 'Location Summary' and contains a table with the following data:

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

Once the state has approved the Population submission, the district will see the approved status indicator for population. Now let's click the Elections - Recalculate tab. The elections tab is available today May 12th.



Once the state has approved the Population submission, the district will see the approved status indicator for population. Now let's click the Elections - Recalculate tab. The elections tab is available as of the time of this training: 1 pm on May 12th.

# Load Election Data

**CEP MANAGER**

POPULATION | **ELECTIONS - RECALCULATE** | ELECTIONS - SUBMISSION | LEA LIST

Group: [Dropdown]

Total Identified (Current Year) | Total Enrolled (Current Year) | **Click Here** | **Due 06/30** Election Status

**Calculate Worksheet**  
 CEP Calculate Worksheet  
 This worksheet defines the values that will be submitted on the Election Submission tab. Please ensure you update the Participation Decision column in the Sites section and update the Base Year Decision in the Elections Participation Summary section below before clicking the Save Elections Calculations button. **Load Election Data**

**Sites (Step 1 for Elections)** District Wide

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

**BASE YEAR POPULATION DATA**

Displays the Elections data from the Base Year. If "Continue" is selected below, these numbers will be used.

**CURRENT YEAR POPULATION DATA**

Displays the Elections data from the current year Population Data. If "Create New" is selected below, the current year Population numbers will be used.


**Load Election Data**

School/Site Code Code	Location Name	Current Base Year	Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled	ISP %	Prior Year Participation	Participation Decision

**Cluster Group Summary**

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision.

⚠️  
No Cluster participation available.



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The first time you open the Elections-Recalculate page, you will need to select Load Election Data in order for the data to populate the sites section.

# Review Election Data

POPULATION **ELECTIONS - RECALCULATE** ELECTIONS - SUBMISSION

Group:  
Test Sites SFA

**1032**  
Total Identified  
(Current Year)

**1952**  
Total Enrolled  
(Current Year)

**52.87 ↓**  
ISP %  
(Current Year)

**Accepted**  
Population Status

**Due 06/30**  
Election Status



## Calculate Worksheet

CEP Calculate Worksheet

This worksheet defines the values that will be submitted on the Election Submission tab. Please ensure you update the Participation Decision column in the Sites section and update the Base Year Decision in the Elections Participation Summary section below before clicking the Save Elections Calculations button.

### Sites (Step 1 for Elections)

District Wide

### Cluster Group Summary

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

#### BASE YEAR POPULATION DATA

Displays the Elections data from the Base Year. If "Continue" is selected below, these numbers will be used.

#### CURRENT YEAR POPULATION DATA

Displays the Elections data from the current year Population Data. If "Create New" is selected below, the current year Population numbers will be used.

School/Site Code Code	Location Name	Current Base Year	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision
			Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled	ISP %		
000001	Test Site Elementary School	2025 (1)	280	326	85.89	254	314	80.89 ↓	District Wide	Individual Participati...
000002	Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide	Individual Participati...
000003	Test Site Middle School	2025 (1)	118	149	79.19	108	150	72.00 ↓	District Wide	Individual Participati...
000004	Second Test High School	2025 (1)	258	717	35.98	251	700	35.86 ↓	District Wide	Individual Participati...
000005	Third Test High School	2025 (1)	333	613	54.32	282	586	48.12 ↓	District Wide	Individual Participati...

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision

District Wide  
# of Sites: 5  
Base Year: 2025  
Base Year ISP%: 56.62%  
Current Year ISP%: 52.87%

Base Year Decision Options:  
 Continue Base Year  
 New Base Year



After you load the Election Data, please review that all of your sites successfully loaded under Location Name. If you have a larger number of sites you may need to "Load More". This page contains data pre-populated from last year's election submission "Base Year Population Data" and the Current Year Population Data from the April 1, 2026 POPULATION tab. Current Base Year is the first year of your up to 4 year CEP Cycle, the number in parentheses (1) is the number of years you have operated under this base year.

The participation decision column will default to the prior year participation decision.

# CEP Manager Elections Summary

- ELECTIONS - RECALCULATE (Calculate Worksheet)
  - Sites (Step 1 for Elections)
    - You must select a Participation Decision for each site or select District Wide
  - Elections Participation Summary (Step 2 for Elections)
    - You must select a Base Year Decision for District Wide, each Individually Participating site, or Cluster
- ELECTIONS - SUBMISSION Tab
  - (Step 3 for Elections)
    - You must review and verify the elections data before submitting
    - After Submit and Certifying the Election Status will change to Submitted



**Sites (Step 1 for Elections):** This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

**Elections Participation Summary (Step 2 for Elections):** This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Sites panel above. The data displayed in the table will be dependent on your selection in the Base Year Decision column. You must select a Base Year Decision for each site.

**Election Submission Results (Step 3 for Elections):** The Elections data below is based upon the selections in the Elections – Recalculate worksheet. These numbers should be reviewed and verified before submitting the data. We will walk through this for three different scenarios.

# Example 1: District Wide CEP Election



# District Wide: How to Select District Wide

POPULATION ELECTIONS - RECALCULATE ELECTIONS - SUBMISSION

Group: **Test Sites SFA**

**1032**  
Total Identified (Current Year)

**1952**  
Total Enrolled (Current Year)

**52.87 ↓**  
ISP % (Current Year)

**Accepted**  
Population Status

**Due 06/30**  
Election Status

**Calculate Worksheet**  
CEP Calculate Worksheet

This worksheet defines the values that will be submitted on the Election Submission tab. You must select a Participation Decision in the Sites section and update the Base Year Decision in the Elections Participation Summary section below before clicking the Save Elections Calculate Worksheet button.

**Sites (Step 1 for Elections)** District Wide

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

School Site Code Code	Location Name	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision
		Current Base Year	Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled		
000001	Test Site Elementary School	2025 (1)	280	326	85.89	254	314	80.89 ↓	District Wide
000002	Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide
000003	Test Site Middle School	2025 (1)	118	149	79.19	108	150	72.00 ↓	District Wide
000004	Second Test High School	2025 (1)	258	717	35.98	251	700	35.86 ↓	District Wide
000005	Third Test High School	2025 (1)	333	613	54.32	282	586	48.12 ↓	District Wide


**Cluster Group Summary**

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision

**District Wide**

- # of Sites: 5
- Base Year: 2025
- Base Year ISP%: 56.62%
- Current Year ISP%: 52.87%

Base Year Decision Options:  
 Continue Base Year  
 New Base Year



If the ISP % Current Year is high enough (>25%), the District Wide button will be available to select.

**District Wide Button:** This selects all eligible sites to participate into one cluster of sites. If you are electing CEP for all CEP eligible sites, you can check the District Wide button and all sites will be clustered together!

This recalculate page allows the user to indicate if they are going to go district wide and they would not have to do any site-by-site setup. If the SFA ISP is greater than 25%, the District Wide button will be available to select. This sponsor was District Wide (DW) in the previous school year so it is automatically selected.

# District Wide: How to Select Base Year

Sites (Step 1 for Elections)

District Wide

Cluster Group Summary

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

School/Site Code Code	Location Name	Current Base Year	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision
			Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled	ISP %		
000001	Test Site Elementary School	2025 (1)	280	326	85.89	254	314	80.80 ↓	District Wide	Individual Participation
000002	Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide	Individual Participation
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000006	Third Test High School	2025 (1)	333	613	54.32	282	586	48.12 ↓	District Wide	Individual Participation

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision

District Wide

# of Sites	5
Base Year	2025
Base Year ISP%	56.62%
Current Year ISP%	52.87%

Base Year Decision Options:  
 Continue Base Year  
 New Base Year

Elections Participation Summary (Step 2 for Elections)

This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Sites panel above. You must select a Base Year Decision for each site.

School/Site Code Code	Location Name	Total Sites	CURRENT/BASE YEAR			Base Year Decision	DECISION DATA			Status	Quick Tips
			Current Base Year	Base Year ISP%	Current Year ISP%		Base Year	Total Identified	Total Enrolled		
--	District Wide	5	2025 (1)	56.62	52.87	Select decision	--	--	--	Not Selected	

Click Here

- Select decision
- Continue with Existing Base Year
- Create a New Base Year

Next Step (Step 3 Election Submission)



In the top right, under Cluster Group Summary it shows District Wide: # of Sites, Base Year, Base Year ISP%, and Current Year ISP%. This same information loads under Elections Participation Summary "Current/Base Year Data". Because the sponsor participated in CEP as District Wide in the current school year and has been running off base year data for less than 4 years. Base Year Decision has two options: *Continue with Existing Base Year* and *Create a New Base Year*. The following slide shows what populates under decision data when each option is selected.

Elections Participation Summary (Step 2 for Elections)

This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Sites panel above. The data displayed in the table will be dependent on your selection in the Base Year Decision column. You must select a Base Year Decision for each site.

School/Site Code Code	Location Name	Total Sites	CURRENT BASE YEAR DATA			DECISION DATA					Status	Quick Tips
			Current Base Year	Base Year ISP%	Current Year ISP%	Base Year Decision	Base Year	Total Identified	Total Enrolled	ISP %		
-	District Wide	5	2025 (1)	56.62	52.87	Continue with Existing Base Year	2025	1137	2008	56.62	Continue Base Year	The Base Year will be continued and will NOT be updated. The Base Year data will be used, including the related ISP %.

[Next Step \(Step 3 Election Submission\)](#)

## District Wide: Election Participation: Two

Elections Participation Summary (Step 2 for Elections)

This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Sites panel above. The data displayed in the table will be dependent on your selection in the Base Year Decision column. You must select a Base Year Decision for each site.

School/Site Code Code	Location Name	Total Sites	CURRENT BASE YEAR DATA			DECISION DATA					Status	Quick Tips
			Current Base Year	Base Year ISP%	Current Year ISP%	Base Year Decision	Base Year	Total Identified	Total Enrolled	ISP %		
-	District Wide	5	2025 (1)	56.62	52.87	Create a New Base Year	2026	1032	1052	52.87	New Base Year	The Base Year will be UPDATED to the current year + 1 year and current year data will be used, including the current year ISP %.

[Next Step \(Step 3 Election Submission\)](#)



If you select *Continue with Existing Base Year*, the Decision Data populates with 2025 your previous base year (population data from April 1, 2024).

If you select *Create a New Base Year*, the Decision Data populates with 2027 base year data (population data from April 1, 2026).

Reminder, if your current SY ISP has increased from your ISP of the prior year or you are above 62.5%, you want to consider re-establishing (selecting Create a New Base Year).



## Example 2: CEP Not District Wide

Clusters, Individual Participation, and Not Participating



# CEP Not DW: Participation Decision

Sites (Step 1 for Elections)

District Wide

Cluster Group Summary

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

School/Site Code	Location Name	Current Base Year	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision
			Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled	ISP %		
000001	Test Site Elementary School	2025 (1)	280	326	85.89	254	314	80.89 ↓	District Wide	Cluster 1
000002	Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide	Cluster 1
000003	Test Site Middle School	2025 (1)	118	149	79.19	108	150	72.00 ↓	District Wide	Cluster 1
000004	Second Test High School	2025 (1)	258	717	35.90	251	700	35.80 ↓	District Wide	Not Participating
000006	Third Test High School	2025 (1)	333	613	54.32	282	586	48.12 ↓	District Wide	Cluster 1

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision

Cluster 1  
 # of Sites 4  
 Base Year --  
 Base Year ISP% --  
 Current Year ISP% 62.38%  
 Base Year Decision Options:  
 >> New Base Year

When choosing clusters, choose Cluster 1 first, followed by Cluster 2, 3 and 4 sequentially. Do not skip a cluster number in the sequence.

Elections Participation Summary (Step 2 for Elections)

This section displays all sites identified as participating (Individual Participation) in the Base Year Decision column. You must select a Base Year Decision for each site.

School/Site Code	Location Name	Total Sites	CURRENT/BASE YEAR DATA			DECISION DATA				Status	Quick Tips
			Current Base Year	Base Year ISP%	Current Year ISP%	Base Year Decision	Base Year	Total Identified	Total Enrolled		
--	Cluster 1	4	--	--	62.38	Select decision	--	--	--	--	Not Selected

Next Step (Step 3 Election Submission)



The district can also set up the site-by-site participation and the clusters can be assigned on this page. When choosing clusters, choose Cluster 1 first, followed by Cluster 2, 3 and 4 sequentially. Do not skip a cluster number in the sequence. The Cluster's ISP% will automatically populate under Cluster Group Summary and Elections Participation Summary. On the next slide you will see the cluster change when you change a site individual participation.

# CEP Not DW: Individual and Not Participating

Election Decision has been changed.

### Sites (Step 1 for Elections)

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

School Site Location Name Code Code	Current Base Year	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision
		Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled	ISP %		
000001 Test Site Elementary School	2025 (1)	280	328	85.99	294	314	80.89 ↓	District Wide	Cluster 1
000002 Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide	Cluster 1
000003 Test Site Middle School	2025 (1)	118	149	79.19	108	150	72.00 ↓	District Wide	Cluster 1
000004 Second Test High School	2025 (1)	258	717	35.98	251	700	35.89 ↓	District Wide	Not Participating
000005 Third Test High School	2025 (1)	333	613	54.32	282	588	48.12 ↓	District Wide	Individual Participation

**Cluster Group Summary**

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision

Cluster 1  
 # of Sites: 3  
 Base Year: --  
 Base Year (ISP%): --  
 Current Year (ISP%): 74.92%

Base Year Decision Options:  
 1) New Base Year

**Elections Participation Summary (Step 2 for Elections)**


This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Base Year Decision column. You must select a Base Year Decision for each site.

School Site Code Code	Location Name	Total Sites	CURRENT BASE YEAR DATA			DECISION DATA					Status	Quick Tips
			Current Base Year	Base Year ISP%	Current Year ISP%	Base Year Decision	Base Year	Total Identified	Total Enrolled	ISP %		
--	Cluster 1	3	--	--	74.92	Select decision	--	--	--	--	Not Selected	
000005	Third Test High School	1	2025 (1)	54.32	48.12	Select decision	--	--	--	--	Not Selected	

Next Step (Step 3 Election Submissions)

**Not Participating indicates that the site will not participate in CEP, will charge, and will collect Free and Reduced Price Meal Applications.**

**Individual Participation only applies to schools operating CEP by themselves at their individual ISP.**



Individual Participation only applies to schools operating CEP by themselves at their individual ISP. Not Participating sites will not operate under CEP and must collect free and reduced price meal applications.

Not Participating sites will not be listed under Election Participation Summary as they are not participating.

# CEP Not DW: How Clusters Show in Summary

✓ Election Decision has been changed.

### Sites (Step 1 for Elections)

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

School/Site Code Code	Location Name	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision	
		Current Base Year	Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled			ISP %
000001	Test Site Elementary School	2025 (1)	290	326	85.89	254	314	80.89 ↓	District Wide	Cluster 1
000002	Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide	Cluster 1
000003	Test Site Middle School	2025 (1)	118	149	79.19	108	150	72.00 ↓	District Wide	Cluster 1
000004	Second Test High School	2025 (1)	266	717	35.98	251	700	35.88 ↓	District Wide	Not Participating
000005	Third Test High School	2025 (1)	333	813	54.32	282	588	50.00 ↓	District Wide	Individual Participation

### Cluster Group Summary

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision

Cluster 1

- # of Sites: 3
- Base Year: --
- Base Year ISP%: --
- Current Year ISP%: 74.92%
- Base Year Decision Options:
  - ↳ New Base Year

### Elections Participation Summary (Step 2 for Elections)

This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Sites panel. The data displayed in the table will be dependent on your selection in the Base Year Decision column. You must select a Base Year Decision for each site.

School/Site Code Code	Location Name	CURRENT BASE YEAR DATA				DECISION DATA					Status	Quick Tips
		Total Sites	Current Base Year	Base Year ISP%	Current Year ISP%	Base Year Decision	Base Year	Total Identified	Total Enrolled	ISP %		
--	Cluster 1	3	--	--	74.92	Select decision	--	--	--	--	Not Selected	
000005	Third Test High School	1	2025 (1)	54.32	48.12	Select decision	--	--	--	--	Not Selected	

Next Step (Step 3 Election Submission)



Notice that by changing one site that was in the cluster to Individual Participation, the Cluster 1 now reflects a total of three sites. The Cluster Group Summary and Elections Participation Summary will automatically update each time you make a change under Participation Decision.

# CEP Not DW: Selecting a Base Year

**Sites (Step 1 for Elections)** District Wide

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

School/Site Code Code	Location Name	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision
		Current Base Year	Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled		
000001	Test Site Elementary School	2025 (1)	200	326	85.89	254	314	80.89 ↓	District Wide
000002	Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide
000003	Test Site Middle School	2025 (1)	118	149	79.19	108	150	72.00 ↓	District Wide
000004	Second Test High School	2025 (1)	258	717	35.96	251	700	35.86 ↓	District Wide
000006	Third Test High School	2025 (1)	333	613	54.32	282	566	48.12 ↓	District Wide

**Cluster Group Summary**

Refer to the Elections Participation Summary (Step 2 for Elections) below to select the Base Year Decision

Cluster 1  
 # of Sites: 3  
 Base Year: --  
 Base Year ISP%: --  
 Current Year ISP%: 74.92%  
 Base Year Decision Options:  
 [+ New Base Year

**Elections Participation Summary (Step 2 for Elections)**


This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Sites. The data displayed will be dependent on your selection in the Base Year Decision column. You must select a Base Year Decision for each site.

School/Site Code Code	Location Name	Total Sites	CURRENT YEAR POPULATION DATA			Base Year Decision	DECISION DATA				Status	Quick Tip
			Current Base Year	Base Year ISP%	Current Year ISP%		Base Year	Total Identified	Total Enrolled	ISP %		
--	Cluster 1	3	--	--	74.92	Create a New Base Year	2025	499	666	74.92	New Base Year	The Base Year will be UPDATED to the current year + 1 year and the current year data will be used, including the current year ISP %.
025010	Weston High School	1	2025 (1)	54.32	48.12	Select decision					Not Selected	

Click Here to Select Base Year Decision

Once Base Years Selected Click Next Step

Next Step (Step 3 Election Submission)



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Because the sponsor has selected a new cluster and a site for individual participation, the only option that populates is Create a New Base Year. Note that the non-participating site does not appear under Elections Participation Summary because it is not participating.

# CEP Not DW: Reviewing Election Submission

CEP MANAGER

POPULATION ELECTIONS - RECALCULATE ELECTIONS - SUBMISSION

Group: Test Sites SFA

1032  
Total Identified  
(Current Year)

1952  
Total Enrolled  
(Current Year)

52.87 ↓  
ISP %  
(Current Year)

Accepted  
Population Status

Due 06/30  
Election Status

2021-22 2022-23 2023-24 2024-25 2025-26

## Election Submission Results (Step 3 for Elections)

Click to Drill Into the Details

The Elections data below is based upon the selections in the Elections - Recalculate worksheet. These numbers should be reviewed and verified before submitting the data.

School/Site Code	Location Name	Base Year	Total Sites	Total Identified	Total Enrolled	ISP %	Calculated ISP %	Participation Previous   New	Election Status	Decision	Actions
--	Cluster 1	2026	3	499	666	74.92	100.00	No   Yes	Pending	New Base Year	▶▶
000004	Second Test High School	--	1	--	--	--	--	Yes   No	Pending	Not Participating	
000006	Third Test High School	2026	1	282	506	48.12 ↓	76.99	Yes   Yes	Pending	New Base Year	

1 - 3 of 3 Record(s)

Previous 1 Next

0 Continue Base Year Count    2 Create New Base Year Count    0 Grace Year Count    1 Not Participating Count    1 Individual Participation Count    1 Cluster Count

I certify the information entered for all schools in this application is correct and, if participating, will be used for CEP election data if applicable. [Submit & Certify Elections](#)

The user can view the details for the Elections Submissions. Click the double arrow to drill into the details for Cluster 1.

# CEP Not DW: Reviewing Cluster

POPULATION ELECTIONS - RECALCULATE ELECTIONS - SUBMISSION

Group:  **1032** Total Identified (Current Year) **1952** Total Enrolled (Current Year) **52.87 ↓** ISP % (Current Year) **Accepted** Population Status **Due 06/30** Election Status

2024-25

Election Details [Click Here](#) <<


**Cluster 1** **2026** Base Year **3** Total Sites **499/666** Identified/Enrolled **74.92** ISP % **100.00** Calculated ISP % **No | Yes** Participation Previous | New **Pending** Election Status

Sites

School Code	Location Name	Total Identified	Total Enrolled	ISP %
000001	Test Site Elementary School	254	314	80.89
000002	Test Site High School	137	202	67.82
000003	Test Site Middle School	108	150	72.00

Programs

Even Start K12	DC Extended K12 Student	DC Extended Non-Public Student	DSNAP K12 Student	DSNAP Non-Public Student	Foster K12 Student	Foster Non-Public Student	Homeless K12	Migrant K12	Medicaid Free Lunch K12 Student	Medicaid Free Lunch Non-Public Student	TANF K12 Student	TANF Non-Public Student	SNAP K12 Student	SNAP Non-Public Student	Head Start K12
0	0	0	0	0	0	0	20	0	289	0	13	0	424	0	1



This page shows you the school locations included in the cluster, total identified, total enrolled, and ISP % for each site. It also breaks down which programs the identified students were matched under. Click the double arrow on the top right to return back to the elections submission page for step 3.

# CEP Not DW: How to Submit Elections

**CEP MANAGER**

POPULATION ELECTIONS - RECALCULATE ELECTIONS - SUBMISSION

Group: **Test Sites SFA**

**1032**  
Total Identified  
(Current Year)

**1952**  
Total Enrolled  
(Current Year)

**52.87 ↓**  
ISP %  
(Current Year)

**Accepted**  
Population Status

**Due 06/30**  
Election Status

2021-22 2022-23 2023-24 2024-25 **2025-26**

**Election Submission Results (Step 3 for Elections)**

The Elections data below is based upon the selections in the Elections - Recalculate worksheet. These numbers should be reviewed and verified before submitting the data.

School/Site Code	Location Name	Base Year	Total Sites	Total Identified	Total Enrolled	ISP %	Calculated ISP %	Participation Previous   New	Election Status	Decision	Actions
--	<b>Cluster 1</b>	2026	3	499	666	74.92	100.00	No   Yes	● Pending	<b>New Base Year</b>	>>
000004	Second Test High School	--	1	--	--	--	--	Yes   No	● Pending	Not Participating	
000006	Third Test High School	2026	1	282	586	48.12 ↓	76.99	Yes   Yes	● Pending	<b>New Base Year</b>	

1 - 3 of 3 Record(s)

Previous **1** Next

**0** Continue Base Year Count

**2** Create New Election Year Count

**1** Cluster Count

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

**Submit & Certify Elections**

1. Once CEP determinations are made for each site, you MUST certify the information is correct by checking the box next to the certification statement

2. After checking the certification box, you can SUBMIT

MENT OF EDU 38

1. Once CEP determinations are made for each site and you have confirmed this is how you want to elect to participate in CEP for the upcoming school year, you MUST certify the information is correct by checking the box next to the certification statement.

2. After checking the certification box, you can Submit & Certify Elections.

# Example 3: Elect Not Participating in CEP



POPULATION ELECTIONS-RECALCULATE ELECTIONS-SUBMISSION

Group: **Test Sites SFA** | 1032 Total Identified (Current Year) | 1952 Total Enrolled (Current Year) | 52.87 % (Current Year) | Accepted Population Status | Due 06/30 Election Status

**Calculate Worksheet**  
 CEP Calculators Worksheet  
 This worksheet defines the values that will be submitted on the Election Submission tab. Please ensure you update the Participation Decision column in the Sites section and update the Base Year Decision in the Elections Participation Summary section below before clicking the Save Elections Calculations button.

**Sites (Step 1 for Elections)** District Wide

This section displays all sites associated to the Group selected above per CEP provisions. The data displayed includes Base Year Population Data and Current Year Population Data. You must select a Participation Decision for each site. All Sites set to a Cluster or Individual Participation selection will be added to the Elections Participation Summary Panel below, where additional actions are required for all participating sites.

School/Site Code Code	Location Name	BASE YEAR POPULATION DATA			CURRENT YEAR POPULATION DATA			Prior Year Participation	Participation Decision	
		Current Base Year	Total Identified	Total Enrolled	ISP %	Total Identified	Total Enrolled			ISP %
000001	Test Site Elementary School	2025 (1)	250	326	85.99	254	314	80.89 ↓	District Wide	Not Participating
000002	Test Site High School	2025 (1)	148	203	72.91	137	202	67.82 ↓	District Wide	Not Participating
000003	Test Site Middle School	2025 (1)	118	149	79.19	108	150	72.00 ↓	District Wide	Not Participating
000004	Second Test High School	2025 (1)	256	717	35.86	251	700	35.86 ↓	District Wide	Not Participating
000005	Third Test High School	2025 (1)	333	613	54.32	282	586	48.12 ↓	District Wide	Not Participating

**Elections Participation Summary (Step 2 for Elections)**

This section displays all sites identified as participating (Individual Participation or in a Cluster) in the Sites panel above. The data displayed in the table will be dependent on your selection in the Base Year Decision column. You must select a Base Year Decision for each site.

School/Site Code Code	Location Name	Total Sites	CURRENT BASE YEAR DATA			ELECTION DATA		
			Current Base Year	Base Year 100%	Current Year 100%	Base Year Decision	Base Year	Total Identified
No Elections participation available.								

**Not Participating:**  
 Recalculate Page

Not Participating indicates that the site will not participate in CEP, will charge, and will collect Free and Reduced Price Meal Applications.

You have no Elections for Participation to select if all site's Participation Decision is "Not Participating". Move on to Elections-Submission tab

Next step (Step 2 Election Submission)

LOUISIANA DEPARTMENT OF EDUCATION

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This is an example where the School Food Authority has decided that none of their sites will participate in Community Eligibility Provision. All sites are marked as "Not Participating". Not Participating indicates that the site will not participate in CEP, will charge, and will collect Free and Reduced Price Meal Applications. You have no Elections for Participation to select if all site's Participation Decision is "Not Participating".

Move on to Elections-Submission tab by selecting it at the top of the page.

# CEP Not Participating: How to Submit Election

POPULATION ELECTIONS - RECALCULATE **ELECTIONS - SUBMISSION**

Group: **Test Sites SFA**

**1032** Total Identified (Current Year)    **1952** Total Enrolled (Current Year)    **52.87 ↓** ISP % (Current Year)    **Accepted** Population Status    **Due 06/30** Election Status

2020-21    2021-22    2022-23    2023-24    **2024-25**

### Election Submission Results (Step 3 for Elections)

The Elections data below is based upon the selections in the Elections – Recalculate worksheet. These numbers should be reviewed and verified before submitting the data.

School Site Code C Code	Location Name	Base Year	Total Sites	Total Identified	Total Enrolled	ISP %	Calculated ISP %	Participation Previous   New	Election Status	Decision	Actions
000001	Test Site Elementary School	--	1	--	--	--	--	Yes   No	Pending	Not Participating	<input type="radio"/> Not Participating
000002	Test Site High School	--	1	--	--	--	--	Yes   No	Pending	Not Participating	<input type="radio"/> Not Participating
000003	Test Site Middle School	--	1	--	--	--	--	Yes   No	Pending	Not Participating	<input type="radio"/> Not Participating
000004	Second Test High School	--	1	--	--	--	--	Yes   No	Pending	Not Participating	<input type="radio"/> Not Participating
000005	Third Test High School	--	1	--	--	--	--	Yes   No	Pending	Not Participating	<input type="radio"/> Not Participating


1 - 5 of 5 Record(s)    Previous **1** Next

**Click Here First**

0 Continue Base Year Count    1 Create New Base Year Count    0 Grace Year Count    5 Not Participating Count

**Click Here Second**

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



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1. Once CEP determinations are made for each site, you MUST certify the information is correct by checking the box next to the certification statement.
2. After checking the box, you can Submit & Certify Elections.

# CEP Not Participating: Review Election Submission

✓ Election data has been submitted successfully

POPULATION ELECTIONS - RECALCULATE **ELECTIONS - SUBMISSION**

Group:  1032 Total Identified (Current Year) 1952 Total Enrolled (Current Year) 52.87 ↓ ISP % (Current Year) Accepted Population Status Submitted Election Status

2021-22 2022-23 2023-24 2024-25 **2025-26**

**Election Submission Results (Step 3 for Elections)**

The Elections data below is based upon the selections in the Elections - Recalculate worksheet. These numbers should be reviewed and verified before submitting the data.

School Site Code Code	Location Name	Base Year	Total Sites	Total Identified	Total Enrolled	ISP %	Calculated ISP %	Participation Previous   New	Election Status	Decision	Actions
000001	Test Site Elementary School	--	1	--	--	--	--	Yes   No	Submitted	<input type="radio"/> Not Participating	
000002	Test Site High School	--	1	--	--	--	--	Yes   No	Submitted	<input type="radio"/> Not Participating	
000003	Test Site Middle School	--	1	--	--	--	--	Yes   No	Submitted	<input type="radio"/> Not Participating	
000004	Second Test High School	--	1	--	--	--	--	Yes   No	Submitted	<input type="radio"/> Not Participating	
000006	Third Test High School	--	1	--	--	--	--	Yes   No	Submitted	<input type="radio"/> Not Participating	

1 - 5 of 5 Record(s) Previous **1** Next

0 Continue Base Year Count | 1 Create New Base Year Count | 0 Grace Year Count | 5 Not Participating Count | 0 Individual Participation Count | 0 Cluster Count

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

After you Submit and Certify the Election Status Box will change to Submitted

After you Submit and Certify the checkbox and Submit & Certify button will gray - out



After you Submit & Certify, the election status box will change to Submitted and the Submit & Certify checkbox will be grayed out.

# CEP Manager Elections Summarized

- ELECTIONS-RECALCULATE (Calculate Worksheet)
  - Sites (Step 1 for Elections)
    - You must select a Participation Decision for each site or select District Wide
  - Elections Participation Summary (Step 2 for Elections)
    - You must select a Base Year Decision for District Wide, each Individually Participating site, or Cluster
- ELECTIONS - SUBMISSION Tab
  - (Step 3 for Elections)
    - You must review and verify the elections data before submitting
    - After Submit and Certifying the Election Status will change to Submitted



ELECTIONS-RECALCULATE (Calculate Worksheet)

Sites (Step 1 for Elections)

You must select a Participation Decision for each site or select District Wide

Elections Participation Summary (Step 2 for Elections)

You must select a Base Year Decision for District Wide, each Individually Participating site, or Cluster

ELECTIONS - SUBMISSION Tab

(Step 3 for Elections)

You must review and verify the elections data before submitting

After Submit and Certifying the Election Status will change to Submitted

# Other CEP Considerations



Now let's talk about other CEP Considerations.

## 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. These are handled on a case by case basis.

***Please note, the deadline for election is June 30th for all schools.***



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. These are handled on a case by case basis.

**Please note, the deadline for elections is June 30 for all schools.**

## Opting Out of CEP

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***



Opting out of CEP: 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.**

## 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.



### End of CEP Cycle (Grace Year)

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.

## Carry Over and Transfer of Eligibility

- Carry Over Eligibility: First 30 operating days (or until a new eligibility can be determined) when transitioning from a CEP school to a non-CEP school between school years or transferring between a CEP school to a non-CEP school
- Transfer of Eligibility:

Within an SFA	Between SFAs
Non-CEP to CEP <ul style="list-style-type: none"> <li>• Receives free meals</li> </ul>	Non-CEP to CEP <ul style="list-style-type: none"> <li>• Receives free meals</li> </ul>
CEP to Non-CEP <ul style="list-style-type: none"> <li>• <b>Must</b> provide free meals for up to 10 <b>operating</b> days or until a new eligibility determination is made</li> </ul>	CEP to Non-CEP <ul style="list-style-type: none"> <li>• <b>Must</b> provide free meals for 10 <b>operating</b> days or until a new eligibility determination is made</li> </ul>



FNS encourages State agencies to implement the discretionary carryover provision to ensure that children moving from CEP to non-CEP schools continue to have access to school meals and do not experience a gap in school meal access at the beginning of the school year. Allowing LEAs to provide carryover eligibility for students transitioning from CEP schools aims to limit disruptions in providing meal benefits to low-income students and minimize the burden on the affected LEAs. Meals served to students during the carryover period are claimed at the Federal free rate.

Carryover refers to a child's eligibility from the previous school year being carried over into the current or new school year. According to 7 CFR 245.6(c)(2), an individual student's eligibility from the previous school year (which is defined as prior to July 1) carries over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first. The 30 operating days begins on the first operating day of school. Operating days are the days on which reimbursable meals are provided by a school or another program sponsor. Carryover applies to eligibility established through a household application or through direct certification. Meals served during the carryover period are claimed at the appropriate rate, depending on the individual child's eligibility status from the previous school year. Carryover allows students to continue receiving school meal benefits while families complete and submit, and schools process, applications. The carryover period is not intended to delay processing of applications. Instead, schools must process applications as they are received and promptly notify households of their eligibility status. Within 10 days of receiving the application, the LEA must make a determination and notify the household of its eligibility status [7 CFR 245.6(c)(6)]. While not required to issue a notification about the carryover period, school officials are encouraged to clarify for families that the carryover will end after 30 operating days. School officials should inform affected families that they must submit a new application for meal benefits to re-establish their child's eligibility before the end of the

carryover period.

If a student transfers within an SFA, from a Non-CEP school to another Non-CEP school, the free or reduced eligibility must transfer with the student from the previous school.

If a student transfers from a Non-CEP school to a CEP school within an SFA, the student will automatically receive free meals.

If a student transfers from a CEP school to a Non-CEP school within an SFA, the SFA Must provide free meals for up to 10 operating days or until a new eligibility determination is made.

If a student transfers to a New SFA from a Non-CEP school to another non-CEP school, the free and reduced price eligibility MAY transfer from one SFA to another.

If a student transfers from a Non-CEP school to a CEP school in a new SFA, the student will receive free meals at the new school.

If a student moves from a CEP school into a Non-CEP school in a different SFA, the school MUST provide free meals for 10 operating days or until a new eligibility determination is made.

## Meal Charge Policy

- If all schools in an SFA operate a non-pricing provision (CEP), the SFA is not required to develop a meal charge policy, as no children will be charged for meals.
- If any school/schools in an SFA operate standard counting and claiming, the SFA must develop a meal charge policy.



### What about a meal charge policy?

- ❖ If all schools in an SFA operate a non-pricing provision (CEP), the SFA is not required to develop a meal charge policy, as no children will be charged for meals.
- ❖ If any school/schools in an SFA operate standard counting and claiming, the SFA must develop a meal charge policy.
- ❖ *Reference Memo SFS 17-49 ([SP 23-2017](#))*

## Verification

- CEP schools will not complete the verification process, but will complete the verification summary form (FNS-742), due in January annually.



CEP schools will not complete the verification process, but will complete the verification summary form.

## Income Surveys

- Alternative procedure to determine economic status of individual students since CEP schools are **not allowed to collect free and reduced lunch applications**.
- School systems without meal applications may not be capturing kids that are economically disadvantaged based on income eligibility for free or reduced meals.
- School systems can implement an income eligibility survey to collect student's family income data with the goal of accurately identifying these students for economically disadvantaged.
- Income surveys are not school meal applications and the costs associated with collecting household income information in CEP schools may not be charged to the nonprofit school food service account.

**Students identified as economic disadvantaged on income surveys are not considered identified students for CEP.**



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Note: Alternate household income surveys are not school meal applications and the costs associated with collecting household income information in CEP schools may not be charged to the nonprofit school food service account.

Students identified as economic disadvantaged on income surveys are not considered identified students for CEP.

## Recordkeeping Requirements

- 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
- 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 and
- 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

## In Summary...

- All CEP Elections must be completed in eScholar CEP Manager
  - <https://secureid.ldoe.la.gov/uid/login>
- CEP Elections will begin today May 12, 2026
- **ALL** CEP Elections must be made by **June 30, 2026**



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## Questions?

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