Community Eligibility Provision (CEP)

Monthly Claim Information

**Highest Number of Free Eligibles per School:**

* This number is calculated by multiplying the free claiming percentage for individual schools by the highest dailyenrollment 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.

**Edit Checks and Attendance Adjusted Eligibles (AAE)**

* Enrollment x state factor or local attendance factor = AAE.
* 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 mealsallowed 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.

**Monthly Claim Calculation**

* Meal counts for breakfast and lunch should be entered daily on the DE112 and DE118
* Proof daily edit checks.
* For each CEP 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. Use simple rounding method.
* Total meals x Free claiming percentage = Free meals claimed
* Total meals – Free meals = Paid meals claimed