

## 2023-2024 Counting and Claiming CEP Sites Quick Reference Guide

**Students that participate in School Breakfast Program or National School Lunch Program are not charged under the Community Eligibility Provision (CEP) approved by the USDA.**

### Chart for CEP Schools Categorized by Grade Level

Meal				
	Elementary	Middle	High	All Grades
Breakfast	No charge	No charge	No charge	No charge
Lunch	No charge	No charge	No charge	No charge

### Benefit Issuance Records (Printing and Maintenance Requirements)

CEP	
Records	
MiSiS Meal Program Roster	<b>Beg. of School-End of School</b> Once a month on the first operating day of the month
CMS Customer Roster Report	Once a month on the first operating day of the month

### Collection Procedures Requirements

	CEP
Meal application required	No
Meal benefit issuance documents maintained	Yes
Medium of exchange required at the POS	Yes
If a student selects a non-reimbursable meal, their account will be charged. This also includes a la carte sales items. Account balance letter will be sent home to recover monies.	Yes

### Accountability

Attendance Factor	93.8 %
Edit Check	Only one meal claim per student for each meal service allowed

### Site Monitoring's Requirement

Program Name	Frequency	AFSS	FSM
School Breakfast Program (Accuclaim)	1 time per year in 50% of schools on or before January 31st	X	
National School Lunch Program (Accuclaim)	1 time per year on or before January 31 <sup>st</sup>	X	
Early Education Centers (Accuclaim)	All EEC are treated as individual school sites and follow same guidelines as above for breakfast and lunch	X	
Child and Adult Care Food Program At Risk After School Programs Cold Supper / Hot Supper and Snack	3 times per year	1	2