



Introduction to the Community Eligibility Option (CEO)



Today's Agenda

- Concepts
- What is the CEO?
- Identified Student Percentages
- CEO Cycle
 - Scheduling Tool
- CEO Calculator – Making the CEO Decision
- Financials
- State Reporting
- Resources/Questions



Today's Agenda

Today's Agenda continued:

- Meal Count & Claiming Procedures
 - Options for CEO
 - POS Software Operations
 - Edit Checks
- Student Transfers
- State Reporting (October Data and Verification)
- Benefit Issuance Document
- CEO Claims for Reimbursement
 - The CEO Claims Tool



Concepts

Benefit Issuance Document – April Roster

Identified Student Percentage (ISP) – DC/enrollment

Grouping - adding DC and enrollment of different sites to qualify

“Mixed” District – where only some of the schools are on CEO and others are not;

“All Schools” – where all schools in the district participate in CEO

YPFY - Year Prior to the 1st Year (April data – guaranteed %)



What is the CEO?

The CEO is an alternative to collecting, approving and verifying household eligibility applications for free and reduced price eligible students in high poverty LEAs for schools participating in the NSLP and SBP.

- All students in CEO schools must be served meals at no charge;
- Meals claimed are based on the percentage of identified students multiplied by a factor of 1.6*;
- The CEO operates on a four year cycle.



What is the CEO?

SY 11-12 – CEO was available to 3 states: Illinois, Michigan and Kentucky;

SY 12-13 – CEO was expanded to include New York, Ohio, West Virginia and the District of Columbia;

SY 13-14 – Georgia, Florida, Maryland and Massachusetts were selected;

SY 14-15 – CEO will be available nationwide.



Identified Student Percentages

Identified students are defined as the students certified for free meals not through the submission of individual applications.

This definition includes students directly certified through SNAP, TANF, and FDPIR participation as well as homeless on the liaison list, Head Start, pre-K Even Start, migrant youth, runaways, and non-applicants approved by local officials. Foster children certified through means other than an application are also included.

Students who are categorically eligible based on submission of a free and reduced price application are not included.



Identified Student Percentages

To participate in the CEO, a school or group of schools must have an ISP of 40% or greater;

The ISP is multiplied by a factor of 1.6 to calculate the claiming percentage for the school or group of schools.



CEO Cycle

- The CEO program is on a 4 year cycle;
- If after the first year, you decide not to continue with the CEO, you do not reapply;
- Those who re-apply, the claiming percentage will be based on the higher of the YPFY data, or the prior year April data (most current);
- If you change groupings in the next school year, the cycle re-sets;
- You do not change claiming percentages month to month, but you still process DC;
- Process DC from July 1 to April 1 each year – report data by April 15th each year.



CEO Cycle

Example of a cycle:

YPFY Data
78%

April Data 2014
79%

April Data 2015
73%

April Data 2016
85%

School Year 13-14 will use YPFY data for claims (78%) as the default.

School Year 14-15 will use April 2014 data for claims (79%) as it is higher than the YPFY.

School Year 15-16 will use YPFY data for claims (78%) as it is higher than the April 2014 data.

School Year 16-17 will use April 2016 data for claims (85%) as it is higher than the YPFY.



CEO Scheduling Tool

Sponsor Name: Happy School Board		School Name(s): Main Street Elementary					
If choosing to use a "group" of schools, number of schools in group: _____							
<i>Instructions - Complete one CEO Schedule for each school or group of schools electing to participate in the CEO.</i>							
Part A - To be completed prior to the first year of operation to determine the first year Free and Paid Reimbursement Rate.							
Year Prior to the First Year of Electing Benefits							
<i>The percentage of identified students from the year prior to the first year of electing the option.</i>							
Year	Number of Identified Students:	Number of Students Enrolled in electing LEA or school:	Identified Student Percentage:	Current Multiplier:	Reimbursement Percentage at Free Rate:	Reimbursement percentage at Paid Rate:	
Year Prior to the First Year of Electing Benefits	94	170	55%	1.6	88.47%	11.53%	
Part B - To be completed each year to determine Free and Paid Reimbursement Rates for the next year.							
Non-Base Years							
<i>The percentage of identified students must be determined no later than April 1st of the directly preceding school year to determine the total</i>							
Year	Number of Identified Students:	Number of Students Enrolled in electing LEA or school:	Identified Student Percentage:	Current Multiplier:	Reimbursement Percentage at Free Rate:	Reimbursement percentage at Paid Rate:	Actual Percentage used Base or Prior Year? (Year Prior to First/Prior)
Year 1			#DIV/0!	1.6	#DIV/0!	#DIV/0!	Year Prior to First
Year 2			#DIV/0!	1.6	#DIV/0!	#DIV/0!	
Year 3			#DIV/0!	1.6	#DIV/0!	#DIV/0!	
Year 4			#DIV/0!	1.6	#DIV/0!	#DIV/0!	
Grace Year (if applicable)			#DIV/0!	1.6	#DIV/0!	#DIV/0!	Prior



CEO Calculator – Making the CEO Decision

Community Eligibility Option (CEO) Monthly Federal Reimbursement Estimator				
1	Use to estimate the level of Federal reimbursement received under the CEO			
3	Step 1: Calculation of the annual Community Eligibility percentages For use in the next school year, based on SY2012-2013 reimbursement rates		Step 2: Federal Reimbursement Rates Select the current reimbursement rates used for each program. Lunch Breakfast Free 0 <input type="text"/> 0 <input type="text"/> Paid 0 <input type="text"/> 0 <input type="text"/> Select "\$0.06" if the SFA is certified for the additional \$0.06. \$- <input type="text"/>	
4	Enter the number of identified students and enrolled students as of April 1 st in 1.1 and 1.2	Click to define: Identified Students		
5	1.1) Enter the number of identified students as of April 1 st :	<input type="text"/>		
6	1.2) Enter the TOTAL student enrollment as of April 1 st :	<input type="text"/>		
7	Percentage of identified students = <i>**This percentage must be at least 40% to be eligible**</i>	0.00%		
8	Percentage of meals reimbursed at the Federal FREE rate =	0.00%		
9	Percentage of meals reimbursed at the Federal PAID rate =	0.00%		
11	Step 3: Monthly Meal Data Enter in the number of LUNCHES and/or BREAKFASTS served in a month in 3.1 and 3.2			Estimated Monthly Federal Reimbursements Reimbursement for LUNCH = \$0.00 Reimbursement for BREAKFAST = \$0.00 Total Reimbursement Level = \$0.00 Federal Reimbursement per LUNCH = \$0.00 Federal Reimbursement per BREAKFAST = \$0.00 Estimated Monthly Amount of Non Federal Funds Needed Excess LUNCH dollar amount = \$0.00 Excess BREAKFAST dollar amount = \$0.00 Total Estimated amount of Non Federal funds needed = \$0.00
12	3.1) Enter the total number of LUNCHES served in a month:	<input type="text"/>		
13	3.2) Enter the total number of BREAKFASTS served in a month:	<input type="text"/>		
14	Total number of MEALS served in a month:	0		
15	**Optional Step 4: Anticipated Participation Change due to serving all FREE meals: Type the percentage participation change expected (example: enter "2" for 2%):	NLSP	SBP	
16		<input type="text"/>	<input type="text"/>	
17	Total number of LUNCHES reimbursed at FREE rate =	0		
18	Total number of LUNCHES reimbursed at the PAID rate =	0		
19	Total number of BREAKFASTS reimbursed at FREE rate =	0		
20	Total number of BREAKFASTS reimbursed at the PAID rate =	0		
21	**Optional Step 5: Enter the cost of producing each type of reimbursable meal. Used in estimating the level of non-Federal funds needed	LUNCH:	<input type="text"/>	
22		BREAKFAST:	<input type="text"/>	



Financials

Non-Federal Funds

Should the costs of the CEO exceed federal reimbursement, the district must make up the difference using non-federal funds;

Under the CEO, food service is viewed as a whole, and not by individual school;

A la carte and contract income is not considered federal funds under the CEO.



State Reporting

April Data Requirement for all NSLP Sponsors

April Data is the percentage of Directly Certified students in SNP enrollment on April 1 of each year.

Sponsors will report the number enrolled in the SNP and the number of DC for each site application in CNP by April 15 each year.



MCPs

To summarize, Meal Counting and Claiming Procedures define how meals are counted at the Point of Service (POS). Under the CEO, there are three options:

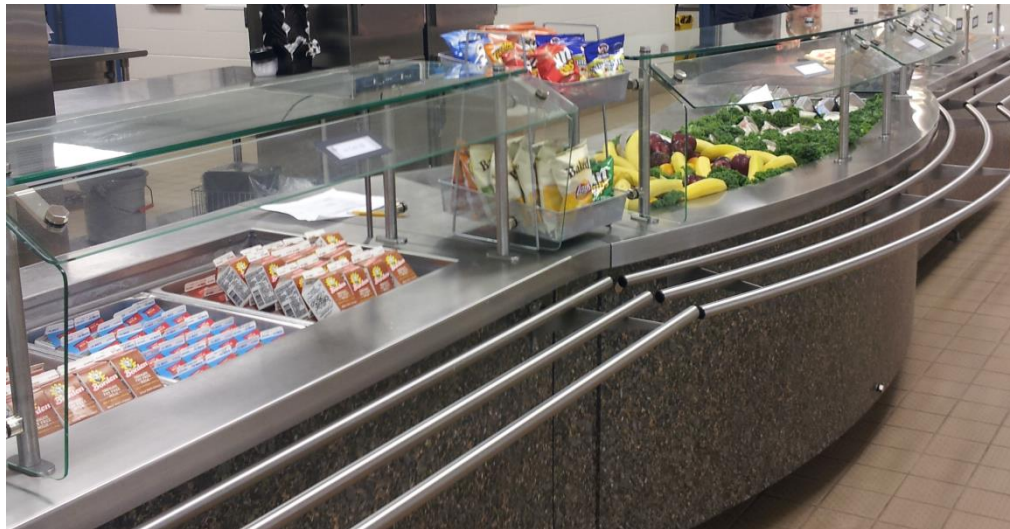
- Continue to use POS systems – in CEO schools, eligibility does not matter with the exception of Directly Certified students;
- Rosters – List of names (no need for codes);
- Tally Sheets – Allowable provided that the Sponsor has a plan to ensure than a child cannot receive more that one reimbursable meal per meal service.





POS Software

Meal prices within the POS system of CEO schools should reflect \$0.00 for the price of breakfast and lunches for students.





Rosters

- Listing of names, often in a spreadsheet – meals are marked as served at POS.
- Schools participating in CEO no longer need to be coded by Free, Reduced, and Paid categories.
- A manual count of the total meals served after the meal service is required.



Tally Sheets

**Great for Breakfast in the
Classroom!!!**

- Similar to what is used in the SFSP, each time a meal is served, a number is marked off the tally sheet.
- USDA allows the use of a Tally Sheet in the CEO provided that a daily edit check is conducted comparing the number of meals served to the attendance adjusted enrollment.
- Hand stamp not required – however, a sponsor should take steps to identify and investigate when meal counts are questionable.



Edit Checks

Florida Department of Agriculture
and Consumer Services

Edit Check Worksheet for CEO Schools

School and Community Nutrition

School Name: _____

School Number: _____

Month: _____

AF: _____

Meal Service: _____

Day of Month	Enrollment	Attendance Adjusted Eligibles	Actual Meals	Edit Check Exceeded? If so, explain:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
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21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

Regardless of the type of MCP used for POS, Edit Checks are required. A CEO Edit Check compares the number of meals served to the attendance adjusted enrollment. CEO Edit Checks must be manual unless your POS system can conduct Edit Checks without regard to eligibility status.

1st Edit Check Signature: _____

Date: _____

2nd Party Signature: _____

Date: _____

Printed on: 6/10/2013, 8:36 AM



Student Transfers

Non-CEO student transferring to a CEO School:

The transferring student will receive free meals at the CEO school regardless of the student's eligibility status at his or her previous school. The effective claiming percentages will not change. When the April data is collected and evaluated, the student would then be included in the data for determining the ISP.

CEO (if not identified as DC) student transferring to a non CEO school:

The transferring student would be counted and claimed as paid at the non-CEO school until an eligibility determination is made (either with a Family Application or through Direct Certification).

CEO (DC/nonDC) student transferring to a CEO School:

The transferring student will receive free meals at the new CEO school. The effective claiming percentages will not change at either CEO school until April data is collected and evaluated.



State Reporting

Reporting Element	All Schools	Mixed District
April Data	Must Report for all schools.	Must Report for all schools.
October Data	No Reporting Required. CEO Claiming Percentage becomes the October Data.	Must Report for non-CEO schools. For CEO schools, the Claiming Percentage becomes the October Data.
Verification Reporting (FNS 742)	Only reports enrollment, number of schools and number of DC students.	Reports all verification activities including enrollment, number of schools and number of DC students.



Benefit Issuance Document

April 1 Roster – listing of students that are “Directly Certified” on April 1 of the program year (4 year cycle).

April Roster must be supported by:

- Direct Certification List from DOE/DCF;
- Documentation used to determine additional children in a household with a directly certified student if benefits were extended;
- Lists of homeless, migrant, runaway, foster and head start children signed by the appropriate authority;
- List of total enrolled students with access to NSLP and SBP as of April 1.



CEO Claims for Reimbursement

For schools implementing CEO in SY 13-14, April 1, 2013 data (April Data) **is the** YPFY data.

Year 1 – the YPFY data is used for calculating claims for reimbursement.

Example:

Identified Students as of April 1, 2013: 55.60%

$$0.5560 \times 1.6 = .8896$$

88.96% of all meals served are reimbursed at the free rate

11.04% of all meals served are reimbursed at the paid rate



CEO Claims for Reimbursement

After April Data is reported for April 1, 2014 (in year one), a comparison between YPFY and Year 1 data will determine what claiming percentages will be used in Year 2 (sponsor will use the higher claiming percentage).

Example:

Initial Identified Students (as of April 1, 2013): 55.60%

Identified Students as of April 1, 2014: 59.87 % (Since higher than April 1, 2013 = increase in free claiming %)

$$0.5987 \times 1.6 = .9579$$

95.79% of all meals served in Year 2 are reimbursed at the free rate

4.21% of all meals served in Year 2 are reimbursed at the paid rate



CEO Claims for Reimbursement

April Data will continue to be reported during the entire CEO cycle as you will continue to process DC*.

Since a comparison is done each year of the April 1 Data of the (prior) year to the YPFY Data, you are guaranteed that your claiming percentage will never be lower than your first year of the CEO cycle.



The CEO Claims Tool

Developed by FNW to assist CEO participating sponsors with the monthly claims submission.

Sponsors will complete the tabs of the Excel workbook.

The sites total free and paid meal counts (for claiming purposes) will automatically calculate based on the total monthly meal count and claiming percentage entered.

For the breakfast and lunch meal count figures entered, conduct a second-party check and sign off on the accuracy of the worksheet.



The CEO Claims Tool

The CEO Tool should reflect Claiming Percentages submitted on the CEO Schedule.

Sponsor Name: Happy School Board		School Name(s): Main Street Elementary					
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<i>Instructions - Complete one CEO Cycle Schedule for each school or group of schools electing to participate in the CEO.</i>							
Part A - To be completed prior to the first year of operation to determine the first year Free and Paid Reimbursement Rate.							
Year Prior to the First Year of Electing Benefits							
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Part B - To be completed each year to determine Free and Paid Reimbursement Rates for the next year.							
Non-Base Years							
<i>The percentage of identified students must be determined no later than April 1st of the directly preceding school year to determine the total</i>							
Year	Number of Identified Students:	Number of Students Enrolled in electing LEA or school:	Identified Student Percentage:	Current Multiplier:	Reimbursement Percentage at Free Rate:	Reimbursement percentage at Paid Rate:	Actual Percentage used Base or Prior Year? (Year Prior to First/Prior)
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Year 2			#DIV/0!	1.6	#DIV/0!	#DIV/0!	
Year 3			#DIV/0!	1.6	#DIV/0!	#DIV/0!	
Year 4			#DIV/0!	1.6	#DIV/0!	#DIV/0!	
Grace Year (if applicable)			#DIV/0!	1.6	#DIV/0!	#DIV/0!	Prior



The CEO Claims Tool

INSTRUCTIONS - CEO Claim Reporting Tool

Purpose: The CEO Claim Reporting Tool was developed by the Division of Food, Nutrition and Wellness to assist CEO participating districts with the monthly claim submission.

Sponsors will complete a worksheet for each meal type: breakfast and lunch.

Worksheets

- CEO Schedule Summary:** List of CEO schools and the free/paid claiming percentages
- Meal Counts - Part 1 Breakfast: Monthly claims summary**
- Meal Counts - Part 2 Lunch: Monthly claims summary**

CEO Schedule Summary

1. Key in the enrollment for lunch and the claiming percentages in the CEO Schedule Summary. Round to two decimal places. The claiming percentages should match what is on file with FNW.
2. List the schools by group. The cell color will change for each group. Each school within the group will have the same claiming percentage. (If applicable)
3. Under CEO, the Approved Free count must be calculated for the site application (C-12) in order for a claim to process since the number of free meals served cannot exceed the number of free meals eligible.

Meal Counts - Parts 1 & 2: Breakfast and Lunch

1. Select the appropriate claim month from the dropdown menu.
2. Key in the total meal counts for each school.
3. The total free and paid meal counts will automatically calculate based on the claiming percentages.
5. Have another district staff person review and sign off on the accuracy of the worksheet.
6. If your district has mixed CEO/non-CEO schools proceed to Part 2 below.

The tabs:

- CEO Schedule Summary – List of CEO schools and the free/paid claiming percentages for CEO sites/groups.
- Meal Counts Breakfast – Monthly claims summary (total meal counts).
- Meal Counts Lunch – Monthly claims summary (total meal counts).



Key Dates

April 1st - April Data is the percentage of Directly Certified students in SNP enrollment on April 1 of each year.

April 15th - Sponsors will report the number enrolled in the SNP and the number of DC for each site application to the State by April 15 each year.

May 1st – State will notify all sponsors with the list of eligible schools no later than May 1 of each year.

June 30th – Sponsors must notify the State of the intent to participate for the following school year.

CEO Districts

- Bay District School System
- Brevard County School Board
- Columbia County School Board
- DeSoto County School Board
- Duval County School Board
- Gadsden County School Board
- Hamilton County School Board
- Jefferson County School Board
- Leon County School Board
- Levy County School Board
- Liberty County School Board
- Madison County School Board
- Marion County School Board
- Martin County School Board
- Orange County School Board
- Osceola County School Board
- Pinellas County School Board
- Polk County School Board
- Suwannee County School Board
- Taylor County School Board
- Washington County School Board



Resources

Food Resource and Action Center - <http://frac.org/community-eligibility/>

Michigan Department of Education - http://www.michigan.gov/mde/0,1607,7-140-43092_50144---,00.html

Illinois Department of Education - http://www.isbe.net/nutrition/htmls/national_school_lunch.htm



Questions and Answers





Contact Information

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