Validation of the Community Eligibility Provision Data

Local education agencies (LEAs) and schools wanting to participate in the Community Eligibility Provision (CEP) must have written approval from the Colorado Department of Education (CDE) School Nutrition Unit prior to beginning the CEP. If a LEA currently operates the CEP, they must obtain approval each school year.

The School Nutrition Unit is required to confirm the LEA’s eligibility to participate in the CEP. This includes a review of the identified student percentage documentation submitted by the LEA to ensure the LEA or school(s) meets the minimum identified student percentage (ISP) of 40%, participates in both the National School Lunch Program (NSLP) and School Breakfast Program (SBP), and has a record of administering the meal program in accordance with program regulations, as indicated by the most recent Administrative Review.

If you qualify for the CEP and are interested in implementing this option for SY 2019-20, please complete the School Nutrition Unit CEP Request form and email the completed form to Benjamin Wetherbee at wetherbee_b@cde.state.co.us. Once this form has been submitted and reviewed, you will receive an email that will provide guidance on how to submit required documentation via a secure data transfer system called Syncplicity. Any of the required items used to determine the reported ISP data must be submitted using this secure process.

The following documentation must be submitted to the state agency as part of the validation process for the CEP. This documentation must be as of April 1, 2019, for each school that will be implementing the CEP for SY 2019-20.

1. Documentation that verifies the number of enrolled students at each school site
2. Documentation for all identified students; names, date of certification, and method of certification
3. Direct Certification students on match reports (SNAP, TANF, MIGRANT, BOTH); names, date of list, and signature
4. Extended eligible students; name of student, DC child extended from, documentation that the student lives in the same household, date, and signature
5. Migrant students on lists from the migrant coordinator; name of coordinator, date, and signature
6. Foster students on lists or letters from the county agency; name of representative, date and signature
7. Homeless and runaway students on lists from the homeless coordinator; date and signature
8. Head Start students on lists from the Head Start coordinator; date and signature
9. Non-applicant students approved by local education officials

Along with this data, the LEA must submit a completed and signed CEP Assurance Form, CEP Policy Statement Addendum, CEP Public Release, At-Risk Count Acknowledgement Form and CEP Household Notification Letter. All of the prototype forms along with additional guidance can be found on the Community Eligibility Provision webpage. Once all of these documents have been submitted and approved by the CDE School Nutrition Unit, the LEA can begin the process of notifying households and public of the implementation of CEP for SY 2019-20.