



COMMONWEALTH of VIRGINIA  
Department of Education

May 23, 2014

TO: Division Superintendents

FROM: Steven R. Staples, Superintendent of Public Instruction

**SUBJECT: Community Eligibility Provision (CEP): Application Process for School Year 2014-2015**

Superintendent's Memo No. 066-14, dated March 21, 2014, provided guidance and general information about the Community Eligibility Provision (CEP). All school divisions were required to submit a CEP Preliminary Data Collection Worksheet to the Virginia Department of Education (VDOE). This preliminary data identified the school sites with 40 percent or greater of *identified students* eligible for free meals as of April 1, 2014. This is the first criteria that must be met to be considered eligible to participate in the Community Eligibility Provision. The complete list of eligible divisions and schools is posted on the VDOE Web site at <http://www.doe.virginia.gov/support/nutrition/statistics/index.shtml>.

School divisions that have divisionwide or school percentages of 40 percent or greater of *identified students* eligible for free meals as reported to VDOE are eligible to apply for the Community Eligibility Provision. To apply, complete the attached documents (CEP application) and submit them electronically to [SNPwebdoc@doe.virginia.gov](mailto:SNPwebdoc@doe.virginia.gov) by June 30, 2014. **Two copies of the signature page with original signatures must be submitted by US Mail to:**

Virginia Department of Education  
Office of School Nutrition Programs  
P.O. Box 2120  
Richmond, VA 23219

If the June 30 submission deadline is not met, the CEP application must be rejected as a federal requirement. Once a school division or school is approved, it may participate in the program for four consecutive years.

The VDOE must review the application to ensure the division/school meets the minimum *identified student* percentage, participates in both the National School Lunch Program and the School Breakfast Program, and has a record of administering the federal meal programs in accordance with program regulations, including the financial status of the school nutrition program. School divisions are encouraged to carefully analyze the financial impact of CEP on the overall school nutrition program budget. Financial considerations should be based on the anticipated level of federal reimbursement and other nonfederal support that may be available to cover any meal costs in excess of the federal reimbursement. If the cost of providing breakfasts and lunches to all students is not covered by the federal reimbursement, the school division must cover the difference with nonfederal funds.

Training will be provided for eligible school divisions via a Webinar on Tuesday, May 27, 2014 (and may be repeated if necessary).

Topic: (SNP) Community Eligibility Provision: How to apply  
Date: Tuesday, May 27, 2014  
Time: 2 p.m., Eastern Daylight Time (New York, GMT-04:00)  
Meeting number: 592 631 179  
Meeting password: SNP2074

Web conference link: <https://intercall.webex.com/intercall/j.php?MTID=med173298ed9a6319dbeece966d9e2e5a>.

If you have any questions or need additional information, please contact the school nutrition program specialist assigned to your division or Catherine Digilio Grimes, director of school nutrition programs, via e-mail at [catherine.digilio-grimes@doe.virginia.gov](mailto:catherine.digilio-grimes@doe.virginia.gov) or by telephone at (804) 225-2074.

SRS/CDG/idl

Attachments:

- A. [Community Eligibility Provision Application Signature Page](#) (PDF)
- B. [Community Eligibility Provision Application](#) (XLS)