

# Louisiana Believes

**Community Eligibility Provision (CEP)  
School Year 2020-21  
Final Confirmation and Claiming**

# PRESENTATION GOALS

- Notification requirements
- SFA Reporting: Population Data, CEP Worksheet and Final Confirmation
- CEP FAQs
- CEP Claiming

# CEP and COVID-19

- Community eligibility is a powerful tool for schools to provide breakfast and lunch at no charge to all students.
- As COVID-19 impacts the country, driving up unemployment rates, more students than ever will need access to free school meals.
- The economic crisis related to COVID-19 will make more school districts and schools eligible to implement community eligibility for the 2020-2021 school year.



# NOTIFICATION REQUIREMENTS

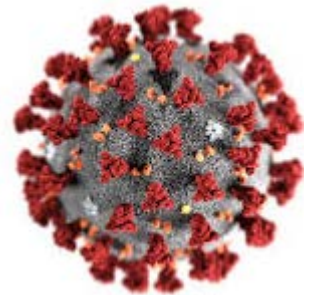


# NOTIFICATION REQUIREMENTS (COVID-19)

CEP Requirement	Annual Deadline	Waiver Deadline
Data Used to Calculate ISP	April 1	Anytime between April 1-June 30, 2020
LEA Notification	April 15	June 15, 2020
State Agency Notification	April 15	June 15, 2020
State Agency Publication	May 1	June 30, 2020
Elect CEP for Following SY	June 30	August 31, 2020

## **SFS 20-108**

[Nationwide Waiver of Community Eligibility Provision Deadlines in the National School Lunch and School Breakfast Programs](#)



# CEP DATA REPORTING PROCESS

- **STEP 1:** ~~Submit Population Data (Due by June 15, 2020)~~
- **STEP 2:** ~~Submit CEP Worksheet (Due by June 15, 2020)~~
- **STEP 3:** **Confirm CEP Elections (DUE BY AUGUST 31, 2020)**

# POPULATION DATA AND INITIAL CEP REPORTING

- ❖ All SFAs (even those not applying for CEP), with the exception of traditional RCCIs, were required to submit Identified Student numbers and enrollment data by site
- ❖ Due to the state agency by **June 15, 2020**
- ❖ Online form developed to report site-level data
- ❖ Access CNP Website (<http://cnp.doe.louisiana.gov>)

# PUBLICATION REQUIREMENTS

- ❖ By June 30, 2020, the State Agency published eligibility lists on the State Agency website
- ❖ The link was also sent to USDA FNS





# SFA REPORTING

# FINAL CONFIRMATION OF CEP DATA

- Final confirmation of CEP elections for SY 2020-2021 is due by ***August 31, 2020.***
- This is available for completion through the CNP website now.
- The SFA MUST confirm CEP elections for SY 20-21.
- **If this step is not completed, the SFA will NOT be able to elect or re-establish CEP for SY 20-21.**

# WHERE TO FIND THE WORKSHEET



## CNP

Child Nutrition Programs  
Office of Student Programs  
Division of Nutrition Support

### Louisiana Department of Education

**Our Vision:** To create a world-class education system for all students in Louisiana

**Our Mission:** Improve academic performance for all students, eliminate achievement gaps and prepare students to be effective citizens in a global market

- ▶ To Do List
- ▶ Reports
- ▶ Agreements
- ▶ Authorized Contacts
- ▶ Forms
- ▶ Claims
- ▶ Seamless Waiver
- ▶ Verification Summary
- ▶ Equipment Grants
- ▶ Grant Administration
- ▶ Program Administration
- ▶ Site Health Inspection
- ▶ CEP Participation
- ▶ Site Search
- ▶ Sponsor List
- ▶ Log Out

Once logged in to the CNP website under the green School Food Service tab, click CEP Participation

<https://cnp.doe.louisiana.gov/>

# THE 2021 FORM

Home

CEP Elections (2021)

## 2021 CEP Elections

Program Year	Revision	Status	Effective Dates	Submitted / Accepted Date	Action
2021	0	S	07-01-2020 - 07-01-2021	06-11-2020	Not Viewable

To access the 2020-21  
Final confirmation page,  
click  
“CEP Elections (2021)”

## CEP Participation

Program Year	Revision	Status	Effective Dates	Submitted Date	Approved Date
2020 - 21	0	S	07-01-2020 - 07-01-2021	06-11-2020	<a href="#">12-31-9999</a>

CEP Participation  
for SY 2020-21  
can be viewed on  
the home tab

## Population Data

Program Year	Revision	Status	Effective Dates	Submitted Date	
2021	0	S	07-01-2020 - 07-01-2021	06-11-2020	<a href="#">View</a>

Click here to see  
the worksheet

# FINAL CONFIRMATION

Sponsor:   
Program Year: 2021  
Submitted Date: N/A

Base year will indicate if you re-established for SY 20-21 (2021) OR if you are choosing prior year CEP elections.

School/Site Name	Identified Student Percentage	Calculated Identified Student Percentage	Base Year	Total IDed	Total Enrolled	Participation in CEP
	81.98%(66.58%)	100.00%(100.00%)	2021	282	344	(Yes)Cluster 1
	63.79%(66.58%)	100.00%(100.00%)	2021	384	602	(Yes)Cluster 1
	82.38%(66.58%)	100.00%(100.00%)	2021	318	386	(Yes)Cluster 1
	57.04%(66.58%)	91.26%(100.00%)	2021	381	668	(Yes)Cluster 1
	80.30%(66.58%)	100.00%(100.00%)	2021	477	594	(Yes)Cluster 1
	66.46%(66.58%)	100.00%(100.00%)	2021	420	632	(Yes)Cluster 1
	63.96%(66.58%)	100.00%(100.00%)	2021	346	541	(Yes)Cluster 1
	64.46%(66.58%)	100.00%(100.00%)	2021	370	574	(Yes)Cluster 1
	80.61%(66.58%)	100.00%(100.00%)	2021	212	263	(Yes)Cluster 1
	36.90%(66.58%)	59.05%(100.00%)	2021	155	420	(Yes)Cluster 1

This form reflects the Sponsor's intentions to participate in Eligibility for Community Eligibility Provision Program(CEP) for the corresponding program year noted above and also serves as notification of SFAs and school sites eligible (ISP of at least 40% ) or near eligible to participate (ISP greater than or equal to 30% but less than 40% ) for participation in the Community Eligibility Provision (CEP) as explained in USDA memo SP 24-2015 .

\* If any of the data entered on the Review tab is **NOT CORRECT**, Do Not certify or submit the data. \*

\* Please correct the data and/or CEP elections \*

☐ I certify the information populated in this form is correct.

Submit

**IF** all data and participation elections selected on the Review form are correct, you **MUST** certify and submit the information by checking the box next to the certification statement and clicking submit.



# WHAT IF THE INFORMATION IS NOT CORRECT?

If the Total IDed, Total Enrolled or CEP Participation are not correct, **DO NOT** certify and submit this form yet!

Sponsor: [REDACTED]  
Program Year: 2021  
Submitted Date: N/A

School/Site Name	Identified Student Percentage	Calculated Identified Student Percentage	Base Year	Total IDed	Total Enrolled	Participation in CEP
[REDACTED]	81.98%(66.58%)	100.00%(100.00%)	2021	282	344	(Yes)Cluster 1
[REDACTED]	63.79%(66.58%)	100.00%(100.00%)	2021	384	602	(Yes)Cluster 1
[REDACTED]	82.38%(66.58%)	100.00%(100.00%)	2021	318	386	(Yes)Cluster 1
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\* If any of the data entered on the Review tab is **NOT CORRECT**, Do Not certify or submit the data. \*

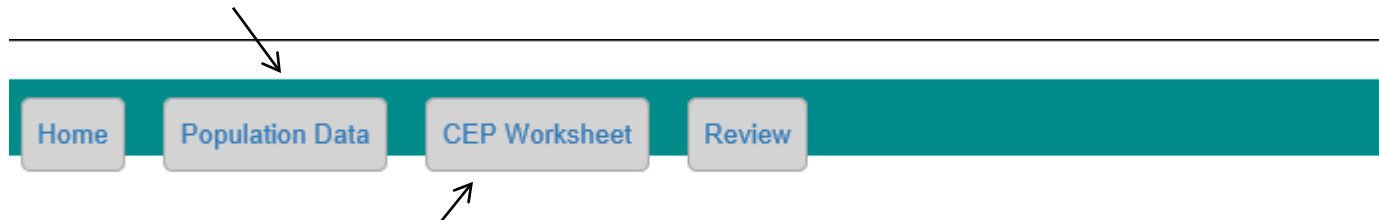
\* Please correct the data and/or CEP elections \*

☐ I certify the information populated in this form is correct.

Submit

# CORRECTING THE POPULATION DATA AND CEP WORKSHEET

- If the population data is incorrect, please return to the Population Data Form (Step 1) and make necessary changes.
- You must also re-submit the CEP worksheet if changes are made to the population data before submitting the final confirmation.

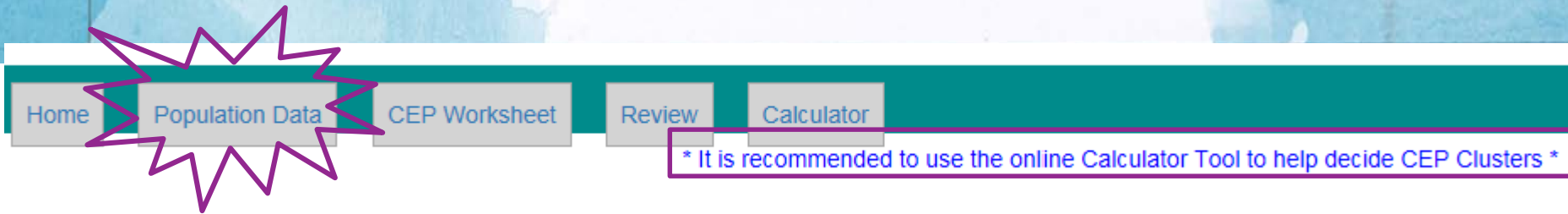


- If participation elections are NOT correct on the Review form, please return to the CEP Worksheet (Step 2) and make any necessary changes before submitting the final confirmation.

## SUBMISSION ACCESS

- You will be able to access the Population Data (Step 1) and CEP Worksheet (Step 2) through August 31, 2020.
- Once you have confirmed CEP elections (Step 3), you will NOT be allowed to re-access the Review form. Please be sure this submission is correct.

# CORRECTING THE POPULATION DATA



Click Population Data to correct Identified Students and total enrolled students by site

❖ Identified Students will be reported as:

1. DC students and their siblings
2. Students identified as homeless, runaway, migrant
3. Head Start or Pre-K Even Start
4. Foster Students

*All Identified Student numbers and total enrollment must be reflective from any date between **April 1, 2020 and June 30, 2020.***

# POPULATION DATA FORM

[Home](#)[Population Data](#)[CEP Worksheet](#)

## Population Data

Sponsor: Test Sponsor  
Program Year: 2021

Site Name	Identified Students*				Site Totals		
	Directly Certified Students	Homeless, Migrant, Runaway Students	Head Start/Even Start Students	Foster Status Students	Total Identified Students	Total Enrolled Students	Individual ISP
Some Site 1 (017007)	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓	0.00%
Site #3 (017017)	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓	0.00%
Site #2 (017109)	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓	0 ✓	0.00%

\*All Site information required before submitting\*

☐ I certify the information entered in this worksheet is correct and if participating will be used as CEP population data if applicable.

Submit



# POPULATION DATA FORM

Site Name	Identified Students*			
	Directly Certified Students	Homeless, Migrant, Runaway Students	Head Start/Even Start Students	Foster Status Students*
Site A	50 ✓	1 ✓	0 ✓	1 ✓
Site B	135 ✓	2 ✓	0 ✓	0 ✓
Site C	246 ✓	5 ✓	0 ✓	2 ✓
Site D	127 ✓	0 ✓	0 ✓	0 ✓

Site Totals		
Total Identified Students	Total Enrolled Students	Individual ISP
52 ✓	136 ✓	38.24%
137 ✓	223 ✓	61.43%
253 ✓	301 ✓	84.05%
127 ✓	145 ✓	87.59%

\*All Site information required before submitting\*

☒ certify the information entered in this worksheet is correct and if participating will be used as CEP population data if applicable.

Submit



1. Once all data is entered 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

**If changes are made to the Population Data Form (Step 1), the SFA MUST re-submit the CEP Worksheet (Step 2)**

# DIRECTMATCH DATA FOR CEP ELECTIONS

- Direct Match data is cumulative.
- The direct certification data from any date between April 1 and June 30, 2020 can be used for CEP purposes.
- The final SNAP file to be used was made available on June 9, 2020 in DirectMatch.

# DIRECTLY CERTIFIED (ESCHOLAR)

Directly Certified students should reflect your SNAP match totals from your DirectMatch run after the May SNAP data has been loaded (loaded on June 9, 2020) AND any DC extended students. This will be your SNAP match results needed for CEP recertification.

SNAP Match + DC Extended = DC count

CEP-Worksheet

Site Name	Directly Certified Students
Site A	50 ✓
Site B	135 ✓
Site C	246 ✓
Site D	127 ✓

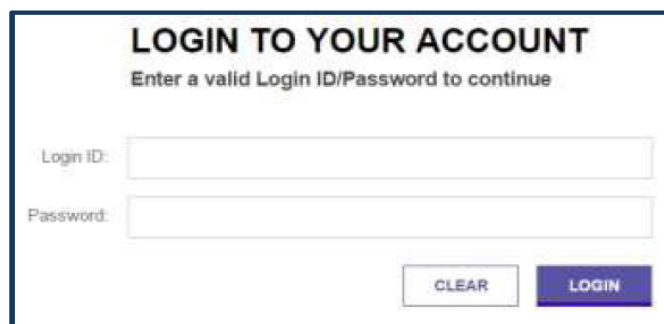
In eScholar the **MY STUDENTS** report for each site plus any DC extended students should support the totals entered on the CEP Worksheet in the "Directly Certified Students" column for all sites

# ESCHOLAR LOGIN

When logging into the eScholar Direct Match, users should access the login URL <https://louisianasecureid.escholar.com> and enter login information.

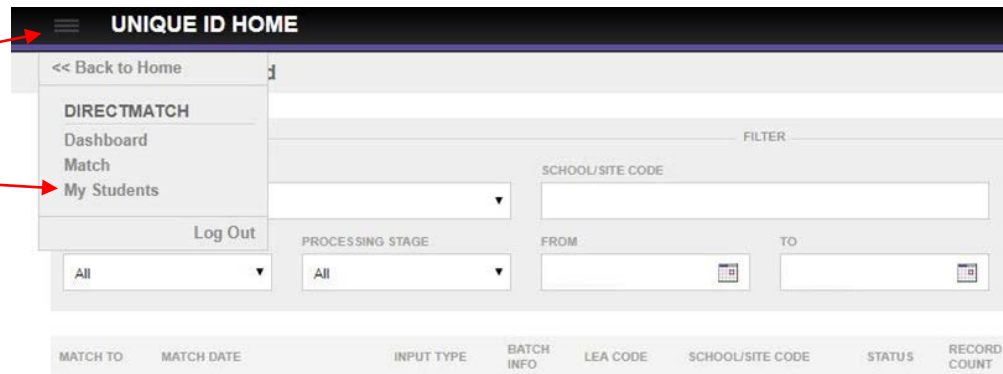
Steps to login to the application:

1. Access the login URL.
2. Enter a Login ID and Password.
3. Click the **LOGIN** button.



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

1. Click **Main Menu**
2. Click **My Student**



# MY STUDENTS

**My Students** report allows user to get a total count of matched students. It can be filtered by LEA or site code. The following steps can be used to get DirectMatch total.

- 1: Select School/Site
- 2: Match Type= SNAP
- 3: Status= Match
- 4: School Year= 2020

DirectMatch - My Students ?

LEA CODE

Scholarship [ SCH ]

STATUS

Match

GROUP BY

Unique ID

Step 1

SCHOOL/SITE CODE

All School/Site Code [ SCH-LEA ]

Step 4

MATCH ENDING SCHOOL SESSION YEAR

2020

Step 2

MATCH TYPE

SNAP

Step 3

STATUS

Match

GROUP BY

Unique ID

Sort

Last Name Asc

FILTER RESULTS

UNIQUE ID	LAST NAME	FIRST NAME	DATE OF BIRTH	GENDER	LEA CODE	SCHOOL/SITE CODE	GRADE PLACEMENT	LOCAL ID	SOURCE	SNAP RECIPIENT ID	GROUPED	MATCH DATE	MATCH SCORE
-----------	-----------	------------	---------------	--------	----------	------------------	-----------------	----------	--------	-------------------	---------	------------	-------------

Click “Filter Results” and a list of matched students will be displayed with a total



# UPDATING THE CEP WORKSHEET

- ❖ Once the Population Data is corrected and re-submitted, you are ready to re-submit the CEP Worksheet!
- ❖ All data entered into the Population Data Form will populate to the CEP Worksheet

# CEP WORKSHEET

[Home](#)
[Calculator](#)

Sponsor: Name  
Program Year: 2021

\* This sponsor has sites that doesn't qualify for CEP \*

Site Name
Some Site 1 (017007)
Site #3 (017017)
Site #2 (017109)

Site Totals		
BaseYear	Site ISP	Current Participation
N/A	( 0 / 0 ) 0.00%	Not Eligible
N/A	( 0 / 0 ) 0.00%	Not Eligible
N/A	( 0 / 0 ) 0.00%	Not Eligible

Site Totals		<input type="checkbox"/> District-wide?
BaseYear	Site ISP	Participation
	( 14 / 35 ) 40.00%	Not Eligible
	( 56 / 65 ) 86.15%	Not Eligible
	( 44 / 70 ) 62.86%	Not Eligible

District Wide Totals	Total # of Sites	Total ISP	Calculated ISP	Total # of Sites	Total ISP	Calculated ISP
	3	( 0 / 0 ) 0.00%	0.00%	3	( 114 / 170 ) 67.06%	100.00%

Totals						
Participation	Base Year	Total # of Sites	Total ISP	Calculated ISP (1.6 modifier)	Identified Students	Enrolled Students

Continue Current BaseYear	Renew Current BaseYear

☐ I certify the information entered in this worksheet is correct and if participating will be used as CEP data if applicable.

This form contains data pre-populated from Population Data form.

# CEP WORKSHEET

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

For example, a Base year of 2021 means SY 20-21 is the first year of the 4 year cycle.

Sponsor: Some Sponsor

Program Year: 2021

Site Name	Site Totals			BaseYear	Site ISP	Calculated ISP	Total # of Sites	Total ISP	Calculated ISP
	BaseYear	Site ISP	Current Participation						
Some Site 1 (017007)	N/A	( 0 / 0 ) 0.00%	Not Eligible		( 14 / 35 ) 40.00%		3	( 114 / 170 ) 67.06%	
Site #3 (017017)	N/A	( 0 / 0 ) 0.00%	Not Eligible		( 56 / 65 ) 86.15%				
Site #2 (017109)	N/A	( 0 / 0 ) 0.00%	Not Eligible		( 44 / 70 ) 62.86%				
District Wide Totals									

Not Participating Cluster 1

Not Participating

Not Participating

100.00%

Sponsor: Some Sponsor  
Program Year: 2021

\*\*\*Pay close attention to the continue base year and renew base year selections\*\*\*

Site Name	Site Totals			BaseYear	Site ISP	Current Participation	BaseYear	Site ISP	Participation	<input type="checkbox"/> District-wide?
	BaseYear	Site ISP	Current Participation							
Some Site 1 (017007)	N/A	( 0 / 0 ) 0.00%	Not Eligible		( 14 / 35 ) 40.00%	Not Participating Cluster 1				
Site #3 (017017)	N/A	( 0 / 0 ) 0.00%	Not Eligible		( 58 / 65 ) 86.15%	Not Participating				
Site #2 (017109)	N/A	( 0 / 0 ) 0.00%	Not Eligible		( 44 / 70 ) 62.86%	Not Participating				
District Wide Totals				Total # of Sites	Total ISP	Calculated ISP	Total # of Sites	Total ISP	Calculated ISP	
				3	( 0 / 0 ) 0.00%	0.00%	3	( 114 / 170 ) 67.06%	100.00%	

Submit

\*Base Year for Cluster(s) 1 has exceeded its Limit, these Cluster(s) are being forced to renew\*

Participation	Base Year	Total Sites	Total ISP	Calculated ISP	Identified Students	Enrolled Students	Continue Current BaseYear	Renew Current BaseYear
School Cluster 1 Total		3	78.71%	100.00%	1087	1381	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*\*If you select the same CEP cluster as prior year, you will have the option to continue with original numbers (Continue Current Base Year) or re-establish using 2020 numbers (Renew Current Base Year)\*\*

# SUBMITTING THE CEP WORKSHEET

- ❖ The initial CEP elections (Population Data and CEP Worksheet) were due by June 15, 2020
- ❖ This final submission **MUST** be done by August 31, 2020

**(NO EXCEPTIONS)**



# SUBMITTING THE CEP WORKSHEET

P. II

Totals						
Participation	Base Year	Total # of Sites	Total ISP	Calculated ISP (1.6 modifier)	Identified Students	Enrolled Students

Continue Current BaseYear	Renew Current BaseYear

P. III

**\*All Site information required before submitting\***

☐ I certify the information entered in this worksheet is correct and if participating will be used as CEP population data if applicable.

Submit

1

2

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

# FINAL CONFIRMATION

Sponsor:   
Program Year: 2021  
Submitted Date: N/A

Once all data has been revised, you will need to complete the final confirmation!

School/Site Name	Identified Student Percentage	Calculated Identified Student Percentage	Base Year	Total IDed	Total Enrolled	Participation in CEP
	81.98%(66.58%)	100.00%(100.00%)	2021	282	344	(Yes)Cluster 1
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\* If any of the data entered on the Review tab is **NOT CORRECT**, Do Not certify or submit the data. \*

\* Please correct the data and/or CEP elections \*

☐ I certify the information populated in this form is correct.

Submit

**IF** all data and participation elections selected on the Review form are correct, you **MUST** certify and submit the information by checking the box next to the certification statement and clicking submit.



## CEP FAQs

## WHEN SHOULD A SFA ESTABLISH A NEW CEP 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 memo SP 54-2016 Community Eligibility Provision Guidance and Updated Q&As for more information

## CAN NEW SCHOOLS ELECT CEP?

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, the SFA may elect to participate in CEP.

Please note, the deadline for election is still August 31, 2020.

# TRANSFER OF ELIGIBILITY

Within an SFA	Between SFAs
Non-CEP to Non-CEP ❖ F/R eligibility <b><u>must</u></b> transfer from previous school	Non-CEP to Non-CEP ❖ F/R eligibility <b><u>may</u></b> transfer from one SFA to another
Non-CEP to CEP ❖ Receives free meals	Non-CEP to CEP ❖ Receives free meals
CEP to Non-CEP ❖ <b><u>Must</u></b> provide free meals for up to 10 <b><u>operating</u></b> days or until a new eligibility determination is made	CEP to Non-CEP ❖ <b><u>Must</u></b> provide free meals for 10 <b><u>operating</u></b> days or until a new eligibility determination is made



# 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

# ESCHOLAR DIRECT MATCH CONTACT

Please ensure your are able to log into the website. For Assistance see chart below.

Who to Contact	For assistance with
<a href="mailto:Jayanthi.Sothirajah@LA.GOV">Jayanthi.Sothirajah@LA.GOV</a> (225)342-9280	DirectMatch general questions and support.
LEA Security Coordinator	<ul style="list-style-type: none"><li>• New user access</li><li>• Change or reset password</li></ul>



# Community Eligibility Provision (CEP): Claim Completion

# CLAIM SUBMISSION

The screenshot shows a web application interface for "CLAIM FOR REIMBURSEMENT SCHOOL PARTICIPATION DATA [SFS-8C]". At the top, there is a navigation bar with links: Home, CACFP, School Food Service, and Summ. Below this is a green sidebar menu with the following items: Claims (highlighted with a red circle), View Claims, Manager Certification, Seamless Waiver, Verification Summary, Equipment Grants, Grant Administration, Program Administration, Site Health Inspection, CEP Participation, Meal Denials, and Site Search. The main content area has a title "CLAIM FOR REIMBURSEMENT SCHOOL PARTICIPATION DATA [SFS-8C]" and a "Change Program Year:" dropdown menu set to "2020". Below this is a table titled "Program Year: 2020" showing a grid of months from August 2019 to April 2020. The cells are color-coded: pink for Completed Claims, light blue for Waiting Claims, and yellow for Open Claims. The April 2020 cell is highlighted in yellow. To the right of the table is a legend: pink square for Completed Claims, light blue square for Waiting Claims, and yellow square for Open Claims. Below the table, a red text prompt says "Please choose a claim from the list."

Home CACFP School Food Service Summ

CLAIM FOR REIMBURSEMENT  
SCHOOL PARTICIPATION DATA [SFS-8C]

Change Program Year: 2020 ▼

**Program Year: 2020**

Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020
Feb 2020	Mar 2020	Apr 2020			

Completed Claims  
Waiting Claims  
Open Claims

Please choose a claim from the list.

# ESTABLISHING CLAIMING PERCENTAGES

1. Determine % of identified students (*keep “2” decimal places*)
2. Multiply % of identified students by USDA’s established multiplier (currently 1.6) to get the **free** claiming percentage (*keep “2” decimal places*)
3. Subtract the value obtained in Step 2 from 100 to determine the % of student meals (breakfast and lunch) to be claimed at the **paid** status

# ROUNDING RULES FOR CALCULATING CLAIMING PERCENTAGE

- ❖ Carry the calculation to “2” decimal places
- ❖ The free and paid claiming percentages (*rounded to 2 decimal places*) are used to calculate claims for reimbursement

No rounding above  
the two decimal  
points

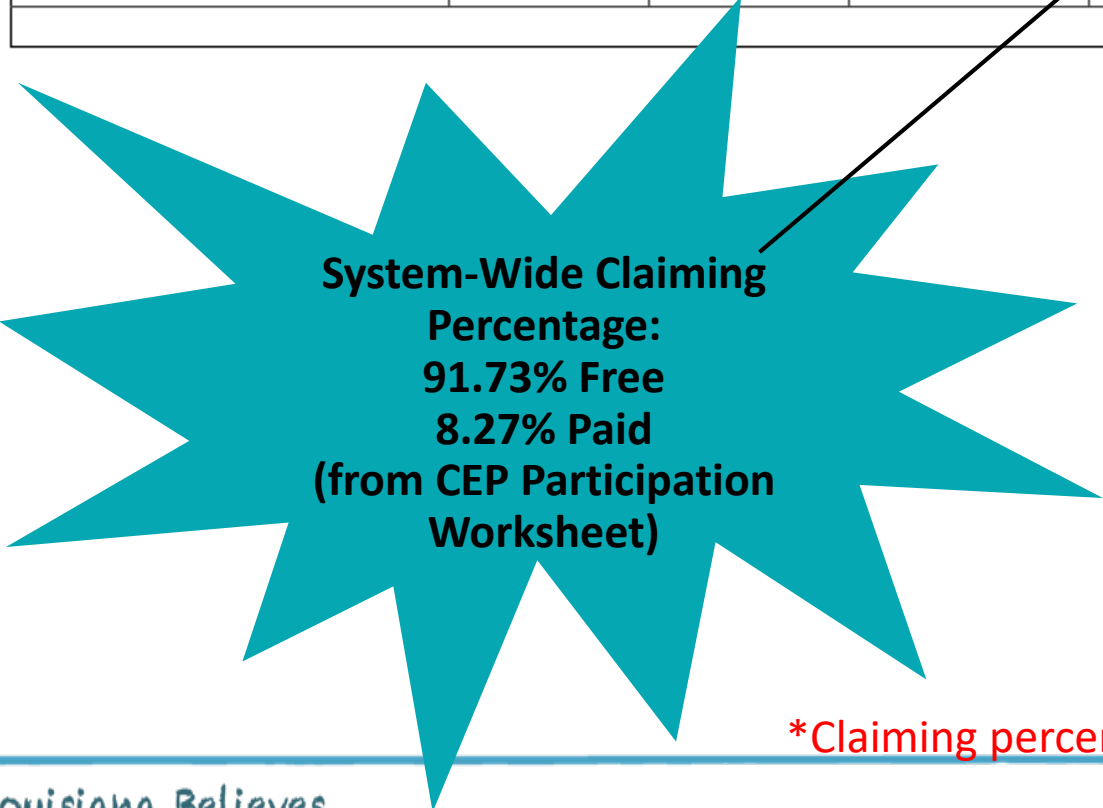
39.98%  $\neq$  40.00%





# CEP CLAIMING PERCENTAGE

Totals						
	Total # of Sites	Base Year	Total ISP	Calculated ISP (1.6 modifier)	Identified Students	Enrolled Students
System-Wide Totals	11	----	57.33 %	91.73 %	3412	5952
School Cluster 1 Total	11	2019	57.33%	91.73%	3412	5952



**System-Wide Claiming  
Percentage:  
91.73% Free  
8.27% Paid  
(from CEP Participation  
Worksheet)**

**\*Claiming percentage is rounded to 2 decimal places**

# CEP CLAIMING

1.

(a) Enter eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	1293
Paid Eligibility	117	Total Enrollment	1410
Total Attendance	23904	School Days	18
ADA (Total Attendance ÷ School Days)			1,328
Attendance Factor (from Schedule A)			94.2

2.

(a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	18	1,025	0	16920	1525	18445	527
BREAKFAST							
SN BREAKFAST	17	405	0	6314	569	6883	229

**There should not be any REDUCED Eligibility or REDUCED Meals claimed for the schools participating in CEP**

# CEP CLAIMING

SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS								
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)	
<a href="#">View</a>	0	1293	117	1,328	✓ LUNCH	18	1,025	0	16920	1525	18445	527	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	405	0	6314	569	6883	229	
					✗ SNACK								
					✓ Free SNACK								
<a href="#">View</a>	0	896	81	920	✓ LUNCH	18	866	0	14295	1289	15584	243	
					✗ BREAKFAST								
					✓ SN BREAKFAST	18	405	0	6683	603	7286	157	
					✗ SNACK								
					✓ Free SNACK								
<a href="#">View</a>	0	410	37	421	✓ LUNCH	18	413	0	6811	614	7425	130	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	301	0	4697	424	5121	93	
					✗ SNACK								
					✓ Free SNACK								
<a href="#">View</a>	0	191	17	196	✓ LUNCH	18	135	0	2231	201	2432	56	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	56	0	873	79	952	53	
					✗ SNACK								
					✓ Free SNACK								
	0	281	25	288	✓ LUNCH	18	280	0	4620	417	5037	74	
					✗ BREAKFAST								
					✓ SN BREAKFAST	17	188	0	2939	265	3204	69	
					✗ SNACK								

CEP Claiming Percentage should be applied to both the TOTAL MEALS and the TOTAL ELIGIBLES for each school participating in CEP

# APPLYING CLAIMING PERCENTAGE TO ELIGIBLES

1.  
(a) Enter eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	1293
Paid Eligibility	117	Total Enrollment	1410
Total Attendance	23904	School Days	18
ADA (Total Attendance ÷ School Days)			1,328
Attendance Factor (from Schedule A)			94.2

2.  
(a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	18	1,025	0	16920	1525	18445	527
BREAKFAST							
SN BREAKFAST	17	405	0	6314	569	6883	229

**Step 1: Multiply the highest number of enrolled students for the site (during the claim period) by the FREE Claiming Percentage**

**Step 2: Use the calculated number as the FREE Eligible number**

**Step 3: Subtract the FREE Eligible number from the Total**

**Step 4: Use the calculated number as the PAID Eligible number**

# APPLYING CLAIMING PERCENTAGE TO ELIGIBLES EXAMPLE

1.  
(a) Enter eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	1293
Paid Eligibility	117	Total Enrollment	1410
Total Attendance	23904	School Days	18
ADA (Total Attendance ÷ School Days)			1,328
Attendance Factor (from Schedule A)			94.2

2.  
(a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	18	1,025	0	16920	1525	18445	527
BREAKFAST							
SN BREAKFAST	17	405	0	6314	569	6883	229

**Step 1: Multiply the highest enrollment by FREE Claiming percentage**

$$1410 \times 91.73\% = 1293.39$$

**Step 2: Use the calculated number as the FREE Eligible number**

**1293**

**Step 3: Subtract the FREE Eligible number from the Total**

$$1410 - 1293 = 117$$

**Step 4: Use the calculated number as the PAID Eligible number**

**117**

# APPLYING CLAIMING PERCENTAGE TO MEALS

1.

(a) Enter eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	1293
Paid Eligibility	117	Total Enrollment	1410
Total Attendance	23904	School Days	18
ADA (Total Attendance ÷ School Days)			1,328
Attendance Factor (from Schedule A)			94.2

2.

(a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	18	1,025	0	16920	1525	18445	527
BREAKFAST							
SN BREAKFAST	17	405	0	6314	569	6883	229

**Step 1: Multiply the TOTAL meals claimed by FREE Claiming percentage**

**Step 2: Use the calculated number as the FREE Meals claimed**

**Step 3: Subtract the FREE meals claimed from the Total**

**Step 4: Use the calculated number as the PAID meals claimed**



# APPLYING CLAIMING PERCENTAGE TO MEALS

1.

(a) Enter eligibility data on any day during the month, total daily attendance & total operating school days for this month.

Reduced Eligibility	0	Free Eligibility	1293
Paid Eligibility	117	Total Enrollment	1410
Total Attendance	23904	School Days	18
ADA (Total Attendance ÷ School Days)			1,328
Attendance Factor (from Schedule A)			94.2

2.

(a) Enter the number of days each meal was served and the monthly total of meals claimed for each meal type.

MEAL TYPE	NO. DAYS	ADP	REDUCED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (meals not claimed)
LUNCH	18	1,025	0	16920	1525	18445	527
BREAKFAST							
SN BREAKFAST	17	405	0	6314	569	6883	229

**Step 1: Multiply the TOTAL meals claimed by FREE Claiming percentage**

$$18445 \times 91.73\% = 16919.60$$

**Step 2: Use the calculated number as the FREE Meals claimed**

**16920 (standard rounding)**

**Step 3: Subtract the FREE meals claimed from the Total**

$$18445 - 16920 = 1525$$

**Step 4: Use the calculated number as the PAID meals claimed**

**1525**

# CEP CLAIMING

SCHOOLS	RED ELIG	FREE ELIG	PAID ELIG	ADA	NUMBER OF STUDENT MEALS							
					MEAL TYPE	NO. DAYS	ADP	RED	FREE	PAID	TOTAL MEALS CLAIMED	OTHER MEALS (MEALS NOT CLAIMED)
<a href="#">View</a>	0	1293	117	1,328	✓ LUNCH	18	1,025	0	16920	1525	18445	527
					✗ BREAKFAST							
					✓ SN BREAKFAST	17	405	0	6314	569	6883	229
					✗ SNACK							
					✓ Free SNACK							
<a href="#">View</a>	0	896	81	920	✓ LUNCH	18	866	0	14295	1289	15584	243
					✗ BREAKFAST							
					✓ SN BREAKFAST	18	405	0	6683	603	7286	157
					✗ SNACK							
					✓ Free SNACK							
<a href="#">View</a>	0	410	37	421	✓ LUNCH	18	413	0	6811	614	7425	130
					✗ BREAKFAST							
					✓ SN BREAKFAST	17	301	0	4697	424	5121	93
					✗ SNACK							
					✓ Free SNACK							
<a href="#">View</a>	0	191	17	196	✓ LUNCH	18	135	0	2231	201	2432	56
					✗ BREAKFAST							
					✓ SN BREAKFAST	17	56	0	873	79	952	53
					✗ SNACK							
					✓ Free SNACK							
	0	281	25	288	✓ LUNCH	18	280	0	4620	417	5037	74
					✗ BREAKFAST							
					✓ SN BREAKFAST	17	188	0	2939	265	3204	69
					✗ SNACK							

Once all the school data is entered the information will populate to the Claim Summary

# SA TOOL: CEP CLAIM WORKSHEET

[illegible]

## INSTRUCTIONS

1. Enter the free claiming percentage (as four decimals)
2. Enter school name in the site column
3. Enter total enrollment for each site
4. Enter total meals for LUNCH
5. Enter total meals for BREAKFAST

The yellow columns will automatically calculate and round for you.

Use these numbers to double check your monthly claims for your CEP sites.

### TIPS

- > The first line is an example.
- > Total enrollment will equal the highest enrollment for the month.
- > If your SFA has multiple clusters, make sure to use the correct free claiming % for each site.
- > If your SFA has a free claiming % of 100%, the total enrollment for each site should equal the total FREE eligibles for the same site.

**Can use this worksheet to double check claim numbers before submission!**

# CLAIMING DEFINITIONS

- ❖ **Free Eligibility** - Enter the **maximum** number of free price eligible students on any given day during the claim month for this school
- ❖ **Paid Eligibility** - Enter the **maximum** number of paid eligible students who can eat on any given day during the claim month for this school
- ❖ **Total Enrollment** - The highest number of students enrolled at this school for the claim month
- ❖ **Total Attendance** - Enter the **sum** of student attendance for all days at this school for the claim month
- ❖ **School Days** - The number of days this school was in the claim month

# TANF (COMING SOON)

- For SY 20-21 SNAP and TANF will be loaded in eScholar
- Districts should load SNAP only into the Food Service Software
- LDOE will provide districts a file of TANF students who are not SNAP recipients
  - The file will be placed on the DM FTP folder for security coordinators to access
  - Local SIS staff and food service can manually enter these students into their systems

**MORE INFORMATION COMING SOON!!**



# **QUESTIONS?**

**Contact the  
LDOE Division of Nutrition Support at  
225-342-9661  
or [childnutritionprograms@la.gov](mailto:childnutritionprograms@la.gov)**