Georgia Department of Education School Nutrition Program Community Eligibility Provision (CEP)

Determining CEP Highest Eligibles of Free Students for DE 112, 118 and Edit Checks

# Highest Number of Free Eligibles per School:

* This number is calculated by multiplying the free claiming percentage for individual schools by the **highest daily** enrollment during the month at each individual school. The free claiming percentage for the school may have been determined by district, group or individual school.
* Record this number on the Monthly DE107.
* District wide highest free eligibles are a sum of all individual school highest eligibles for free meals.
* If the claiming percentage is 100%, then the highest eligibles will be the highest enrollment number by school each month.

# For Daily Edit checks on 112 and 118 – How to establish Attendance Adjusted Eligibles (AAE) These edits can be checked daily or at the end of the month.

* Daily Enrollment X (state factor) or local attendance factor = AAE.

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* If using a local attendance factor, retain documentation of how the local attendance factor was determined.
* In CEP the daily AAE is the **highest number of reimbursable meals** allowed to be served on any given day. If the number of meals is higher than the AAE then an explanation is necessary.
* Never serve more reimbursable meals than students in attendance on any given day.

# How to complete 112 and 118 End of Month Counts (EOM) for Free and Paid

* Daily counts for breakfast and lunch should have been entered daily. Proof daily edit checks.
* Most point of service computer software programs have edit check capabilities.
* Ultimately the EOM number of free and paid meals is calculated from the monthly total of meals served. Apply the claiming percentage to the monthly total of meals served.
* For each school apply the free claiming percentage to total meals served for the month to yield the total free meals. The remaining meals will be claimed as paid meals.
* If calculating manually – (Example included)
  + Apply the **free claiming percentage (D)** to the **total meal count (A)**.
  + Use simple rounding to determine **total free meals to claim (B). A X D = B.**
  + Subtract the total free meals (B) from the total meals (A) served to determine the number of

# paid meals claimed (C). A – B = C