Community Eligibility Provision

Instructions for Applying in PEARS

June 2 and 3, 2014

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Community Eligibility Provision - Overview

Today we'll cover:

- Data Collection due date reminder
- Applying For CEP in PEARS
  - Step 1 - Sponsor Application
  - Step 2 - Site Applications
  - Step 3 - CEP Schedule
- Submitting for approval

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Completing the CEP Data Collection by June 30

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Community Eligibility Provision – Data Collection

- Data Collection **must** be entered in PEARS before you can complete the CEP portion on the site application in PEARS.
- Go to www.education.state.pa.us/cep click on resources for the CEP – Data Collection presentation from May 2014.

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Applying for the Community Eligibility Provision in PEARS

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Step 1

CEP in the Sponsor Application

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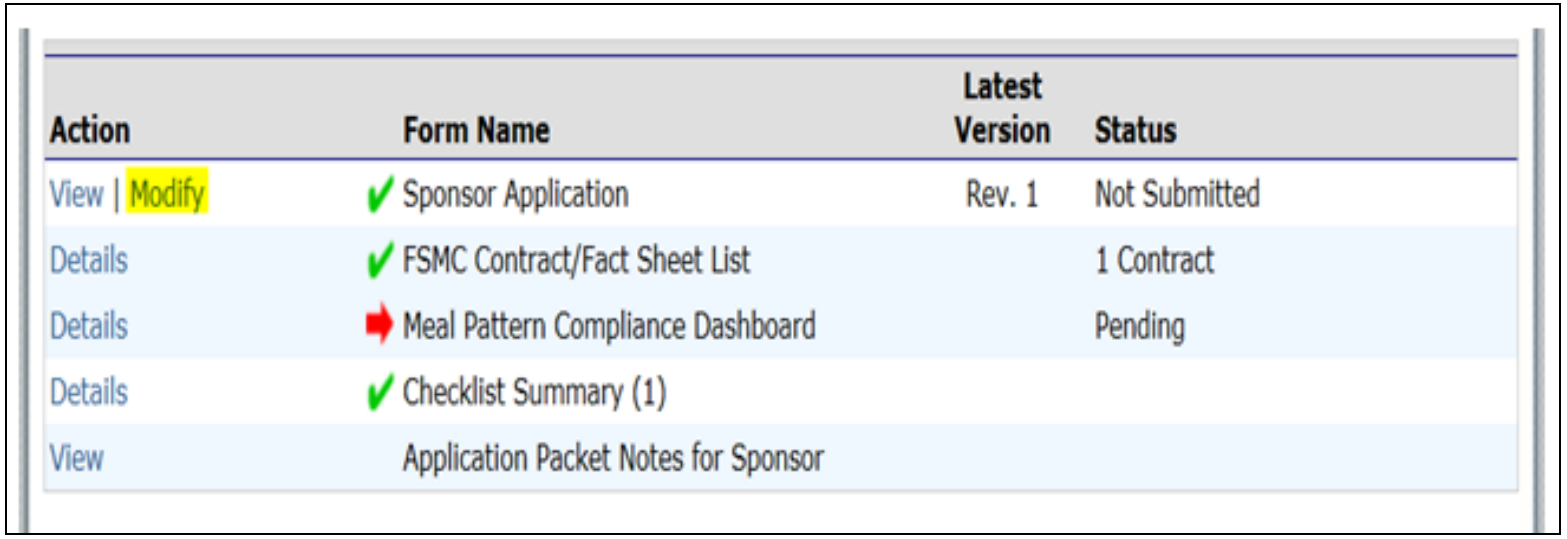
Community Eligibility Provision – Sponsor Application

On the PEARS Application Packet click on Add (or Modify) beside Sponsor Application



Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Details	✔ FSMC Contract/Fact Sheet List		1 Contract
Details	➡ Meal Pattern Compliance Dashboard		Pending
Details	✔ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		

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Community Eligibility Provision – Sponsor Application

Scroll down to Question number fifty two (52), this must be answered Yes to participate in the CEP.

48.	Do you distribute and/or process Free and Reduced Price Household Meal/Milk Benefit Applications? If No, please explain:	○ Yes	○ No
49.	Will the prototype Application for Free and Reduced Price Meals/Milk provided by PDE be used?	○ Yes	● No
50.	Do you distribute the Letter to Household? If No, please explain:	○ Yes	○ No
51.	Will the prototype Letter to Household provided by PDE be used? If **no**, submit a copy of your letter to PDE for approval prior to use.	○ Yes	○ No
52.	Will any of your sites be participating in the Community Eligibility Provision (CEP) for the National School Lunch Program?	○ Yes	○ No

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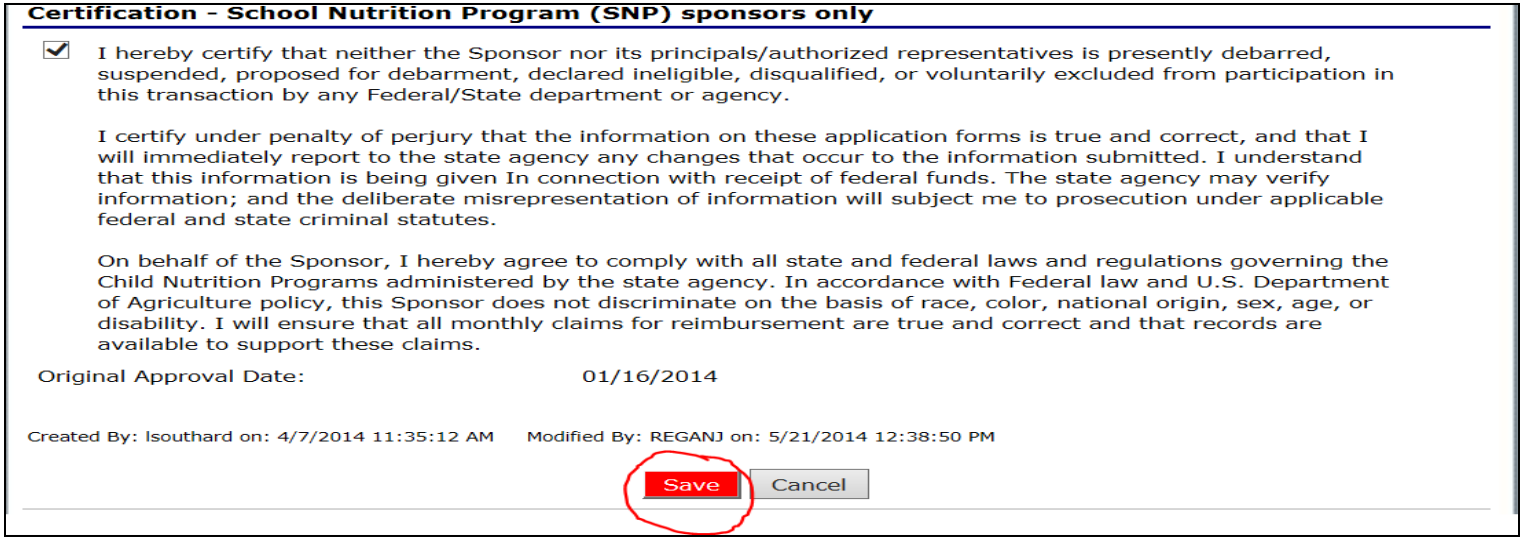
Community Eligibility Provision – Sponsor Application

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



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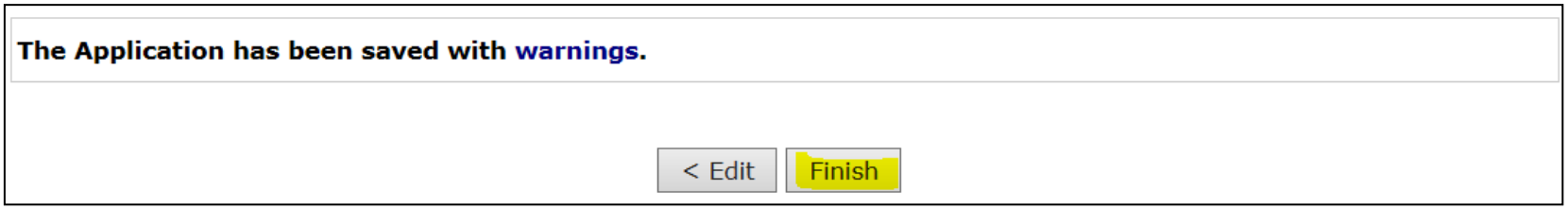
Community Eligibility Provision – Sponsor Application

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.)



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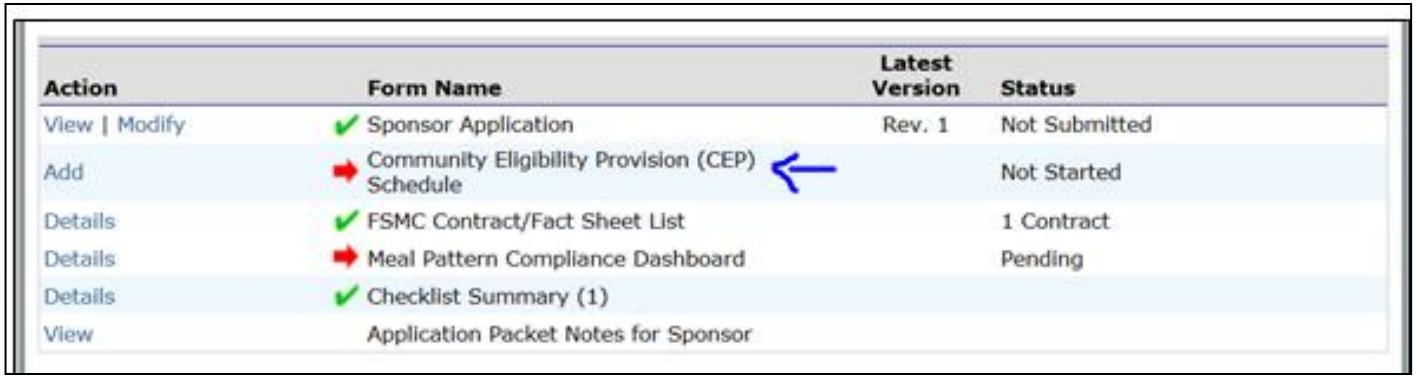
Community Eligibility Provision – Sponsor Application

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.



Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Add	➡ Community Eligibility Provision (CEP) Schedule ←		Not Started
Details	✔ FSMC Contract/Fact Sheet List		1 Contract
Details	➡ Meal Pattern Compliance Dashboard		Pending
Details	✔ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		

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Step 2
CEP in the School Nutrition Program Site Applications

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Community Eligibility Provision – Site Applications

On the PEARS Application Packet click on School Nutrition Program.

Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Add	Community Eligibility Provision (CEP) Schedule		Not Started
Details	✔ FSMC Contract/Fact Sheet List		1 Contract
Details	Meal Pattern Compliance Dashboard		Pending
Details	✔ Checklist Summary (1)		
View	Application Packet Notes for Sponsor		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	13	0	0	0	0	13

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Community Eligibility Provision – Site Applications

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.)

Action	Site ID / Site Name	NSLP	SBP	ASP	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2013
	Totals	13	13	0	0	0		
View | Modify ✔	000002137 MARCLAY SCH	X	X				Rev. 1 / Not Submitted	60.9756
View | Modify ✔	000002139 MENALLEN SCH	X	X				Original / Not Submitted	52.8248

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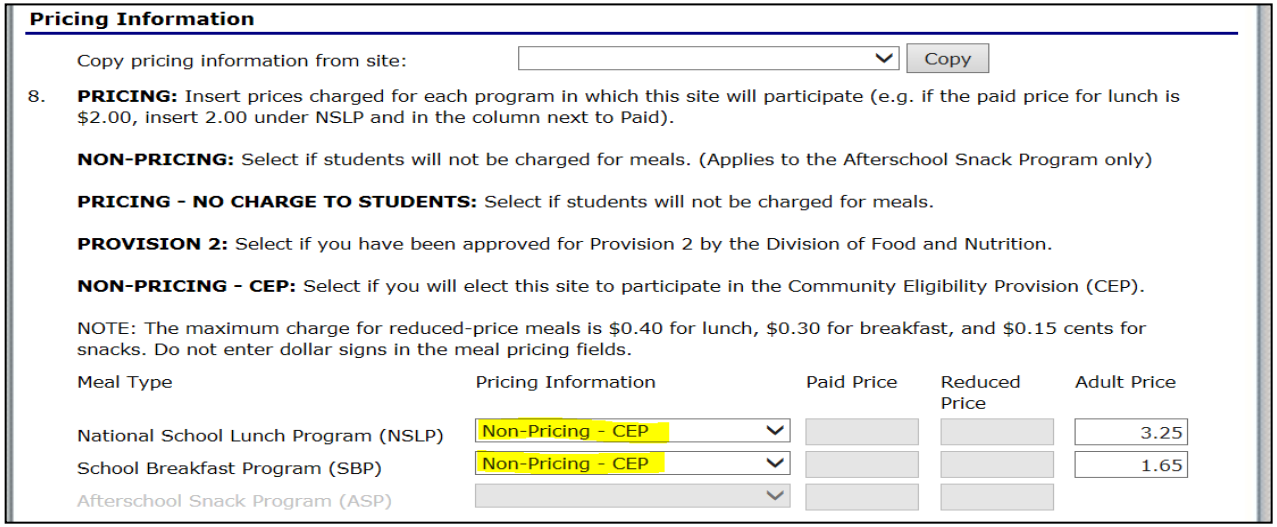
Community Eligibility Provision – Site Applications

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)



Pricing Information

Copy pricing information from site: Copy

8. **PRICING:** Insert prices charged for each program in which this site will participate (e.g. if the paid price for lunch is $2.00, insert 2.00 under NSLP and in the column next to Paid).

NON-PRICING: Select if students will not be charged for meals. (Applies to the Afterschool Snack Program only)

PRICING - NO CHARGE TO STUDENTS: Select if students will not be charged for meals.

PROVISION 2: Select if you have been approved for Provision 2 by the Division of Food and Nutrition.

NON-PRICING - CEP: Select if you will elect this site to participate in the Community Eligibility Provision (CEP).

NOTE: The maximum charge for reduced-price meals is $0.40 for lunch, $0.30 for breakfast, and $0.15 cents for snacks. Do not enter dollar signs in the meal pricing fields.

Meal Type	Pricing Information	Paid Price	Reduced Price	Adult Price
National School Lunch Program (NSLP)	Non-Pricing - CEP			3.25
School Breakfast Program (SBP)	Non-Pricing - CEP			1.65
Afterschool Snack Program (ASP)				

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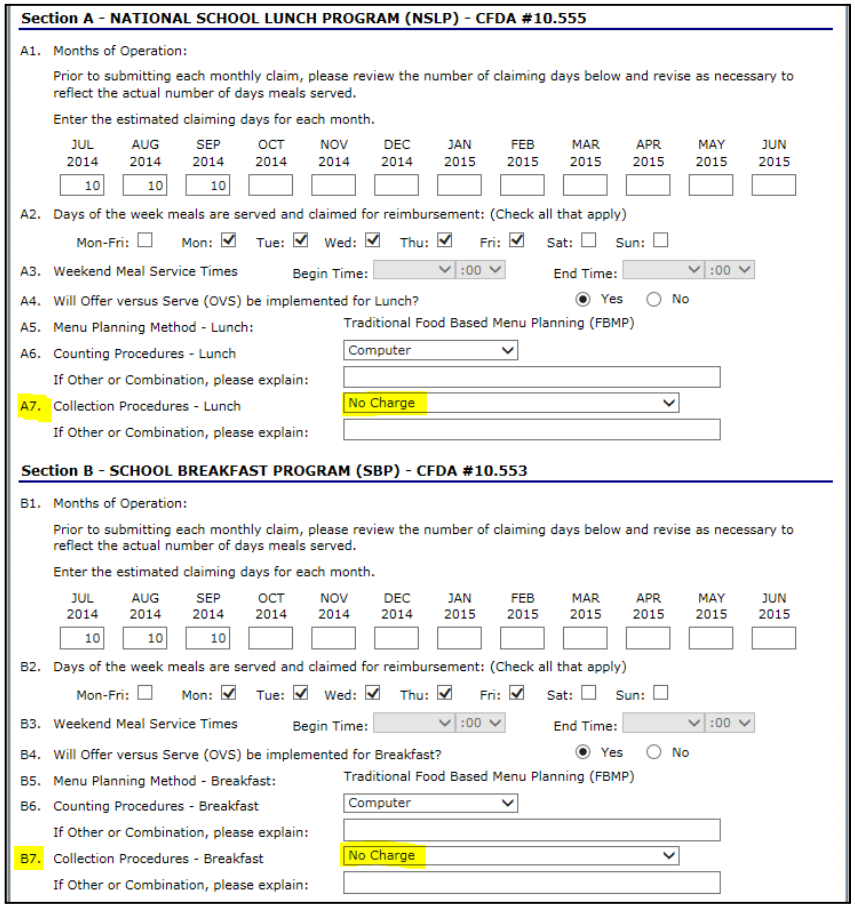
Community Eligibility Provision – Site Applications

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



Section A - NATIONAL SCHOOL LUNCH PROGRAM (NSLP) - CFDA #10.555

A1. Months of Operation:

Prior to submitting each monthly claim, please review the number of claiming days below and revise as necessary to reflect the actual number of days meals served.

Enter the estimated claiming days for each month.

JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015
10	10	10									

A2. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☑ Tue: ☑ Wed: ☑ Thu: ☑ Fri: ☑ Sat: ☐ Sun: ☐

A3. Weekend Meal Service Times Begin Time: :00 End Time: :00

A4. Will Offer versus Serve (OVS) be implemented for Lunch? ◉ Yes ○ No

A5. Menu Planning Method - Lunch: Traditional Food Based Menu Planning (FBMP)

A6. Counting Procedures - Lunch: Computer

If Other or Combination, please explain:

A7. Collection Procedures - Lunch: No Charge

If Other or Combination, please explain:

Section B - SCHOOL BREAKFAST PROGRAM (SBP) - CFDA #10.553

B1. Months of Operation:

Prior to submitting each monthly claim, please review the number of claiming days below and revise as necessary to reflect the actual number of days meals served.

Enter the estimated claiming days for each month.

JUL 2014	AUG 2014	SEP 2014	OCT 2014	NOV 2014	DEC 2014	JAN 2015	FEB 2015	MAR 2015	APR 2015	MAY 2015	JUN 2015
10	10	10									

B2. Days of the week meals are served and claimed for reimbursement: (Check all that apply)

Mon-Fri: ☐ Mon: ☑ Tue: ☑ Wed: ☑ Thu: ☑ Fri: ☑ Sat: ☐ Sun: ☐

B3. Weekend Meal Service Times Begin Time: :00 End Time: :00

B4. Will Offer versus Serve (OVS) be implemented for Breakfast? ◉ Yes ○ No

B5. Menu Planning Method - Breakfast: Traditional Food Based Menu Planning (FBMP)

B6. Counting Procedures - Breakfast: Computer

If Other or Combination, please explain:

B7. Collection Procedures - Breakfast: No Charge

If Other or Combination, please explain:

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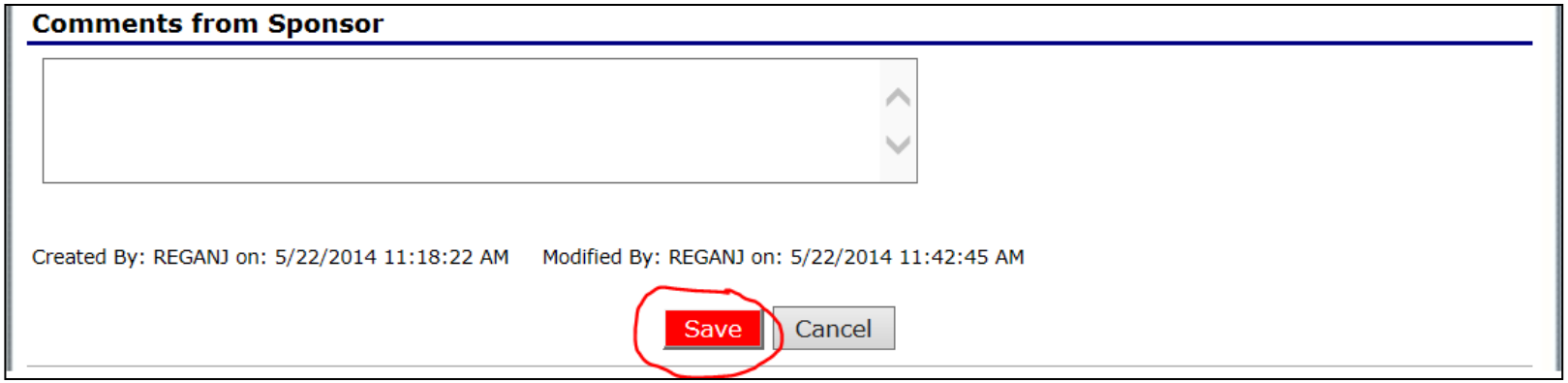
Community Eligibility Provision – Site Applications

Next, scroll to the bottom and click on save after you have completed all parts of the School Site Application.*



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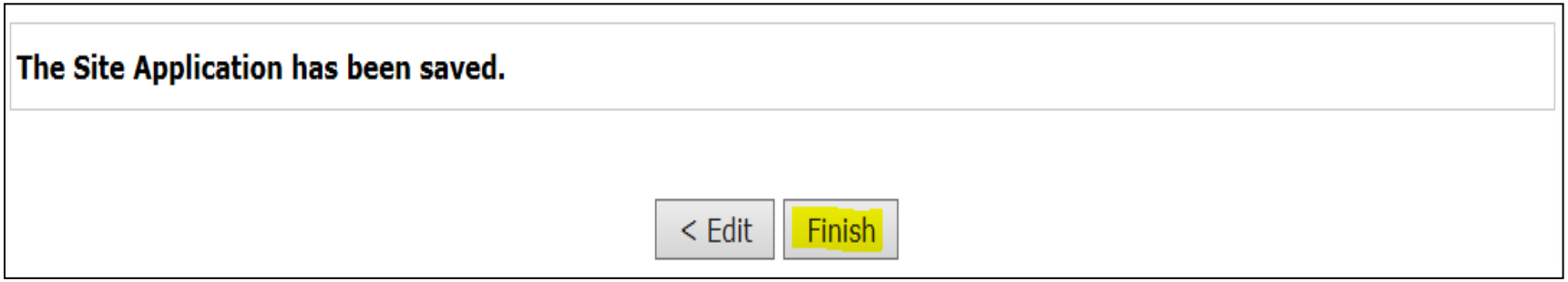
Community Eligibility Provision – Site Applications

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



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Community Eligibility Provision – Site Applications

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.

Action	Site ID / Site Name	NSLP	SBP	ASP	SMP	FFVP	Version/ Status	% Enroll Free/Redc Oct 2013
	Totals	13	13	0	0	0		
View | Modify ✔	000002137 MARCLAY SCH	X	X				Rev. 1 / Not Submitted	60.9756
View | Modify ✔	000002139 MENALLEN SCH	X	X				Original / Not Submitted	52.8248

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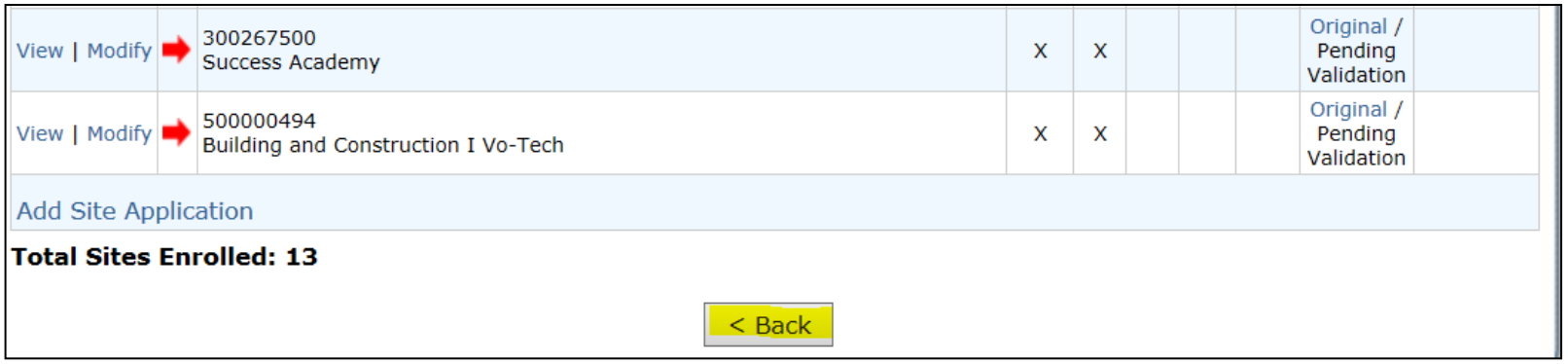
Community Eligibility Provision – Site Applications

Next, scroll to the bottom of the Site List page and click on Back to return to the main application packet page.



View | Modify		300267500 Success Academy	X	X				Original / Pending Validation	
View | Modify		500000494 Building and Construction I Vo-Tech	X	X				Original / Pending Validation	

Add Site Application

Total Sites Enrolled: 13

< Back

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Step 3
Community Eligibility Provision
Schedule

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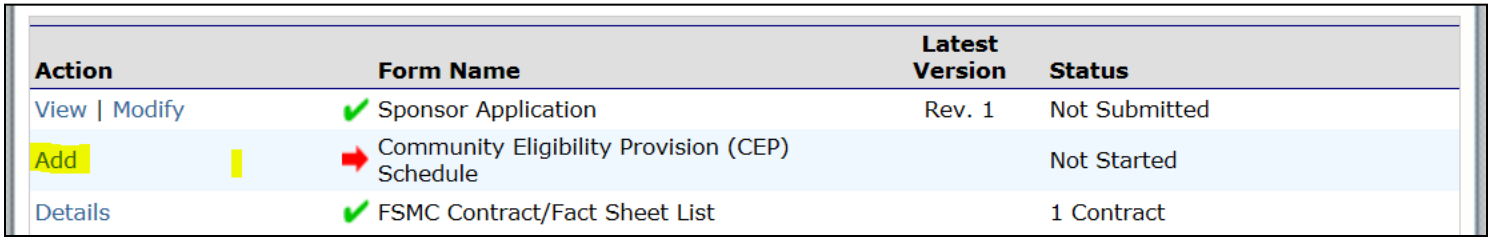
Community Eligibility Provision – Schedule

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.)



Action	Form Name	Latest Version	Status
View | Modify	✔ Sponsor Application	Rev. 1	Not Submitted
Add	➡ Community Eligibility Provision (CEP) Schedule		Not Started
Details	✔ FSMC Contract/Fact Sheet List		1 Contract

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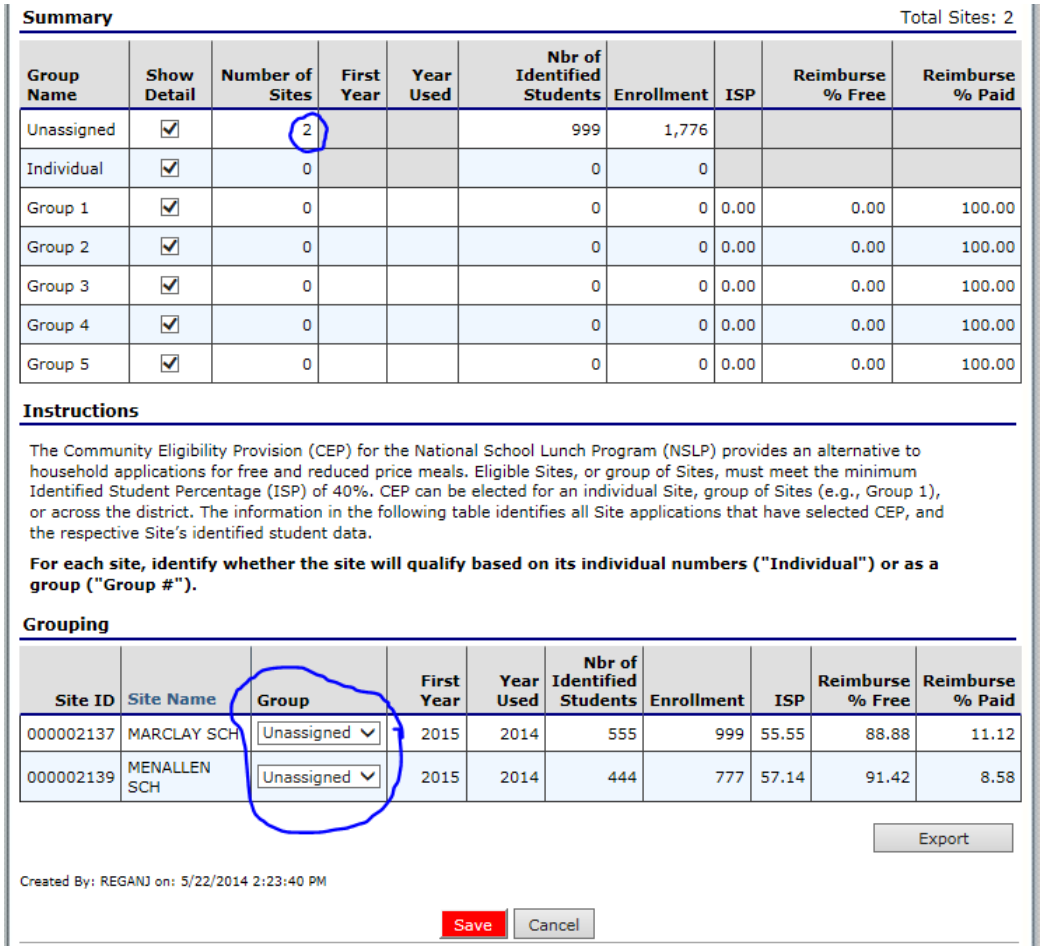
Community Eligibility Provision – Schedule



Summary Total Sites: 2

Group Name	Show Detail	Number of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
Unassigned	☑	2			999	1,776			
Individual	☑	0			0	0			
Group 1	☑	0			0	0	0.00	0.00	100.00
Group 2	☑	0			0	0	0.00	0.00	100.00
Group 3	☑	0			0	0	0.00	0.00	100.00
Group 4	☑	0			0	0	0.00	0.00	100.00
Group 5	☑	0			0	0	0.00	0.00	100.00

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals. Eligible Sites, or group of Sites, must meet the minimum Identified Student Percentage (ISP) of 40%. CEP can be elected for an individual Site, group of Sites (e.g., Group 1), or across the district. The information in the following table identifies all Site applications that have selected CEP, and the respective Site's identified student data.

For each site, identify whether the site will qualify based on its individual numbers ("Individual") or as a group ("Group #").

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
000002137	MARCLAY SCH	Unassigned	2015	2014	555	999	55.55	88.88	11.12
000002139	MENALLEN SCH	Unassigned	2015	2014	444	777	57.14	91.42	8.58

Export

Created By: REGANJ on: 5/22/2014 2:23:40 PM

Save Cancel

This is the CEP Schedule page in PEARS

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

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Community Eligibility Provision – Schedule

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.

Grouping

Site ID	Site Name	Group	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
000002137	MARCLAY SCH	Group 1	2015	2014	555	999	55.55	88.88	11.12
000002139	MENALLEN SCH	Group 1	2015	2014	444	777	57.14	91.42	8.58

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Community Eligibility Provision – Schedule

The Summary shows:

- Both schools and their respective information in “Group 1”
- Total Sites as 2

Summary Total Sites: 2

Group Name	Show Detail	Number of Sites	First Year	Year Used	Nbr of Identified Students	Enrollment	ISP	Reimburse % Free	Reimburse % Paid
Unassigned	☑	0			0	0			
Individual	☑	0			0	0			
Group 1	☑	2	2015	2014	999	1,776	56.25	90.00	10.00
Group 2	☑	0			0	0	0.00	0.00	100.00
Group 3	☑	0			0	0	0.00	0.00	100.00
Group 4	☑	0			0	0	0.00	0.00	100.00
Group 5	☑	0			0	0	0.00	0.00	100.00

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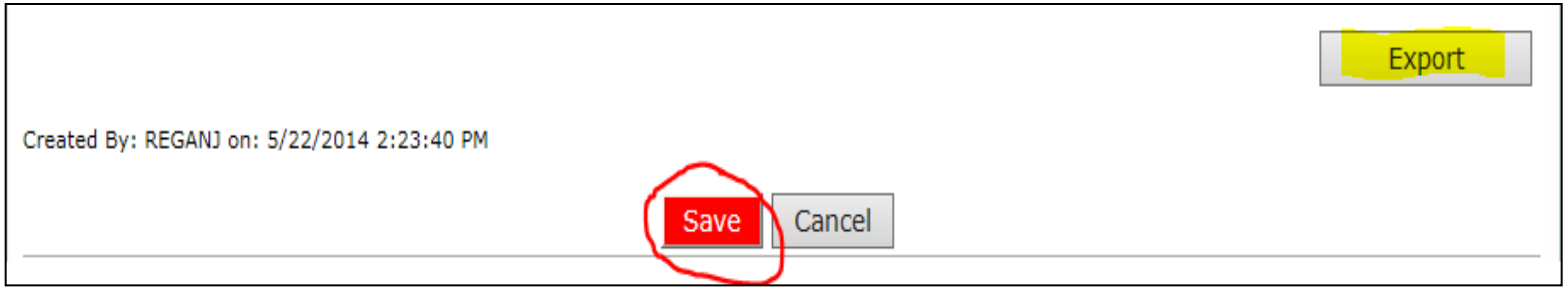
Community Eligibility Provision – Schedule

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



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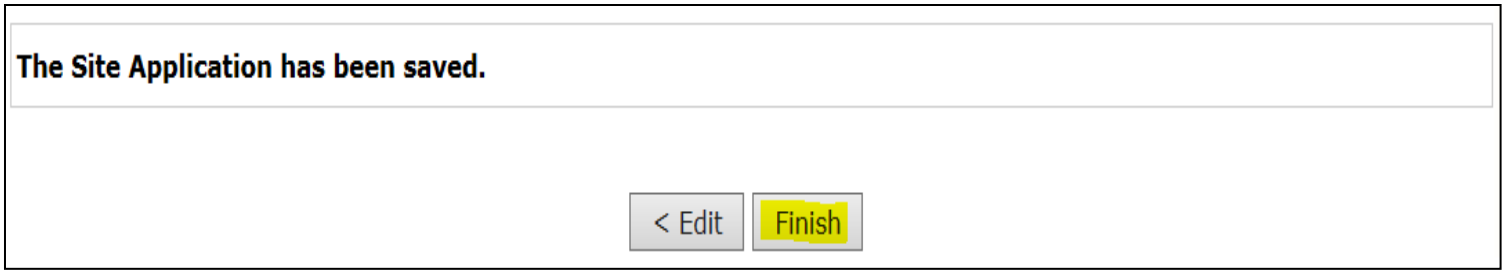
Community Eligibility Provision – Site Applications

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



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Submitting Application for Approval

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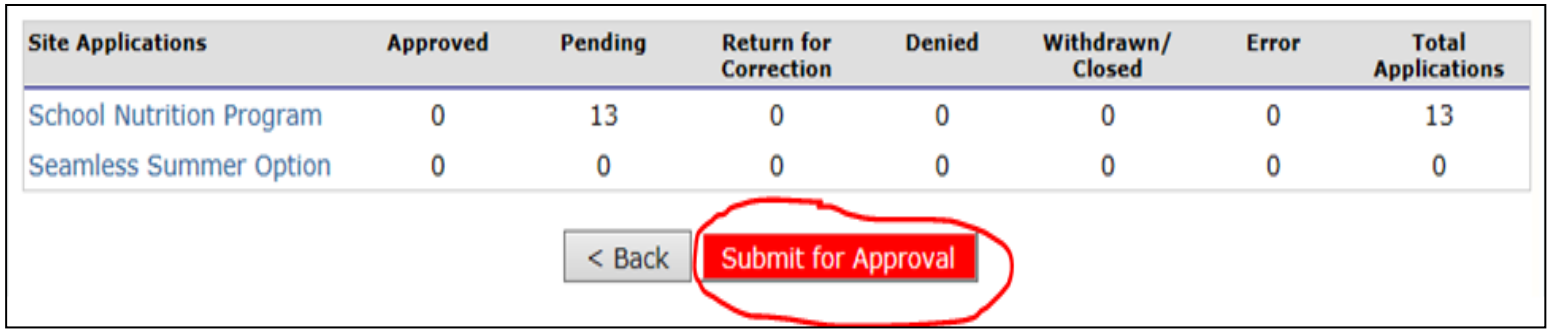
Community Eligibility Provision – Submitting

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.



Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	0	13	0	0	0	0	13
Seamless Summer Option	0	0	0	0	0	0	0

< Back | Submit for Approval

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Contacts – Division of Food and Nutrition

Should you have additional questions/comments regarding the Community Eligibility Provision
please contact:

Gina Wetten, Special Programs Manager
Division of Food and Nutrition
giwetten@pa.gov
1.800.331.0129

Thank You!

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