



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Community Eligibility Provisions (CEP) Concurrence Process:

When completing the concurrence process one of the requirements is to determine the feasibility of CEP to the School Nutrition Program and the school district. Steps 3-6 of the Concurrence Process lists what must be done when using the estimator or the feasibility worksheet and what should be done when a decrease in revenue is discovered. One of the ways to determine a loss in funds is through the use of these tools.

3. Complete a Federal Reimbursement Estimator or a CEP Feasibility Worksheet for at least one month expenses showing revenues to be generated.

4. If a decrease of revenues is generated a letter of Explanation must be attached as to why it would still be feasible to pursue CEP for school/schools/district.

5. Include most current Cash Resource Management Report with the Explanation.

6. Attach a copy of the BOE minutes if presented to and approved by the local BOE. (Only needed if a decrease in revenue is generated when adopting CEP.)

When using the Federal Reimbursement Estimator, it is necessary to enter the actual revenue the district received for the month being calculated. This revenue includes all funds received to the district for student meals, including full and reduced paid lunches, breakfasts and federal reimbursement for each.

The Feasibility Worksheet works similar to the Estimator, but it will actually calculate the revenue generated for full and reduced priced meals. This is done by entering the number of meals served in each category and completing the meal cost fields.

Each tool will then figure if the district would suffer a loss or a gain of revenue if changing from a traditional claiming system to CEP. Using the tool also allows for calculating increases of participation that may occur. Participation increases are common, but not guaranteed.

Either tool is helpful in budget planning and will prove useful in determining if CEP is financially feasible for a school district.

Attachments are available on the School Nutrition Website at the link for Community Eligibility.

Contact Area Consultant and set up date for confirmation and validation of CEP-ISP Determination Worksheet. Tentative Date is: _____

Attachments included are:

- CEP Feasibility Worksheet – Not 6 Cents and 6 Cents Feasibility Worksheets
- CEP Federal Reimbursement Estimator
- Concurrence Process
- CEP-Identified Student Percentage (ISP) Determination Worksheet (for participating schools)