

# Community Eligibility Provision (CEP) Election for School Year 2026-2027

Illinois State Board of Education  
Nutrition Department  
March 26, 2026



# Agenda

- Overview of CEP
- CEP Reimbursement
- Evaluating CEP
- Applying for CEP
- Operating as CEP Approved
- SY26-27 Election Deadlines

# WINS –Program Application versus CEP

## Program Application

- Application Completed Annually in the Spring
- Program selection details
  - NSLP
  - SBP
  - After School Snack
  - Seamless Summer Option
- July 1 – June 30 approval period

## CEP Evaluation and Application Module

- Application Completed April 1 – June 30
- CEP Approval is for 4 consecutive school years
- July 1 – June 30 approval period

# WINS



# What is Community Eligibility Provision (CEP)?

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CEP is a 4-year reimbursement option for eligible high poverty LEA's.

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CEP schools use an approved percentage for meal claiming purposes. This approved percentage is determined based on the number of *Identified Students* enrolled in the school.

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An LEA may participate in CEP for some or all schools in the LEA.

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Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended the Richard B. Russell National School Lunch Act to provide an alternative to household eligibility applications for free and reduced-price meals in high poverty Local Educational Agencies (LEAs) (or districts) and schools.

# CEP Benefits

- **Students**

- Breakfast and Lunch Offered Daily to ALL Students
- No Meal Charges
- Meals are Healthy and Nutritious
- Ensures Students are ‘Ready to Learn’
- No Overt Identification

- **Parents**

- Simplification of Meal Benefit Paperwork
- No cash payment for meals

- **Schools**

- Reduced School Nutrition Program Paperwork
- Streamlines Meal Service
- Eases implementation of Alternative Breakfast Models



# To be eligible for CEP, a school must:

- Have a minimum level (25%) *Identified Students* as of April 1 in the year prior to implementing CEP;
- Agree to serve lunches AND breakfasts at no cost to all students for up to four consecutive years;
- Agree to cover with non-Federal funds any costs of providing meals at no cost to all students above amounts provided in Federal assistance;
- Not collect free and reduced-price household eligibility applications from households in participating schools during the period of participation in the CEP; (A USDA Program, Summer EBT, will require socioeconomic eligibility determinations for all enrolled students.)
- Count total breakfasts and lunches served to students; and
- NOT be a residential childcare institution (RCCI) as that term is set forth in the definition of “School” in 7 CFR 210.2.

# Determining School Eligibility

- The percent of Identified Students must first be determined by participating school, then can be used by school, group of schools within the LEA, or districtwide.
- Percent Identified Students is equal to # of Identified Students divided by Total enrollment.
- All CEP application data is as of April 1
- The percent of Identified Students is then multiplied by the USDA determined factor of 1.6 – the currently used factor.

# Who are Enrolled Students?

- Enrolled students are students enrolled in the school applying for CEP that have access to at least one USDA funded SNP meal service (breakfast and/or lunch) at the school.
- Students who do not have access to either breakfast or lunch, or students tuitioned to other schools are NOT counted in the student enrollment numbers for the CEP application.
- Enrolled Pre-school students may be included if they are offered at least one USDA funded SNP meal service. (breakfast and/or lunch under SNP)



# Who are Identified Students?

- Identified Students are:
  - Directly certified for free meals based on their participation in the
    - Supplemental Nutrition Assistance Program (SNAP),
    - Temporary Assistance for Needy Families (TANF),
    - Income eligible FREE Medicaid,
      - **Reduced Medicaid Matches are NOT included.**
    - the extension of benefits to students within the same household (for above programs), and
    - foster children.
  - Homeless\*
  - Runaway\*
  - Migrant Youth\*
  - Head Start\*

\* As Certified by the Program coordinator

# Maximizing the Number of Identified Students

- It is very important that all schools considering implementation of CEP maximize the number of “identified students’ as of April 1 the year prior to implementation (if applying for SY26-27 = April 1, 2026).
- ISBE recommends that ALL LEAs conduct monthly direct certification.
  - USDA requires at least once annually.
- Extend FREE meal benefits to all household members of students that are directly certified.
- For household applications submitted with a SNAP or TANF number or foster child is marked on the household app – search the direct certification system for these students – if found as FREE eligible in the DC system, they can be counted as Identified Students.
- **THIS STEP IS IMPORTANT FOR ALL SPONSOR THAT ARE NOT APPROVED TO CLAIM AT 100% FREE. ISBE recommends that ALL sponsors evaluate your CEP numbers annually, with options to withdrawal and reapply for a NEW 4 year cycle, to extend the cycle.**

# Common Misunderstandings about Identified Students



- Identified Students are **NOT** the same as your Free & Reduced Eligibility numbers.
- Identified Students are **NOT** those that were certified for free or reduced meals based on data submitted on a Household Eligibility Application (HEA).
- Identified Student numbers **DO NOT** include:
  - SNAP/TANF number on an HEA
  - Foster child marked on a HEA
  - Homeless, Migrant, Runaway marked on a HEA (without a signature from that programs coordinator)
  - Submission of a HEA based on income
  - **Directly certified or extension of benefits for income eligible REDUCED Medicaid**

# Deciding the Best CEP Option for Your District

## Individual school site

- Site data used to determine claiming percentage.

## Group(s) of school sites

- Schools grouped to maximize claiming percentage.
- No limit to the number of groups or individual sites.
- Same site cannot be used more than once.

## Districtwide

- All sites in the district are a grouped together.
- All sites will have the same claiming percentage.
- In some instances, even when sites are grouped for the CEP claiming percentages, the site level data is used for USDA and other programs.



# Is CEP Financially Feasible?

- As the current cycle of CEP expires or if you are evaluating CEP for the first time, sponsors need to evaluate if CEP is financially feasible.
- This is an **IMPORTANT** step in your planning.
  - If CEP is financially feasible, then plan to apply during the CEP application time period (April 1 – June 30 annually for the subsequent school year).
  - If CEP is not financially feasible, then the sponsor will need to communicate with your local community and ensure that regular meal counting and claiming regulations are adhered to for USDA compliance. (Free, Reduced Price, and Paid meal eligibility)

# Determining Claim Percentages

- Reimbursement for a CEP group in the First Year under CEP is based on the percentage of *Identified Students* as of April 1 of the school year prior to the First Year of electing benefits.
  - For SY26-27 – use April 1, 2026 Identified Students and Enrollment.
- The percentage of *Identified Students* is multiplied by a factor of 1.6 to determine the total percentage of meals reimbursed at the Federal FREE reimbursement rate. (The percentage derived from this calculation must not exceed 100 percent.)
- The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal PAID reimbursement rate.
- The claiming percentage is applied to the total number of meals served to determine the reimbursement amount.
- The claiming percentages established for a school in the First Year of CEP are guaranteed for a period of four consecutive school years.
- If the Identified Student percentage increases (or remains stable) for a CEP group, then you can withdrawal and reapply for the group, extending the CEP approval for an additional four consecutive school years.

# The CEP Process: Evaluate and Apply

- For any school electing CEP for the first time, especially at lower ISP percentages, it is highly recommended that you complete a financial evaluation to ensure that election to CEP is financially feasible for your school/district.
- USDA refers to CEP as a federal/local cost sharing model program.
- If it is determined that it is financially feasible to apply for CEP, then continue with the CEP application.

## Overview of the CEP Identified Student %, the CEP Claiming Percentages, and Average Lunch and Breakfast Reimbursement, based on SY25-26 Rates of Reimbursement, 60% or greater NSLP, Severe Need Breakfast

CEP Identified Student %	FREE Claiming % (* 1.6 USDA factor)	PAID Claiming % (100-Free)	Average LUNCH Reimbursement	Average Breakfast Reimbursement
62.50%	100.00%	0.00%	\$4.75	\$2.98
55.00%	88.00%	12.00%	\$4.25	\$2.67
52.00%	83.20%	16.80%	\$4.04	\$2.55
50.00%	80.00%	20.00%	\$3.91	\$2.46
45.00%	72.00%	28.00%	\$3.57	\$2.26
40.00%	64.00%	36.00%	\$3.24	\$2.05
35.00%	56.00%	44.00%	\$2.90	\$1.84
30.00%	48.00%	52.00%	\$2.57	\$1.64
25.00%	40.00%	60.00%	\$2.23	\$1.43

# CEP Evaluation Worksheet

- To assist schools in evaluating the CEP versus Traditional Method, we have developed worksheets that are available.
- The worksheet can be used to determine if CEP or traditional participation in the meal programs will provide a greater amount of reimbursement.
- **Important Note:** The worksheet only shows the difference in reimbursement amounts and does NOT identify any added value and/or savings to the school due to the certification and verification processes no longer required. Also, assumes all revenue from reduced price and paid students is collected.

# Illinois CEP Evaluation Worksheet Website

- <https://www.isbe.net/cep>

## COMMUNITY ELIGIBILITY PROVISION (CEP)

### NUTRITION

School Nutrition Programs  
National School Lunch Program

Community Eligibility Provision  
(CEP)

CEP is an alternative to collecting, approving, and verifying household eligibility applications for free and reduced price eligible students in high poverty local educational agencies (LEAs) for schools participating in the National School Lunch and School Breakfast Programs.

Application Process



Documents



Evaluation Worksheets



#### School Year 2025-26 CEP Evaluation Worksheets (Based on SY 2025-26 Rates of Reimbursements)

In order to determine which worksheet to use, the 60% rate refers to the district's National School Lunch Program rate of reimbursement. Those districts claiming 60% or greater F/R lunches two years prior receive the 60% or greater rate of reimbursement.

The Severe Need Breakfast, is higher rate of reimbursement provided to sites that claimed 40% or greater of their lunches as F/R two years prior. This information can be found on your most recent Approval Letter available in WINS under the attachment link (paper clip icon).

- [NSLP 60% rate and Non Severe Need Breakfast](#)
- [NSLP 60% rate and Severe Need Breakfast](#)
- [NSLP less than 60% rate and Non Severe Need Breakfast](#)
- [NSLP less than 60% rate and Severe Need Breakfast](#)

## What information is needed to complete the CEP worksheet?

- Determine if you want to do the worksheet by individual site or group.
- Claim data (monthly, annually, etc.):
  - Breakfast - free, reduced, paid meals
  - Lunch – free, reduced, paid meals
- Student prices:
  - breakfast – reduced & paid.
  - Lunch – reduced & paid.
- Enrollment (individual site or group)
- Identified Students (individual site or group)
- Remember if you are grouping sites together or the district together – combine your claim data, enrollment and identified student numbers!!!

# ABRAHAM School District Data



- *Severe Need Breakfast and 60% and greater Lunch Reimbursement*
- *Identified Student percentage as of April 1, 2026:*  
Identified Students (175) divided by enrollment (324) = 0.5401 or 54.01%
- Multiply by the USDA factor of 1.6:  $0.5401 \times 1.6 = .8642$  or 86.42%
- Of the total meals claimed,
  - 86.42% reimbursed at the FREE rate
  - 13.58% reimbursed at the PAID rate.
    - Average Reimbursement:
      - » \$2.63 for Breakfast
      - » \$4.18 for Lunch

# RESULTS - ABRAHAM School District

Traditional Method							
Breakfasts	Total Meals Claimed		Lunches	Total Meals Claimed			
	Free	1,605		Free	2,698		
	Reduced-Price	45		Reduced-Price	59		
	Paid	1,455		Paid	2,763		
	Total Breakfasts Claimed	3,105		Total Lunches Claimed	5,520		
	Student Prices			Student Prices			
	Reduced-Price	\$0.30		Reduced-Price	\$0.40		
	Paid	\$2.10		Paid	\$3.35		
	Total Breakfast Revenue	\$8,552.70		Total Lunch Revenue	\$23,869.09		
	<b>Total Revenue Based on Traditional Claiming: \$32,421.79</b>						
Community Eligibility Provision (CEP) Method				Increase in Meals Served			
1	Enrollment Identified Students	324 175	5	Total Breakfasts Claimed	3,105	Breakfast % Increase	5%
2	% of Identified Students	54.01%	6	Total Lunches Claimed	5,520	Lunch % Increase	5%
3	% of Meals Reimbursed at Free Rate	86.42%	7	Total Breakfast Revenue	\$ 8,165.00	Increased Breakfast Revenue	\$ 8,573.25
4	% of Meals Reimbursed at the Paid Rate	13.58%	8	Total Lunch Revenue	\$ 23,071.56	Increased Lunch Revenue	\$ 24,225.13
<b>Total Revenue Based on CEP Claiming: \$31,236.56</b>				<b>Total Revenue: \$32,798.38</b>			
<b>Traditional Claiming = \$32,421.79</b>			<b>vs. CEP Claiming = \$31,236.56</b>			<b>Increased Meals= \$32,798.38</b>	
<b>Traditional Claiming Provides Greater Reimbursement</b>				<b>Consider CEP at this Level</b>			
CEP - Average Reimbursement Rate per BREAKFAST			CEP - Average Reimbursement Rate per LUNCH				
\$ 2.63			\$ 4.18				

# LINCOLN School District



- *Severe Need Breakfast and Greater than 60% Lunch Reimbursement*
- *Identified Student percentage as of April 1, 2026:*  
Identified Students (303) divided by enrollment (927) = 0.3269 or 32.69%
- Multiply by the USDA factor of 1.6:  $0.3269 \times 1.6 = .5230$  or 52.30%
- Of the total meals claimed,
  - 52.30% reimbursed at the FREE rate
  - 47.70% reimbursed at the PAID rate.
    - Average Reimbursement:
      - » \$1.75 for Breakfast
      - » \$2.75 for Lunch

# RESULTS - LINCOLN School District

Traditional Method						
Breakfasts		Total Meals Claimed			Total Meals Claimed	
	Free	4,815		Free	8,094	
	Reduced-Price	135		Reduced-Price	177	
	Paid	9,315		Paid	8,289	
	Total Breakfasts Claimed	14,265	Lunches	Total Lunches Claimed	16,560	
		Student Prices			Student Prices	
	Reduced-Price	\$0.30		Reduced-Price	\$0.40	
	Paid	\$2.00		Paid	\$3.25	
Total Breakfast Revenue	\$37,101.60	Total Lunch Revenue		\$70,778.37		
<b>Total Revenue Based on Traditional Claiming: \$107,879.97</b>						
Community Eligibility Provision (CEP) Method						
1	Enrollment Identified Students	927 303		5	Total Breakfasts Claimed	14,265
2	% of Identified Students	32.69%	6	Total Lunches Claimed	16,560	
3	% of Meals Reimbursed at Free Rate	52.30%	7	Total Breakfast Revenue	\$ 24,953.50	
4	% of Meals Reimbursed at the Paid Rate	47.70%	8	Total Lunch Revenue	\$ 45,482.12	
<b>Total Revenue Based on CEP Claiming: \$70,435.62</b>						
<b>Traditional Claiming = \$107,879.97</b>		vs.	<b>CEP Claiming = \$70,435.62</b>			
<b>Traditional Claiming Provides Greater Reimbursement</b>						
CEP - Average Reimbursement Rate per BREAKFAST			CEP - Average Reimbursement Rate per LUNCH			
\$ 1.75			\$ 2.75			



# Community Eligibility Provision (CEP) Evaluation and Application Module in WINS

This module can be used by districts that are interested in evaluating if CEP will work for your district or school.

**Step 1:** Obtain a COMPLETE DISTRICTWIDE Enrollment file, as of April 1, 2026. Sample upload format available. A green banner will appear on the top if the file is successfully uploaded, select Continue (in the lower right corner) to populate the results by WINS site on the next screen.

**Step 2:** Evaluate results. The module will determine the total number of students enrolled as well as the number of students that are identified students by WINS site.

**Step 3:** Ensure that all identified students are marked and if not marked, modify the record. Once process exhausted, submit for ISBE review. Upload required documentation.

**Step 4:** Seek administrative authority to apply for CEP and submit final CEP application in WINS prior to June 30, 2026.

# CEP Quick Reference Sheet

## QUICK REFERENCE GUIDE

### CEP Evaluation & Application Module

The Community Eligibility Provision process is now in ISBE's Web-Based Illinois Nutrition System (WINS). School Nutrition Programs sponsors can use the Community Eligibility Provision Evaluation (CEP) and Application Module to evaluate if CEP will work for them. After uploading an enrollment file, districts will be able to make adjustments by modifying students and grouping sites. After any necessary modified student approvals by ISBE, sponsors can then submit their CEP application.

#### Accessing the Module

- Log into WINS through IWAS at [www.isbe.net](http://www.isbe.net), under System Quick Links at the top of the screen.
- Select "Is Community Eligibility Provision (CEP) for you?" under the Sponsor Tasks tab.

#### Uploading an Enrollment File

- Create a complete list of your enrolled students in the template file format provided. Only CSV file extension is supported.
- Select Choose File and highlight your .csv file name, and then select Upload.
- After uploading your file, a red banner will identify errors in your enrollment file that need to be fixed in order to continue.
- A green banner will appear if the file is successfully uploaded. Select Continue to populate the results.

#### Submit the CEP Application

- You must have the authorized representative's permission to submit on behalf of the sponsor and agree to all the requirements of CEP.
- After careful review, submit the CEP application.

#### Grouping Sites

- WINS sites may be grouped to maximize claiming percentages. CEP would only be at these sites.
- There is a check box to group all of your sites (or if you are a single site district).
- If your site group selections meet the 25% identified student threshold, it will appear in green. If below 25%, a red banner appears with additional guidance.

#### Maximize Identified Students

- The students appearing on shaded green are enrolled and identified students.
- Students listed on shaded gray are unmatched but can be modified, such as those Direct Certified by Extension of Benefits.
- Modified students must be submitted with documentation to ISBE for approval.

#### Review and Evaluate Results

- After submitting an error-free enrollment file, the results of the matching process will display. This includes total enrollment, total identified students, and identified student percentage both with and without the USDA approved factor.
- If the numbers qualify and are satisfactory, sponsors can submit the CEP application, or they can edit individual students as identified and group WINS sites to maximize claiming percentages before submitting.

Illinois State Board of Education Nutrition Department

December 2023

# WINS Main Dashboard

**WINS**  
Web-based Illinois Nutrition System

### Sponsor Lookup

Name / RCDT / City / Address / Zip:  Program:  Program Year:

Your application is complete.

**Alerts** [-]

**Comments/Notes** [-]

**Alerts:** No Sponsor alerts. Please use the Show Existing Site Alerts link below.

**Comments/Notes:** No Sponsor notes. Please use the Show Existing Site Notes link below.

### Springfield SD 186 (51-084-1860-25)

Sponsor TasksSponsor Applications & ParticipationSite ApplicationsClaims & MonitoringSponsor Info

#### Administrative Tasks

Sponsor Tasks	Site Application Tasks
<ul style="list-style-type: none"><li><input type="checkbox"/> Batch Daily Meal Counts</li><li><input type="checkbox"/> Batch Participation Detail</li><li><input type="checkbox"/> Add/Remove Detail Dates</li><li><input type="checkbox"/> Batch Site Questionnaire</li><li><input type="checkbox"/> Batch Site Participation</li><li><input type="checkbox"/> <b>Is Community Eligibility Provision (CEP) for you?</b></li><li><input type="checkbox"/> <b>CEP Group Information</b></li><li><input type="checkbox"/> Add New Site</li><li><input checked="" type="checkbox"/> Deactivate/Re-activate Site(s)</li><li><input checked="" type="checkbox"/> Deactivate Sponsor</li><li><input checked="" type="checkbox"/> Review Citation Responses</li><li><input checked="" type="checkbox"/> Waivers</li></ul>	<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Enroll Site In New Program</li><li><input checked="" type="checkbox"/> Edit Site Questionnaire</li><li><input checked="" type="checkbox"/> Edit Program Participation</li><li><input checked="" type="checkbox"/> Edit Participation Detail</li></ul>

Reports	Budget
<ul style="list-style-type: none"><li><input type="checkbox"/> Waiver Submissions</li><li><input type="checkbox"/> Applications Not Received</li><li><input type="checkbox"/> NSLP Verification Summary Report</li><li><input type="checkbox"/> Direct Certification</li><li><input type="checkbox"/> Deleted Sites</li><li><input type="checkbox"/> Claim Data Report</li><li><input type="checkbox"/> Summary Reports - Applications Submitted for Sponsor</li><li><input type="checkbox"/> Summary Reports - Applications Submitted for Sites</li><li><input type="checkbox"/> Summary Reports - List of Sites and Applications Submitted</li></ul>	No WINS Budgets required.

# Upload COMPLETE DISTRICTWIDE Enrollment File

	A	B	C	D	E	F	G	H	I
1	FirstName	MiddleNa	LastName	Birthdate	Gender	SiteNumb	StudentId	Grade	
2									
3									
4									
5									
6									

# Complete Districtwide Enrollment File as of April 1, 2026

A	B	C	D	E	F	G	H
FirstName	MiddleNa	LastName	Birthdate	Gender	SiteNumb	StudentId	Grade

- Only **CSV** file extension is supported
- **Header row** with field names required
- **First Name** is required (Cannot exceed 30 characters)
- **Middle Name** is **not** required (Cannot exceed 30 characters)
- **Last Name** is required (Cannot exceed 30 characters)
- **Birth date** is required MM/DD/YYYY (if single digit month or day, leading zero is not required)(Cannot be a future date)
- **Gender** is required (Must be **M** or **F**)
- **WINS 5-digit site number** is required (Should contain sites belonging to the sponsor only)
- **Student Id** is **not** required
- **Grade** is **not** required

# Upload Student File Successfully

The screenshot displays the WINS interface. At the top left is the Illinois State Board of Education logo. The main header includes the WINS title and 'Web-based Illinois Nutrition System'. A navigation bar contains icons for Nutrition, Letter Notifications, Sponsor Lookup, Site Lookup, Notes, Admin, and Help. Below this is a breadcrumb trail: Organization > Norwood ESD 63 > Type:Organization > RCDT > 48-072-0630-02 > Status: Approved > Program Year:2026 > Program > SNP > Meal Service > Tier > Review Dates >. The main content area is titled 'Welcome to the ISBE Community Eligibility Provision (CEP) Evaluation and Application Module' with a 'Print' button. A message states: 'This module can be used by districts that are interested in evaluating if CEP will work for your district or school. By uploading a complete enrollment file, the module will determine the total number of students enrolled as well as the number of students that are identified students by WINS site, those students that are direct certified for free meals and meet this USDA defined term. Therefore, the first step is to create a complete list of enrolled students in the template file format provided. (Sample upload format available at link in upper right hand corner) Uploading a file to this system does not require a CEP application. Once the complete enrollment file is available, from this screen, you will select Choose File and highlight the .csv file name. Select Upload. If the file has errors or is in the wrong format, a red banner will appear with additional guidance. A green banner will appear on the top if the file is successfully uploaded. Once the green banner appears, select Continue (in the lower right corner) to populate the results by WINS site on the next screen.' A green banner with the text 'Uploaded student file successfully' is highlighted with a green box. Below this is the 'Upload Student File' section with a 'Sample upload file' button. The 'Select File:' section includes a 'Choose File' button, 'No file chosen' text, and an 'Upload' button. A list of requirements is provided: Only CSV file extension is supported; Header row with field names required; First Name is required (Cannot exceed 30 characters); Middle Name is not required (Cannot exceed 30 characters); Last Name is required (Cannot exceed 30 characters); Birth date is required MM/DD/YYYY (if single digit month or day, leading zero is not required)(Cannot be a future date); Gender is required (Must be M or F); WINS 5-digit site number is required (Should contain sites belonging to the sponsor only); Student Id is not required; Grade is not required. A 'Continue' button is highlighted with a green box in the bottom right corner.

ILLINOIS STATE BOARD OF EDUCATION

WINS  
Web-based Illinois Nutrition System

ISBE HOME | LOGOUT  
SESSION | 19:52  
TIMEOUT

Nutrition Letter Notifications Sponsor Lookup Site Lookup Notes Admin Help

Organization > Norwood ESD 63 > Type:Organization > RCDT > 48-072-0630-02 > Status: Approved > Program Year:2026 > Program > SNP > Meal Service > Tier > Review Dates >

**Welcome to the ISBE Community Eligibility Provision (CEP) Evaluation and Application Module** [Print](#)

This module can be used by districts that are interested in evaluating if CEP will work for your district or school. By uploading a complete enrollment file, the module will determine the total number of students enrolled as well as the number of students that are identified students by WINS site, those students that are direct certified for free meals and meet this USDA defined term.

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Uploaded student file successfully

**Upload Student File** [Sample upload file](#)

**Select File:**

No file chosen

- Only CSV file extension is supported
- **Header row** with field names required
- **First Name** is required (Cannot exceed 30 characters)
- **Middle Name** is **not** required (Cannot exceed 30 characters)
- **Last Name** is required (Cannot exceed 30 characters)
- **Birth date** is required MM/DD/YYYY (if single digit month or day, leading zero is not required)(Cannot be a future date)
- **Gender** is required (Must be M or F)
- **WINS 5-digit site number** is required (Should contain sites belonging to the sponsor only)
- **Student Id** is **not** required
- **Grade** is **not** required

[Continue](#)

# Upload Student File Error

ILLINOIS STATE BOARD OF EDUCATION

WINS  
Web-based Illinois Nutrition System

ISBE HOME | LOGOUT  
SESSION 19:55  
TIMEOUT

Nutrition Letter Notifications Sponsor Lookup Site Lookup Notes Admin Help

Organization ▶ Norwood ESD 63 Type:Organization RCDT ▶ 48-072-0630-02 Status: Approved Program Year:2026 Program ▶ SNP Meal Service ▶ Tier ▶ Review Dates ▶

### Welcome to the ISBE Community Eligibility Provision (CEP) Evaluation and Application Module

Print

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**Error - File upload.**

The following errors were detected in the upload file:

- Line 19 T) - Gender is missing.
- Line 38 Birth date must fall between 03/25/2001 and today.
- Line 47 Gender is missing.

Upload Student File

Sample upload file

Select File:

Choose File No file chosen Upload

- Only CSV file extension is supported
- Header row with field names required
- First Name is required (Cannot exceed 30 characters)
- Middle Name is not required (Cannot exceed 30 characters)
- Last Name is required (Cannot exceed 30 characters)
- Birth date is required MM/DD/YYYY (if single digit month or day, leading zero is not required)(Cannot be a future date)
- Gender is required (Must be M or F)
- WINS 5-digit site number is required (Should contain sites belonging to the sponsor only)
- Student Id is not required
- Grade is not required

Info

# Evaluate Results

Organization ▶ Norwood ESD 63    Type: Organization    RCDT ▶ 48-072-0630-02    Status: Approved    Program Year: 2026    Program ▶ SNP    Meal Service ▶    Tier ▶    Review Dates ▶

Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action		
No group exists							
<input type="checkbox"/> Select All Sites <input type="button" value="Start Over"/> <input type="button" value="Download Unmatched Students"/>							
Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	
	Norwood Elem School	14388	150	82	54.67%	87.47%	<input type="button" value="v"/>
	Norwood Primary School	14389	240	124	51.67%	82.67%	<input type="button" value="v"/>

- Does the data look reasonable?
- Is enrollment complete?
- Are all sites included?
- Download Unmatched Students Report to review and determine if any are any additional Identified Students. (**This is a VERY IMPORTANT STEP!**)

# Scenario #1: All sites in 1 group

Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action
A 5	961	473	49.22%	78.75%	Delete

Save Continue

Clear All

Select All Sites 0

Download Unmatched Students

Action	Site Name	Site Number	Total # of enrolled students 0	Total # of identified students 0	Identified student Percentage 0	USDA Factor * [1.6] Percentage 0	Group
	South Beloit Sr High School	10267	263	114	43.35%	69.36%	A ▾
	Clark Elementary School	10268	198	106	53.54%	85.66%	A ▾
	Riverview Elementary School	10269	214	108	50.47%	80.75%	A ▾
	South Beloit Jr High School	43113	131	66	50.38%	80.61%	A ▾
	Blackhawk Elementary School	49823	155	79	50.97%	81.55%	A ▾

# Scenario #2: Multiple groups, with 1 group NOT eligible

[Nutrition](#)
[Letter Notifications](#)
[Sponsor Lookup](#)
[Site Lookup](#)
[Notes](#)
[Admin](#)
[Add Review](#)
[Help](#)

Organization ▶ J S Morton HSD 201    Type: Organization    RCDT ▶ 06-016-2010-17    Status: Approved    Program Year: 2024    Program ▶ SNP    Meal Service ▶    Tier ▶    Review Dates ▶

Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action
A 1	5	1	20.00%	32.00%	<a href="#">Delete</a>
B 2	4339	2935	67.64%	100.00%	<a href="#">Delete</a>
C 1	3388	1956	57.73%	92.37%	<a href="#">Delete</a>

[Save](#)    [Continue](#)    [Clear All](#)

Select All Sites [Start Over](#)    [Download Unmatched Students](#)

Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	Group
<a href="#">+</a>	J Sterling Morton Alternative Sch	61577	5	1	20.00%	32.00%	A ▼
<a href="#">+</a>	J Sterling Morton East High Sch	70320	3263	2198	67.36%	100.00%	B ▼
<a href="#">+</a>	J Sterling Morton Freshman Cntr	52718	1076	737	68.49%	100.00%	B ▼
<a href="#">+</a>	J Sterling Morton West High Sch	11572	3388	1956	57.73%	92.37%	C ▼

# Modification of Individual Students

Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	Group
	Thomasboro Grade School	10394	147	93	63.27%	100.00%	

Excel PDF Print

Search:

Actions	First Name	Middle Name	Last Name	Gender	Birthdate	Grade	Snap	Tanf	Medicaid	Foster	Homeless	HeadStart	Migrant	Address	IES Case Id	IES Rin			
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				
							<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Once Modified Student Process is COMPLETE,  
 Select Save, Continue. Once you click Save and Continue, this area is locked,  
 so ensure you have maximized your numbers before proceeding.

Organization: J S Morton HSD 201 | Type: Organization | RCDT: 06-016-2010-17 | Status: Approved | Program Year: 2024 | Program: SNP | Meal Service: | Tier: | Review Dates: |

Group Name	Enrolled Total	Identified Total	Identified Percentage	USDA Factor * [1.6] Percentage	Action
A	5	1	20.00%	32.00%	Delete
B	4379	2935	67.64%	100.00%	Delete
C	3388	1956	57.73%	92.37%	Delete

Save Continue Clear All

Select All Sites Start Over Download Unmatched Students

Action	Site Name	Site Number	Total # of enrolled students	Total # of identified students	Identified student Percentage	USDA Factor * [1.6] Percentage	Group
	J Sterling Morton Alternative Sch	61577	5	1	20.00%	32.00%	A
	J Sterling Morton East High Sch	70320	3263	2198	67.36%	100.00%	B
	J Sterling Morton Freshman Cntr	52718	1076	737	68.49%	100.00%	B
	J Sterling Morton West High Sch	11572	3388	1956	57.73%	92.37%	C

# Submitting for ISBE Review (if modified students) or Submitting CEP Application for approval (if complete)

Organization: Urbana SD 116 Type: Organization  
RCDT: 09-010-1160-22 Status: Approved  
Program Year: 2019 Program: SNP

Urbana SD 116 Groups

Back Add Attachment Start Over Submit Application

1309-09010116022-A20 Pending Sponsor Approval

Student Counts	Rate Percent	Group Info
Identified Students: 2603	CEP Eligibility: 61.51 %	Number of Sites: 8
Enrollment: 4232	Free Claiming %: 98.41 %	Begin Date:
Modified Students: 0	Paid Claiming %: 1.59 %	End Date:

Rate Info

Average Breakfast Reimbursement: \$2.15  
Average Lunch Reimbursement: \$3.38

1338-09010116022-A20

Student Counts	Rate Percent	Group Info
Identified Students: 2603	CEP Eligibility: 61.51 %	Number of Sites: 8
Enrollment: 4232	Free Claiming %: 98.41 %	Begin Date:
Modified Students: 0	Paid Claiming %: 1.59 %	End Date:

# Status: Pending ISBE Approval

1328-49081041025-A21

Pending ISBE Approval

## Student Counts

Identified Students: **3795**

Enrollment: **6065**

Modified Students: **360**

## Rate Percent

CEP Eligibility: **62.57 %**

Free Claiming %: **100 %**

Paid Claiming %: **0 %**

## Group Info

Number of Sites: **14**

Begin Date:

End Date:

## Rate Info

Average Breakfast Reimbursement: **\$2.18**

Average Lunch Reimbursement: **\$3.43**



# Status: Pending Sponsor Approval

**1309-09010116022-A20**

Pending Sponsor Approval

Student Counts		Rate Percent		Group Info	
Identified Students:	2603	CEP Eligibility:	61.51 %	Number of Sites:	8
Enrollment:	4232	Free Claiming %:	98.41 %	Begin Date:	
Modified Students:	0	Paid Claiming %:	1.59 %	End Date:	

Rate Info	
Average Breakfast Reimbursement:	\$2.15
Average Lunch Reimbursement:	\$3.38



# Status: **Approved**

**1692-51084186025-A22**

**Approved**

<b>Student Counts</b>		<b>Rate Percent</b>		<b>Group Info</b>	
Identified Students:	<b>8323</b>	CEP Eligibility:	<b>64.06 %</b>	Number of Sites:	<b>33</b>
Enrollment:	<b>12993</b>	Free Claiming %:	<b>100 %</b>	Begin Date:	<b>7/1/2021</b>
Modified Students:	<b>0</b>	Paid Claiming %:	<b>0 %</b>	End Date:	<b>6/30/2025</b>

**Rate Info**

---

Average Breakfast Reimbursement: **\$2.77**

---

Average Lunch Reimbursement: **\$4.37**

WithdrawDelete

# WINS CEP Approval Letter

The screenshot displays the WINS (Web-based Illinois Nutrition System) interface. At the top, the title "WINS" and subtitle "Web-based Illinois Nutrition System" are visible. Below this, there are navigation icons including a globe, a person, a paperclip, a document, a lock, and a question mark. The main section is titled "Sponsor Lookup" and contains a form with the following fields: "Name / RCDT / City / Address / Zip" (containing "20096100026"), "Program" (a dropdown menu set to "School Nutrition Programs"), "Program" (a dropdown menu set to "2025"), and "Attachments" (a button). A green checkmark and the text "Your application is complete." are displayed below the form. To the right of the "Attachments" button, there is a red handwritten mark "2025". Below the form, there is a table titled "Attachments" with the following columns: "Filename", "Desc.", "Doc Type", "Expires", and "Last Update Date". The table contains five rows of data, with the second row highlighted in yellow.

Filename	Desc.	Doc Type	Expires	Last Update Date
ApprovalNslp_20250326_120022.pdf	Auto-Generated Approval Letter	Approval Letter		3/26/2025 12:00:23 AM
ApprovalCep_20250325_122256.pdf	Auto-Generated CEP Notification	CEP Approval Letter		3/25/2025 12:22:57 AM
CepAnnualNotification_20250301_122437.pdf	Auto-Generated CEP Notification	CEP Annual Notification		3/1/2025 12:24:37 AM
ApprovalNslp_20240917_120027.pdf	Auto-Generated Approval Letter	Approval Letter		9/17/2024 12:00:30 AM
ApprovalCep_20240612_121928.pdf	Auto-Generated CEP Notification	CEP Approval Letter		6/12/2024 12:19:30 AM

In WINS, under the paperclip icon (Attachments), you can see the CEP Approval Letter in the program year in which the CEP is approved. A notification CEP letter is generated for each year (Year 2, 3, and 4) confirming the status, and those are also available in the paperclip icon in each program year.

# WINS: Main Dashboard

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	Claims & Monitoring	Sponsor Info
<b>Administrative Tasks</b>				
<b>Sponsor Tasks</b>		<b>Site Application Tasks</b>		
<ul style="list-style-type: none"> <li> Batch Daily Meal Counts</li> <li> Batch Participation Detail</li> <li> Add/Remove Detail Dates</li> <li> Batch Site Questionnaire</li> <li> Batch Site Participation</li> <li> <b>Is Community Eligibility Provision (CEP) for you?</b></li> <li> <b>CEP Group Information</b></li> <li> Add New Site</li> <li> Deactivate/Re-activate Site(s)</li> <li> Deactivate Sponsor</li> <li> Review Citation Responses</li> <li> Waivers</li> </ul>		<ul style="list-style-type: none"> <li> Enroll Site In New Program</li> <li> Edit Site Questionnaire</li> <li> Edit Program Participation</li> <li> Edit Participation Detail</li> </ul>		
<b>Reports</b>		<b>Budget</b>		
<ul style="list-style-type: none"> <li> Waiver Submissions</li> <li> Applications Not Received</li> <li> NSLP Verification Summary Report</li> <li> Direct Certification</li> <li> Deleted Sites</li> <li> Claim Data Report</li> <li> Summary Reports - Applications Submitted for Sponsor</li> <li> Summary Reports - Applications Submitted for Sites</li> <li> Summary Reports - List of Sites and Applications Submitted</li> </ul>		No WINS Budgets required.		

# WINS: CEP Group Information Link

**2776-26000000000-A25**

**Approved**

Student Counts	Rate Percent	Group Info
Identified Students: <b>20</b>	CEP Eligibility: <b>60.61 %</b>	Number of Sites: <b>3</b>
Enrollment: <b>33</b>	Free Claiming %: <b>96.97 %</b>	Begin Date: <b>7/1/2024</b>
Modified Students: <b>0</b>	Paid Claiming %: <b>3.03 %</b>	End Date: <b>6/30/2028</b>

**Rate Info**

---

Average Breakfast Reimbursement: **\$2.80**

---

Average Lunch Reimbursement: **\$4.43**

Withdraw Delete



# WINS: CEP Group Information Link (2 group example)

**2122-0000000000-A23**  
Approved

Student Counts		Rate Percent		Group Info	
Identified Students:	2711	CEP Eligibility:	63.34 %	Number of Sites:	10
Enrollment:	4280	Free Claiming %:	100 %	Begin Date:	7/1/2022
Modified Students:	0	Paid Claiming %:	0 %	End Date:	6/30/2026

**Rate Info**

Average Breakfast Reimbursement: \$2.69

Average Lunch Reimbursement: \$4.43

[Withdraw](#)

**2124-0000000000-B23**  
Approved

Student Counts		Rate Percent		Group Info	
Identified Students:	2420	CEP Eligibility:	43.6 %	Number of Sites:	8
Enrollment:	5550	Free Claiming %:	69.77 %	Begin Date:	7/1/2022
Modified Students:	0	Paid Claiming %:	30.23 %	End Date:	6/30/2026

**Rate Info**

Average Breakfast Reimbursement: \$2.03

Average Lunch Reimbursement: \$3.35

[Withdraw](#)



# WINS: CEP Group Information Link (Site Specific CEP Data)

$$44.44 * 1.6 = 71.10\%$$

SiteNumber	Identified Students	Enrollment	Identified Students %
62631	4	9	44.44
12960	12	19	63.16
62632	4	5	80

- Site level CEP Data is used to determine % eligibility for USDA Programs such as Summer Food Service Program, Fresh Fruit and Vegetable Program, and After School Snacks, as well as Illinois State Meal Service Mandates.
- This data is also used to publish the annual eligibility data file. This is the Identified Student % times the USDA Factor of 1.6 to provide equivalent data.
  - This is the posted data annually from ISBE, as of October each year.
  - <https://www.isbe.net/Pages/Nutrition-Data-Analytics-Maps.aspx>

# CEP Participation: Impact on Other Programs

- Participation in CEP impacts other areas of your school.
- It is important to share this information with your administration/school board/business manager, so that they are aware and can prepare for such impacts.
- Remember, that schools/districts, that operate via CEP, will NOT have a meal benefit application process, and therefore will NOT have an individual student eligibility status based on the Household Eligibility Application for NSLP.
  - For example, you will not know if Student A is eligible for Free, Reduced-Price, or Paid meal benefits.
- Some *Other Programs* possibly impacted include:
  - Grants
  - Title I
  - E-Rate
  - Illinois School District Fees
  - Summer EBT



# Gathering Socioeconomic Status

- Schools participating in CEP will still need to collect individual socioeconomic status of students in CEP schools for other programs. This data is NOT needed for the meal programs but potentially for other programs including Summer EBT.
- Socioeconomic data is REQUIRED for PUBLIC SCHOOLS – To mark students as Low Income in the Student Information System!
  - Accessing direct certification system data is NOT COMPLETE, ACCURATE DATA.
  - Often, low-income families will need a determination letter from the school for other services.
- To assist schools in gathering this data an Alternative Household Form has been developed.
- Keep in mind that this form is not in anyway related to the federal meal programs, it is just a resource schools can use if they need individual student socioeconomic data.
- Funds from the non-profit school lunch account can NOT be used to fund the printing or processing of such form.



# Illinois School Fee Waiver Process

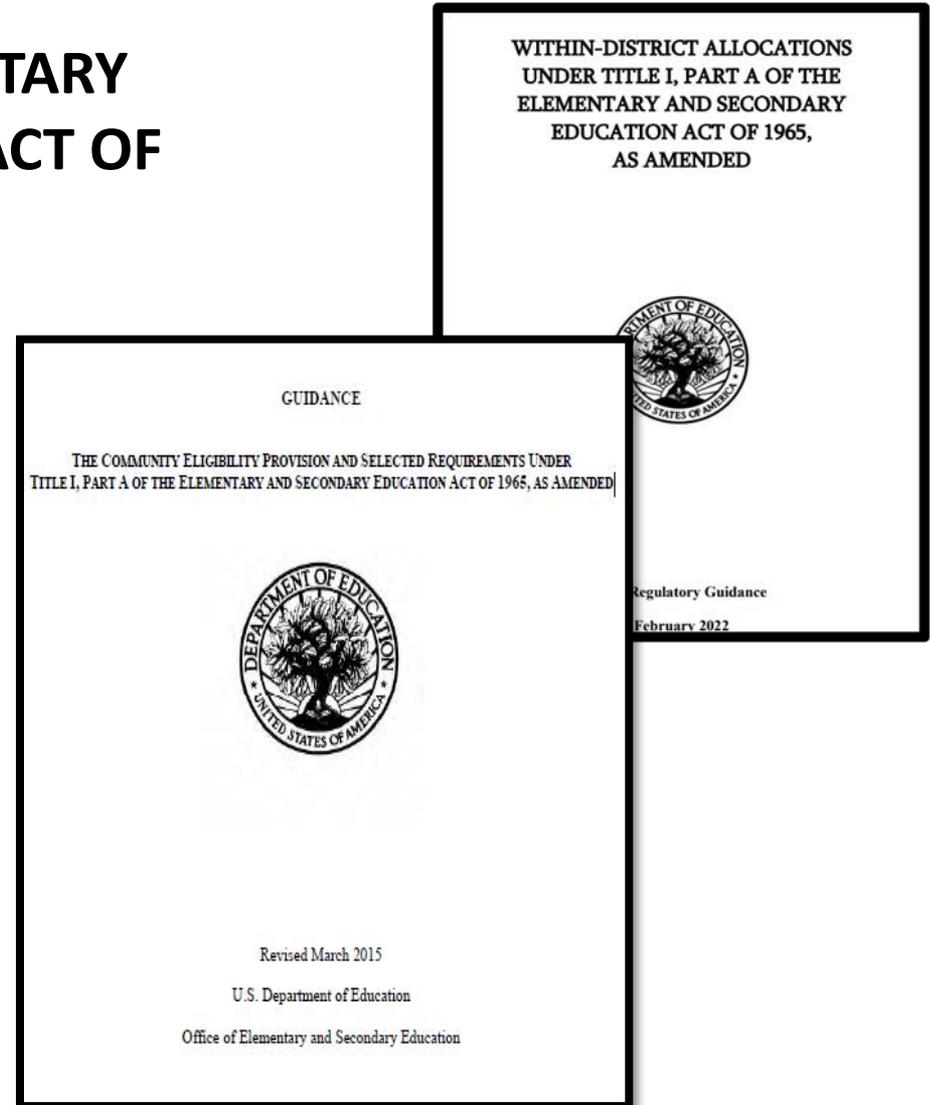
- Under **Illinois** law, school districts are required to waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board will waive fees as communicated in its adopted policy (e.g., reduced-price lunch or medical emergencies). [105 ILCS 5/10-20.13 and 34-21.6]
- As CEP participating schools will NOT have eligibility meal status by individual student, therefore there are the following options:
  - Do not assess or collect fees.
  - Collect socioeconomic data specific to the fee waiver process.

# TITLE I, PART A OF THE ELEMENTARY AND SECONDARY EDUCATION ACT OF 1965, AS AMENDED

- The United States Department of Education has issued guidance related to Title I and CEP participating schools.

For questions specific to Title I, please consult your Title I consultant.

[https://www.isbe.net/Documents/pc\\_reg\\_asmt.pdf](https://www.isbe.net/Documents/pc_reg_asmt.pdf)



# E-Rate



- The Universal Service Schools and Libraries Program, commonly known as “E-rate,” provides discounts to help eligible schools and libraries in the United States obtain affordable telecommunications and internet access.
- Please access the WINS CEP approval letter, via the paperclip icon, for documentation for E-rate auditors. (Slide 41)
- Most current guidance regarding E-Rate
  - USDA Policy Memo SP08-2015 Nov 21, 2014
    - <https://www.isbe.net/Documents/usac-erate-ltr.pdf>

# CEP and Summer EBT 2026 and beyond

- The Illinois Summer EBT Plan is Pending USDA Approval.
- Under SEBT, only those students that meet income eligibility requirements for free or reduced-price school meals are eligible for Summer EBT benefits. (\$120 per eligible student)
- Beginning in 2025, at CEP approved schools, while ISBE will pull all low-income eligible students from the Student Information System (SIS), only students directly certified for meal benefits will be SEBT eligible.
- All other CEP enrolled students, will need to submit a SEBT application directly through DHS.

# Annual CEP Notification to Households

- Sample notice available from ISBE, once approved.
- This is SPECIFIC to Meal Services.
- If CEP approved, ANNUALLY notify enrolled students and families.

Sample Letter to Households in Schools/Districts Participating in CEP  
(Copy and Paste Sample Letter onto School District Letterhead)

## Community Eligibility Provision Notification

Dear Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

We are pleased to inform you that \_\_\_\_\_  
(insert name of school(s)/district)  
will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the current school year.

### What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students of

\_\_\_\_\_ (insert name of school(s)/district implementing CEP)

are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of the this school year. No further action is required of you. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit an application.

If we can be of any further assistance, please contact us at \_\_\_\_\_  
(insert school contact information)

Sincerely,

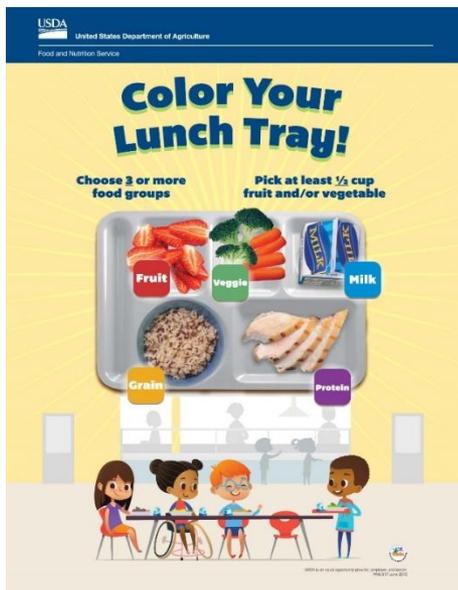
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# CEP and Meal Counting



- CEP schools must obtain an accurate meal count of reimbursable student meals, both breakfast and lunches daily, to submit claims for reimbursement.
- Schools implementing CEP are encouraged to utilize existing POS systems to ensure accurate meal counts as well as track adult meals and a la carte sales.
  - This ensures one meal per student per meal service.
- In SNP, there is no reimbursement for adult meals.

# Meal Counting and Claiming in CEP



- Total Number of Reimbursable Breakfasts
- Total Number of Reimbursable Lunches
- Counted DAILY at the Point of Service

In the WINS system, when completing the CEP approved site's claim each month, the total number of meals served is entered and WINS will apply your approved claiming percentage to that number of meals.

# WINS: CEP Claiming

## Daily Meal Counts

### Claim

Calendar Year: 2026  
Calendar Month: 3

### Quick Links

[Site Claims](#)  
[Participation Detail](#)

### Version

Selected Claim:  
New Claim

### Meal Counts

### Daily Totals

#### Program Daily Meal Counts

- School Breakfast Severe Need (54%)
- National School Lunch 60% or more Eligible (100%)
- After School Snack Area Eligible Snack (100%)

Show All

Program

Day	Meal	Program	CEP
2	Breakfast	School Breakfast	CEP
3	Breakfast	School Breakfast	CEP
4	Breakfast	School Breakfast	CEP
5	Breakfast	School Breakfast	CEP
6	Breakfast	School Breakfast	CEP
9	Breakfast	School Breakfast	CEP
10	Breakfast	School Breakfast	CEP
11	Breakfast	School Breakfast	CEP

# WINS: CEP Claim Statistics

- Enrollment and CEP Eligible on the Claim is the same number.
- ADA is Average Daily Attendance.

## Version

Selected Claim:

41: Feb 2026 Claim - Sent to FRIS - 03/17/2026

Revise

Meal Counts

Statistics

Claim Summary

## Statistics

### School Breakfast

Enrollment	219
ADA	196
CEP Eligible	219

### National School Lunch

Enrollment	219
ADA	196
CEP Eligible	219

### After School Snack

Enrollment	45
ADA	24
Free Eligible	45

Previous

Next

# WINS: CEP Claim Data Summary

2179-03011004026-A23					
Approved					
Student Counts		Rate Percent		Group Info	
Identified Students:	111	CEP Eligibility:	45.49 %	Number of Sites:	3
Enrollment:	244	Free Claiming %:	72.78 %	Begin Date:	7/1/2022
Modified Students:	0	Paid Claiming %:	27.22 %	End Date:	6/30/2026

## CEP Notes

Group Name	03011004026-A23	CEP Eligibility	45.49 %
Status	Approved	Free Claiming %	72.78 %
Begin Date	7/1/2022	Paid Claiming %	27.22 %
End Date	6/30/2026		

## Meals

### Illinois Free Breakfast - Breakfast

Illinois Free Breakfast

Free ..... 1173

### Illinois Free Lunch - Lunch

Illinois Free Lunch

Free ..... 2283

### School Breakfast - Breakfast

Severe Need

Free ..... 1173  
 Paid ..... 437  
 $1173 + 437 = 1610$

### National School Lunch - Lunch

60% or more Eligible

Free ..... 2283  
 Paid ..... 853  
 $2283 + 853 = 3136$

# Managing CEP: Closed, New Schools



- If you have closed or new schools, generally the school district should plan to complete the CEP Application process for that next school year.
  - In some instances, we can work with schools if one school building closes, and all of the enrolled students move to a new school building, but this is rare.
  - In WINS, meals are claimed where the students are enrolled in SIS (serving school).
- Please check all CEP approvals and site listings annually for accuracy.

# Managing CEP: Year 2, Year 3 and Year 4

- EVALUATE Identified Student numbers ANNUALLY.
- If the numbers increase (or remain stable) for the group of schools, USDA allows you to withdrawal the current group and reestablish the 4-year cycle with the new claiming percentages.
- If the numbers decrease, no action is needed. The school remains at the initial base year claiming percentages.
  - You will want to monitor if the numbers decrease below 25% identified, as the schools may no longer qualify for CEP at the end of the 4-year cycle.



# CEP Grace Year

- If after the 4-year CEP cycle, a CEP group has an identified student percentage (ISP) at least 15% but less than 25%, that CEP group may continue participating in CEP for one grace year (a fifth year).
- Reimbursement for a CEP group in a grace year is based on the ISP on April 1 in year 4 of the current 4-year cycle.
- This impacts a small number of CEP approved sponsors. More guidance is in the USDA CEP Planning and Implementation Guidance.
- This CEP Grace Year application is completed in WINS using the CEP Module.

# CEP and Verification

- The verification process is NOT completed by a school that is approved as CEP, as the school did not collect and process any household eligibility applications for meal benefits.
  - The Verification Summary Report is NOT COMPLETED.
- If you are a district that has some schools that are CEP approved and some non-CEP approved schools, the verification process is conducted by the district for those NON CEP Sites.
  - Data will be reported by the district on the verification summary report.

# CEP and A la Carte and Seconds

- CEP allows each student to have ONE reimbursable breakfast and ONE reimbursable lunch at school each school day.
- If the student wishes to purchase additional a la carte items, those prices are set by the local school district.
- USDA Smart Snacks are applicable.

**USDA**  
United States Department of Agriculture

## The School Day Just Got Healthier

Childhood obesity has more than doubled in children and quadrupled in adolescents over the past 30 years, leading to increased risks for cardiovascular disease, diabetes, and breathing problems. Thanks to the Healthy Hunger-Free Kids Act, major improvements are being made across the country to promote better nutrition, reduce obesity, and create a healthier next generation.

At least **80%** of Americans favor national nutrition standards for snacks and à la carte foods sold in U.S. schools.

Thanks to the updated standards, kids are now eating up to **16% more veggies** and **23% more fruit** at lunch.

Before the Smart Snacks in School rule **39 states** already had standards in place. Schools have had a **full year** to implement these changes. **1 YEAR**

**44%**  
**\$385 MILLION**

Over **44%** of schools are participating in farm to school programs, leading to **\$385 million** in local purchases.

School breakfast participation has **increased 24%** over the past 5 years. Students who eat school breakfast have been shown to achieve higher test scores and miss fewer days of school.

Learn more about supporting healthy choices at school at <http://www.fns.usda.gov/healthierschoolday>.

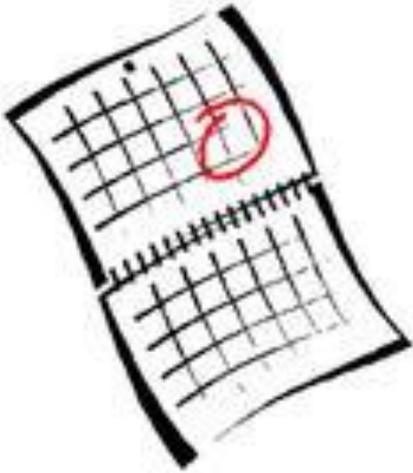
For resources refer to [http://www.fns.usda.gov/sites/default/files/hsd\\_infographic.pdf](http://www.fns.usda.gov/sites/default/files/hsd_infographic.pdf)

# CEP and Special Milk Program

- If the student is offered a reimbursable meal and declines the meal, there is NO federal reimbursement for the milk only.
- CEP school may ONLY participate in the Special Milk Program IF there is a group of students that DO NOT have access to reimbursable meals, such as ½ day students.
  - Even with ½ students, we will encourage meal services
    - Breakfast for morning students
    - Lunch for afternoon students



## CEP Timelines – SY2026-2027 Implementation



**April 1, 2026**: Determine the Number of Identified Students and Enrollment. Maintain proper documentation for both the Identified Students and enrollment.

**April 1, 2026**: Complete CEP Application via the online *CEP Evaluation and Application Module*, available in *WINS*.

**June 30, 2026**: Deadline to apply to participate in CEP for SY2026-2027.

**June 30, 2026**: Deadline to withdrawal from CEP.

\* CEP applications may be submitted for NEW sites prior to the site claiming meals in WINS, when the NEW site is making program application.

# No Kid Hungry

<https://bestpractices.nokidhungry.org/programs/community-eligibility-provision>

- Outreach Resources
  - School Administrators
  - School Business Officials
  - Community/Parents
- CEP Calculators



## Community Eligibility Provision (CEP)

The Community Eligibility Provision (CEP) is a federal reimbursement option for schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) serving high-need communities. It gives schools the ability to offer all students meals free of charge. It was permanently authorized nationwide by the Healthy, Hunger-Free Kids Act of 2010.

### ELIGIBILITY

A school, group of schools, or school district can elect to adopt CEP if they have at least 25% of enrolled students who are:

- participating in certain public benefit programs, such as the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), Temporary Assistance for Needy Families (TANF);
- automatically eligible for free school meals based on their status as homeless, migrant, foster, or runaway;
- enrolled in Head Start.

This percentage, known as Identified Student Percentage (ISP), is determined via a data matching process called direct certification and decides the federal per-meal reimbursement rate CEP schools receive.

$$\text{ISP} = \frac{\# \text{ of identified students}}{\text{total student enrollment}} \times 100$$

### MEAL REIMBURSEMENT

CEP schools are reimbursed with either the federal free claiming rate or the paid claiming rate. No meals are reimbursed at the reduced-price claiming rate. The ISP is multiplied by 1.6 to determine the percentage of meals reimbursed at the free rate, while all remaining meals are reimbursed at the paid rate. CEP runs on a four-year cycle. This chart shows how different ISPs result in different per-meal reimbursements.

School	ISP	1.6 Multiplier	% of meals reimbursed at FREE Rate	% of meals reimbursed at PAID Rate
School A	44%	44 x 1.6 = 70.4	70.4%	29.6%
School B	62%	62 x 1.6 = 99.2	99.2%	0.8%

### BENEFITS

- Increases equity by removing the financial barrier of school meals for families.
- Reduces administrative burden because household applications are not necessary.
- Eliminates barriers families may face in completing household applications, such as language or literacy barriers or fear related to immigration status.
- Eradicates school meal debt by ensuring all students receive meals at no charge.
- Could be a revenue generator for school nutrition budgets (ISP dependent) via the federal free per-meal reimbursement.
- Overrides the need for counting/claiming, thereby simplifying meals in the classroom.
- Does **not** negatively impact the amount of federal Title I education funds a district receives.

For more information and resources about CEP, visit the [Center for Best Practices website](#).





# Questions?

## Websites:

- <https://www.isbe.net/CEP>
- [https://www.isbe.net/Documents/69-72\\_hshld\\_income.pdf#search=69-72](https://www.isbe.net/Documents/69-72_hshld_income.pdf#search=69-72)
- <https://www.isbe.net/Documents/CEP-Quick-Reference-Guide.pdf>
- <https://www.isbe.net/Documents/cep-plan-implement-guidance1601.pdf>

# Nutrition Department Illinois State Board of Education

**Telephone:** 800/545-7892 in Illinois only  
217/782-2491

**Fax:** 217/524-6124

**Email:** [cnp@isbe.net](mailto:cnp@isbe.net)

**Website:** [www.isbe.net/cep](http://www.isbe.net/cep)



CEP Staff: Roxanne Ramage ([rramage@isbe.net](mailto:rramage@isbe.net))

Thank you