

# Community Eligibility Provision

# Application for Alaska Schools

Juneau, AK 99811-0500

## Local Education Agency (LEA): ­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This agreement is between the Alaska Child Nutrition Programs (CNP) and the above District and covers the period of the four-year cycle unless a new application is submitted within the four year period. The LEA or school may stop participating in the CEP during the four-year cycle by notifying the State agency no later than August 31st**,** or the school year prior to when they want to return to traditional counting and claiming procedures.

The undersigned has the authority to enter this Agreement to participate in the Community Eligibility Provision as authorized by Section 11(a)(1) of the Richard B. Russell National School Lunch Act.

## A. It is mutually agreed between EED and the LEA that:

1. The LEA agrees to serve all children in the participating school(s) free breakfasts and free lunches for four successive school years.
2. The LEA must have a percentage of enrolled students who were Identified Students as of April 1st of the year prior to participating in CEP that is greater than or equal to 40% and maintain all documentation to support this number.
3. The LEA agrees to pay, from sources other than Federal funds, the costs of serving breakfast and lunches that are in excess of the Federal assistance received, including Federal cash reimbursement.
4. The LEA agrees not to collect free and reduced-price applications from households in participating schools during the period of participation in CEP.
5. The LEA agrees to maintain a total count of breakfasts and lunches served daily.
6. The LEA agrees to abide by all requirements for applying and administering CEP as stated in Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759(a)(a)).

## B. General Conditions

1. This agreement is non-transferable.
2. Neither CNP nor the LEA has an obligation to renew this agreement.

## C. **Deadlines**

1**. The deadline to apply is June 30th**.

2. **The deadline to drop a school from CEP for each continuing year is August 31st.**

Enter all required information below to apply for CEP at the selected schools. If grouping schools, designate each school site with a “G” in the column below and indicate a letter of the alphabet for each grouping, for example: identify the first group using “A” for each school that you would like grouped together. If additional space is needed, please attach additional applications and submit to CNP together.

| **School Name** | **Number of Identified**  **Students as of April 1st**  **(definition below)** | **Enrollment as of**  **April 1st** | **District Wide (D),**  **Individual Site (I), or**  **Group (G) *if group site,***  ***please provide a***  ***different letter of the***  ***alphabet for each group.*** |
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For purposes of CEP implementation, identified students is defined as the number approved as free eligible who are not subject to verification.

Identified Students includes the following:

* Students directly certified through Supplemental Nutrition Assistance Program (SNAP) or, Temporary Assistance
* for Needy Families (TANF) as well as those students to which such direct certification benefits are extended to,
* Homeless student certified via a district homeless liaison,
* Head Start students,
* Pre-K Even Start students,
* Migrant youth student certified by district administration,
* Runaway students certified by district administration, and
* Foster children directly certified by Alaska Child Nutrition Programs.

The number of identified students is **NOT** the same as the total number of students eligible for free and reduced priced meals. Identified students are only those students eligible for free meals based on the list above.

The undersigned has the authority to sign this document to request a change to the identified students’ numbers used to determine claiming percentages used to participation in the Community Eligibility Provision as authorized by Section 11(a)(1) of the Richard B. Russell National School Lunch Act.

Print or Type Name: **Original** Signature of District Superintendent Date:

**General Information about the Community Eligibility Provision (CEP)**

Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended Section 11(a)(1) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1759a(a)(1)) to provide an alternative to household applications for free and reduced-price meals in high poverty local educational agencies (LEAs) and schools. This alternative is referred to as the Community Eligibility Provision (CEP).

To be eligible, LEAs and/or schools must meet all of the following criteria:

* A minimum level of identified students for free meals in the year prior to implementing the CEP
* Agree to serve free lunches and breakfasts to all students; and
* Agree to cover with non-Federal funds any costs of providing free meals to all students above amounts provided in Federal assistance.

Reimbursement is based on claiming percentages derived from the identified student\* percentages. The claiming percentages established for a school in the first year are guaranteed for a period of four school years and may be increased if the identified student percentages rise for the LEA and/or school or group of schools.

**Non-Discrimination Statement:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.usda.gov%2Fsites%2Fdefault%2Ffiles%2Fdocuments%2FUSDA-OASCR%2520P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf&data=05%7C01%7Celizabeth.seitz%40alaska.gov%7C8826ad0115fd4729438808da49748720%7C20030bf67ad942f7927359ea83fcfa38%7C0%7C0%7C637903062078663577%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=wMye0H84%2Bzw4uYULU8lqemtU9JmBysc2Gvuf6U1P5wg%3D&reserved=0), 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](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fmailto%3Aprogram.intake%40usda.gov%2F&data=05%7C01%7Celizabeth.seitz%40alaska.gov%7C8826ad0115fd4729438808da49748720%7C20030bf67ad942f7927359ea83fcfa38%7C0%7C0%7C637903062078663577%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=P37yQh7HGHNJuvXvMEUl%2BTcuwE8z62rw6jtSGGTNvUc%3D&reserved=0)

This institution is an equal opportunity provider.