Community Eligibility Provision
Implementation Chart

Required Processes	Due Date	Resource
Review/update Attachment B: Meal Count/Collection Procedures	Prior to annual application renewal	TX-UNPS
Review adult meal prices (Method 2)	Prior to annual application renewal	SquareMeals.org>ARM Meal Pricing
Review/update CEP schedule in Application	April 1 – June 30	TX-UNPS
Submit Media Release for CEP sites to local media	Prior to the first day of school	SquareMeals.org>NSLP Administration & Forms
Conduct CEP Daily Record/Accuclaim	Daily and monthly for each CEP site	SquareMeals.org>NSLP Administration & Forms
Conduct direct certification match & provide data to PEIMS	Monthly	Texas ELMS
CEP onsite monitoring	Annually prior to February 1	SquareMeals.org>NSLP Administration & Forms
Submit Verification Report	Annually opens November 1, due date prior to December 1 determined by TDA	TX-UNPS>Download Forms> SNP 123 Verification Report JotForm
Submit CEP Report for all sites	Annually between March 1 and March 20	TX-UNPS

Required Records
Direct certification documentation for all categorical programs
Identified student rosters and enrollment confirmation per site matching CEP Report Data
Onsite monitoring forms
Records supporting counting and claiming for reimbursement – daily meal counts/ Accuclaim/edit checks, other accounting documentation