Community Eligibility Provision

Instructions for Applying in PEARs

June 2 and 3, 2014
Today we’ll cover:

• Data Collection due date reminder
• Applying For CEP in PEARS
  o Step 1 - Sponsor Application
  o Step 2 - Site Applications
  o Step 3 - CEP Schedule
• Submitting for approval
Completing the CEP
Data Collection by June 30
• Data Collection **must** be entered in PEARLS before you can complete the CEP portion on the site application in PEARLS.

• Go to [www.education.state.pa.us/cep](http://www.education.state.pa.us/cep) click on resources for the CEP – Data Collection presentation from May 2014.
Applying for the Community Eligibility Provision in PEARS
Step 1

CEP in the Sponsor Application
Community Eligibility Provision – Sponsor Application

On the PEARs Application Packet click on Add (or Modify) beside Sponsor Application
Scroll down to Question number fifty two (52), this must be answered Yes to participate in the CEP.
Community Eligibility Provision – Sponsor Application

Scroll to the bottom and click on save (and finish on the next screen) after you have completed all parts of the Sponsor Application*

Certification - School Nutrition Program (SNP) sponsors only

I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the state agency any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The state agency may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.

On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the state agency. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age, or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Original Approval Date: 01/16/2014


Save Cancel
Click on finish to automatically return to the application packet page.

(Note: saved with warnings will allow you to submit, however, errors (not shown here), will not allow you to save.)
By adding yes to question number 52 on the sponsor application, the “Community Eligibility Provision - Schedule” populates.

- You cannot update the schedule yet.
- Site application information for CEP must be completed first.
Step 2
CEP in the School Nutrition Program
Site Applications
On the PEARLS Application Packet click on School Nutrition Program.
Next, click on Modify beside the school that will participate in the CEP. (Note: If all schools, you must go one by one to update them.)

<table>
<thead>
<tr>
<th>Action</th>
<th>Site ID / Site Name</th>
<th>NSLP</th>
<th>SBP</th>
<th>ASP</th>
<th>SMP</th>
<th>FFVP</th>
<th>% Enroll Free/Redc Oct 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>000002137 MARCLAY SCH</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>Rev. 1 / Not Submitted</td>
</tr>
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<tr>
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<td>Original / Not Submitted</td>
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</table>
Next, scroll to the Pricing Information section and from the dropdown list click “Non-Pricing – CEP” for:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
Next, under Section A - National School Lunch Program (NSLP) – CFDA #10.555 and under Section B – School Breakfast Program (SBP) – CFDA #10.553 choose “No Charge” from the dropdown for:

- A7. Collection Procedures – Lunch
- B7. Collection Procedures - Breakfast
Next, scroll to the bottom and click on save after you have completed all parts of the School Site Application.*
Community Eligibility Provision – Site Applications

Click on finish to automatically return to the application packet page.

The Site Application has been saved.

< Edit  Finish
If more than one site/school will be applying for the CEP, you must update each one individually.

- Follow slides 13-17 to update each site/school.
- When all have been updated, skip to slide 19.

<table>
<thead>
<tr>
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<th>Site ID / Site Name</th>
<th>NSLP</th>
<th>SBP</th>
<th>ASP</th>
<th>SMP</th>
<th>FFVP</th>
<th>Version/Status</th>
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<tr>
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<td></td>
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<td></td>
<td>Rev. 1/Not Submitted</td>
<td>60.9756</td>
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<tr>
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<td>View</td>
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<td>Modify</td>
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</table>
Next, scroll to the bottom of the Site List page and click on Back to return to the main application packet page.
Step 3
Community Eligibility Provision
Schedule
On the PEARS Application Packet click on Add beside Community Eligibility Provision (CEP) Schedule. (Note: This will only populate on the application packet page, after you answer yes to questions 52 on the Sponsor Application.)
This is the CEP Schedule page in PEARS

- There are two schools
- They are both currently unassigned as circled in blue
Grouping your schools:

- If you are applying for one school, several schools, or all schools put them in “Group 1”.
- Therefore, Marclay and Menallen schools have both been placed in “Group 1” from the dropdown list beside each school.

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Group</th>
<th>First Year</th>
<th>Year Used</th>
<th>Nbr of Identified Students</th>
<th>Enrollment</th>
<th>ISP</th>
<th>Reimburse % Free</th>
<th>Reimburse % Paid</th>
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</thead>
<tbody>
<tr>
<td>000002137</td>
<td>MARCLAY SCH</td>
<td>Group 1</td>
<td>2015</td>
<td>2014</td>
<td>555</td>
<td>999</td>
<td>55.55</td>
<td>88.88</td>
<td>11.12</td>
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<tr>
<td>000002139</td>
<td>MENALLEN SCH</td>
<td>Group 1</td>
<td>2015</td>
<td>2014</td>
<td>444</td>
<td>777</td>
<td>57.14</td>
<td>91.42</td>
<td>8.58</td>
</tr>
</tbody>
</table>
The Summary shows:

- Both schools and their respective information in “Group 1”
- Total Sites as 2
Finally, scroll to the bottom and click on:

- Save - after you have grouped your sites/schools
- Export - if you wish to have a copy for your files
Click on finish to automatically return to the application packet page.
Submitting Application for Approval
The Application must be submitted and approved prior to participation in the CEP.

- If all portions of the Application packet are complete, you will get the red submit for approval button.
- Please reference PEARS Application Instructions, which is located on the Download Forms page of PEARS.
Should you have additional questions/comments regarding the Community Eligibility Provision please contact:

Gina Wetten, Special Programs Manager
Division of Food and Nutrition

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1.800.331.0129

Thank You!