February 13, 2014

Dear Child Nutrition Director:

The Healthy, Hunger-Free Kids Act of 2010 (HHFKA) provides an alternative to household applications in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). The title of this new alternative is called the Community Eligibility Provision (CEP). The intent of the CEP is to improve access to free school meals in eligible high poverty Local Educational Agencies (LEAs) and schools and to eliminate the administrative burden of collecting household applications. Lunches and breakfasts are served free to all students.

The Colorado Department of Education (CDE) Office of School Nutrition (OSN) is responsible for the administration of the federal Child Nutrition Programsin many LEAs throughout Colorado. As required by the HHFKA, Colorado must offer the CEP alternative for school year 2014-15.

Instead of applications, schools use claiming percentages based on the number of identified students for reimbursement of school meals. Identified students are those students certified for free meals through means other than individual household applications in the school year prior to implementing the provision. This includes students who are directly certified via SNAP (the Supplemental Nutrition Assistance Program); FDPIR (Federal Distribution Program on Indian Reservations); or foster, homeless, migrant, runaway, or Head Start/Even Start lists. An identified student percentage is derived by dividing the number of identified students by the number of enrolled students (students enrolled and attending schools with at least one meal service daily).

This new provision requires that all districts participating in school meal programs submit to the state office the number of identified students and the number of enrolled students for each school operating meal service programs. This information must be based on data as of April 1st of the prior school year. Districts and schools qualify for CEP with an Identified Student Percentage (ISP) of at least 40% or more. Districts and schools are considered potentially eligible with an ISP greater than 30% but less than 40%.

District level identified student percentage data are readily available as both the numbers of identified students and enrolled students are collected and reported on the Verification Collection Report. However, school level data may not be as readily available. Therefore, our office is asking each district to obtain school level identified student percentage data as of **April 1, 2014,** and report this to our office by April 11, 2014. Updated district level identified student percentage data must also be submitted if changes have occurred to the data that was reported on the Verification Collection Report. Please submit this data using the OSN CEP Notification Form included with this email. Definitions and instructions are included within the body of the CEP Notification Form spreadsheet.

We understand that many districts will not be eligible for this new alternative, but data submission is required. The OSN is mandated to notify eligible or potentially eligible districts by April 15 of their status for community eligibility and the procedures to elect this reimbursement option.

For additional resources, please reference <http://www.cde.state.co.us/nutrition/nutriprovisionalprograms>.

Thank you for your assistance with this new requirement and please let me know if you have any questions.

Sincerely,



Julie Griffith

Senior Consultant, Office of School Nutrition

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