



# SY2024 CEP Reporting



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

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Food and Nutrition Division  
National School Lunch Program



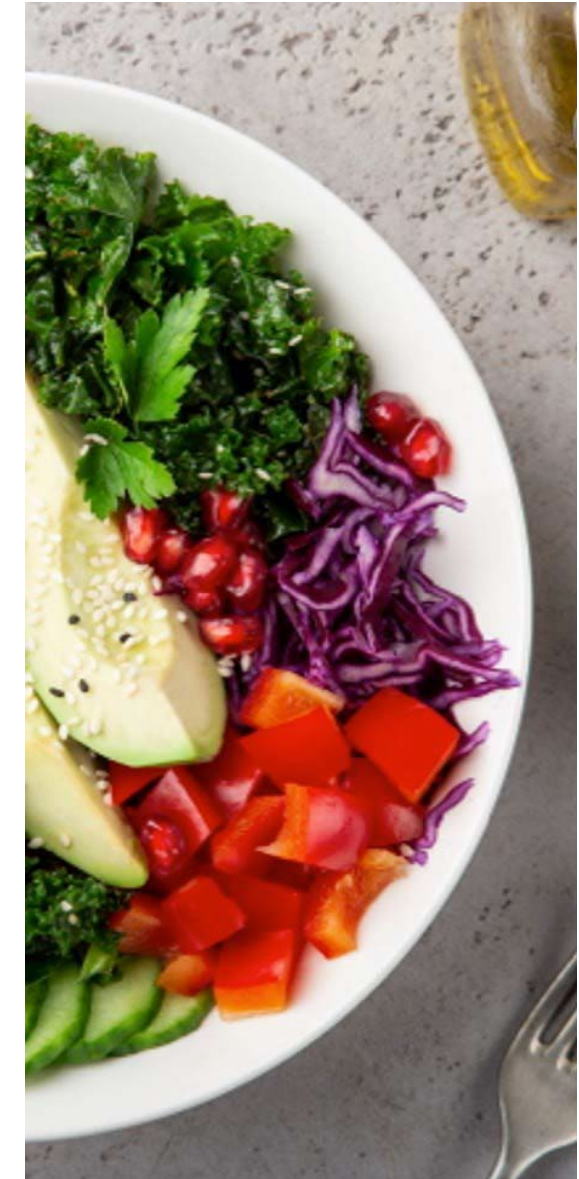
Updated 3/15/2024  
[www.SquareMeals.org](http://www.SquareMeals.org)

# What is the CEP Report?

- The Community Eligibility Provision [CEP] Report is an annual site-level report of eligibility and enrollment as of April 1.

More information in the NSLP Administrator's Reference Manual, Section 4: Eligibility Determination

<https://squaremeals.org/Programs/National-School-Lunch-Program/Policy-ARM>



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## IMPORTANT DATES

- **March 1:** CEP Report Opens in TX-UNPS
- **March 5:** March Direct Certification data updated in Texas ELMS
- **March 20:** CEP Report Due in TX-UNPS

## Who is required to submit the CEP Report?

**All School Food Authorities (SFAs) operating the National School Lunch Program and/or the School Breakfast Program.**

This includes CEs operating CEP, Provision 2 and standard counting and claiming sites.

*Only RCCIs are exempt from reporting.*



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## What data needs to be reported?

- **Number of enrolled Identified Students (IS) per site.**  
Identified Students – Children who are certified for free school meals without the use of a household application.
- **Enrollment number per site confirmed on the day that the number of identified students is determined.**  
Enrollment – Number of students who are enrolled in and attending schools and have access to at least one meal service daily.



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### School Nutrition Programs

TX-UNPS

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Applications | Claims | Compliance | Reports | Security | Search      Programs | Year | Help | Log Out

Applications > CEP Year List > School Year: 2023 - 2024

#### Community Eligibility Provision (CEP) Site List

Action	School Year	Reporting Date	Open Date	Close Date	Status
	2023 - 2024	April 1, 2024	March 1, 2024	May 1, 2024	Not Started
<a href="#">View</a>	2022 - 2023	April 1, 2023	March 1, 2023	May 1, 2023	Submitted
<a href="#">View</a>	2021 - 2022	April 1, 2022	March 1, 2022	May 1, 2022	Submitted
<a href="#">View</a>	2020 - 2021	April 1, 2021	March 1, 2021	July 31, 2021	Submitted
<a href="#">View</a>	2019 - 2020	April 1, 2020	March 1, 2020	July 8, 2020	Submitted
<a href="#">View</a>	2018 - 2019	April 1, 2019	March 1, 2019	May 1, 2019	Submitted

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# Where is the CEP Report submitted?

Beginning March 1, CEs can access the Community Eligibility Provision Report in TX-UNPS.

SNP > Applications > Community Eligibility Provision

Reports are due by March 20<sup>th</sup>.





# CEP Final Rule Threshold Change

Effective October 26, 2023, this final rule lowers the **minimum identified student percentage (ISP)** from 40 percent to 25 percent.



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# CEP Final Rule – Threshold Change

## TX-UNPS Update

- An update to the system to reflect the threshold change is in progress.
- It is expected to be complete by April 1.

### What does this mean for CEP Reporting?

- *There is NO CHANGE to the data being reported or the submission process.*
- However, the previous threshold percentage will be reflected in the CEP Report screen and eligibility indicators may not be accurate until the update is complete.
- Once the update is complete, the change will be applied retroactively, and eligibility indicators will be corrected.



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### 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 for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of Identified Students multiplied by a USDA-defined multiplier factor.

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.  
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Entire district is eligible for CEP						
Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
0002	WESTWOOD H S	290	425	68.24 %	X	
0041	WESTWOOD J H	165	216	76.39 %	X	
0101	WESTWOOD EL	305	407	74.94 %	X	
0102	WESTWOOD PRI	274	361	75.90 %	X	
Contracting Entity Totals		1,034	1,409	73.39 %		

Total Sites: 4

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**1. mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**2. fax:**

(833) 256-1665 or (202) 690-7442; or

**3. email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

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