



Community Eligibility Provision (CEP) Site/Building, Group and District/Sponsor Listing Instructions

Sponsors may implement Community Eligibility Provision (CEP) a four-year provision by individual school site, group(s) or district/sponsor. See the following instructions for each method of participation:

PARTICIPATION BY SCHOOL SITE/BUILDING

Use the individual school sites form to list each site in the district that will participate in CEP. Each site selected to participate in CEP will have its own claiming percentages when participating by site. Another option is for some schools to claim as individual sites and some schools claim as a group to increase claiming percentages. To use both individual sites and groups, assign a different group number to each site.

PARTICIPATION BY GROUP(S) OR SPONSOR

Use the group number column to list sites to be grouped. Label the groups as Group 1, Group 2, etc., with a blank row between each group. When participating by group(s), there must be a minimum of two school sites per group. There is no maximum number of sites per group. A sponsor could group all sites together. However, each site can only be in one group. Each group has a claiming percentage that is used for all sites in that group. To use some individual sites and some groups, assign a different group number to each site.

Please complete the CEP eligibility worksheet and the CEP agreement. Documents must be uploaded to the Checklist Summary section of the 2024-2025 School Meal Program Application Packet in the Claims Reimbursement and Reporting System (CRRS).

Ohio Department of Education and Workforce
Office of Nutrition
25 S. Front Street, Mail Stop 303
Columbus, Ohio 43215-4183

Office of Nutrition

Community Eligibility Provision Agreement

PROGRAM YEARS 2024-2025 THROUGH 2027-2028

Community Eligibility Provision (CEP) provides schools that participate in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) for the 2024-2025 school year with an alternative method to count and claim student meals in high poverty local educational agencies (LEA). LEAs that elect to participate in CEP agree to serve all students free lunches and breakfasts for four successive school years. **Schools that opt to participate in CEP must submit the CEP agreement and CEP site listing for all schools to the Ohio Department of Education and Workforce (DEW), Office of Nutrition (OON) by June 30, 2024.** If a school that currently participates in CEP wishes to opt out for the next school year, the school must notify ODE no later than June 30 of the school year that they wish to withdraw from CEP. If a district adds new sites or changes the CEP implementation, the district/ sponsor must notify ODE of changes by June 30 of the same school year. If the cost of serving breakfasts and lunches is not covered by federal assistance received, the difference must be paid from the district's non-federal sources. Identified student data must be reflective of a date between July 1- April 1 of the school year prior to CEP implementation.

Complete and submit the following documents to the Ohio Department of Education and Workforce to participate in CEP:

- 1) CEP agreement (on the next page of this document)
- 2) The CEP eligibility worksheet located on our website at www.education.ohio.gov or [CRRS \(download forms\)](#)

Documents must be uploaded to the Checklist Summary section of the 2024-2025 School Meal Program Application Packet in the Claims Reimbursement and Reporting System (CRRS).

For more information about the CEP or other child nutrition programs, contact the Office of Nutrition at 614-466-2945 or 1-800-808-6325.

Office of Nutrition Provision Agreement
Program Years 2024-2025 through 2027-2028

IRN: _____ Local Educational Agency: _____

This agreement is between the Ohio Department of Education and Workforce (DEW) and _____, and covers the period of four years starting:

Name of Local Educational Agency

July 1, 2024, through June 30, 2028. The Local Educational Agency (LEA) School(s) may stop participating in the Community Eligibility Provision (CEP) during the four-year cycle by notifying the state agency no later than June 30th of the school year prior to when they want to return to traditional counting and claiming procedures.

The undersigned has the authority to enter into this agreement to participate in the Community Eligibility Provision as authorized by Section 11(a)(1) of the Richard B. Russell National School Lunch Act.

- A. It is mutually agreed between DEW and the LEA that:
1. The LEA agrees to serve all children in the participating school(s) free breakfasts and free lunches for four successive school years.
 2. The LEA must have a percentage of enrolled students who were identified students as of April 1 of the year prior to participating in CEP that is greater than or equal to 25%.
 3. This also includes students for whom direct certification eligibility was extended and who were directly verified.
 4. This also includes eligibility for students who were directly verified.
 5. The LEA agrees to pay, from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received, including Federal cash reimbursements.
 6. The LEA agrees not to collect free and reduced price meal applications that will be used for meal price determination from households in participating schools in subsequent years during the period of participation in CEP.
 7. The LEA agrees to maintain a total count of breakfasts and lunches served at the point of service daily by building.
 8. The LEA agrees to abide by all requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)).

B. General Conditions

1. This agreement is non-transferable.
2. Neither DEW nor the LEA has an obligation to renew this agreement.

Print Name: _____ Date: _____
District Superintendent (Public Schools) or Administrator (Non-Public School)

Signature: _____ Date: _____
District Superintendent (Public Schools) or Administrator (Non-Public School)