



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

May 16, 2024

AGENDA ITEM (ACTION ITEM):

Consider/Approve Districtwide participation in the Community Eligibility Provision (CEP) program in order to offer no-cost breakfast and lunch at all seventeen schools within the district.

APPLICABLE BOARD POLICY:

Support Services 7.11

HISTORY/BACKGROUND:

The United States Department of Agriculture (USDA) maintains a formula based on families receiving certain federal benefits to determine CEP status of individual schools, which has long been 40%. CEP status allows every student in an eligible school to receive free breakfast and free lunch each school day. Recently, the USDA lowered the CEP eligibility threshold to 25%. Currently nine KCS D schools participate in the CEP program based on the previous 40% threshold. With the new, lower threshold, every KCS D school would be eligible for CEP status beginning in the 2024-25 school year. The District believes increased student meal participation promotes increased academic performance and the CEP program will provide access to free meals for every KCS D student. Though the CEP program provides free meals for students, there is a financial component for the District to consider. CEP meals are reimbursed at a rate set by the USDA. If the District meets a minimum number of meals served at the USDA reimbursement rate, the CEP program will break even and there will be no fiscal impact to the Student Nutrition budget or the General Fund. To reach this break even point, the District must obtain an approximate increase of 34% in student meal participation. During COVID when all meals were free for every student, there was a 20% increase in meal participation across the District. This school year, two schools were CEP eligible for the first time (SVA and Turkeyfoot) and operated under CEP status for the first time. These two schools saw a meal participation increase of roughly 90% for breakfast and 50% for lunch. The District will develop and implement with fidelity intentional systems and structures to increase meal participation at every school. The implementation of these intentional systems and structures, coupled with a robust communication plan to parents and students, provides the District with confidence meal participation will meet and exceed the break-even point for fiscal solvency.

FISCAL/BUDGETARY IMPACT:

No impact to general fund

RECOMMENDATION:

Approval for Districtwide participation in the Community Eligibility Provision (CEP) program in order to offer no-cost breakfast and lunch at all seventeen schools within the district.

CONTACT PERSON:

Jennifer Notton, Director of Student Nutrition; Brian E. Vanover, Assistant Superintendent of Operations


Principal Administrator


District Administrator


Superintendent

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.
Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.*

Kenton County Board of Education

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Carla Egan Shannon Herold Jesica Jehn
“The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*”

Community Eligibility Provision Intent to Participate

Assurances

I certify that Kenton County School District hereby intends to participate in the Community Eligibility Provision offered by the USDA's National School Lunch Program. By doing so, I agree that the following policies and procedures shall be abided by:

- Must provide breakfast and lunch to all participating students at no charge;
- Must cover any costs of providing meals to students that exceed the Federal reimbursement with non-federal funds;
- Must not collect school meal applications from households for the purpose of the National School Lunch and School Breakfast Programs;
- Understand that the program is reimbursed using a formula based on the Identified Student Percentage (ISP);
- Must retain records used in the development of the ISP during the entire period CEP is in effect or if noncompliance is identified until resolved.
- Create and implement a process at the school level to distribute, collect and process the household income form (HIF). Such processes will be developed and managed separately from the School Nutrition Program and should include the appointment of a FRAM Coordinator. Any time and effort contributed to this process by food service staff must be paid from another fund source, as this work is not an allowable expense to the non-profit school food service account.

Validation and Record Keeping

I also understand documentation must be submitted to SCN and kept on the file. This includes the following:

- Documentation to validate April data reported annually used to determine the CEP claiming percentage(s). The following documentation must be submitted to SCN via CNIPS during the application process:
 - Documentation supporting the number entered for enrollment at each site that is reflective as of April 1st. The enrollment is the number of students with access to SBP and/or NSLP as obtained from the point of sale.
 - Documentation supporting the number of students who are identified as directly certified. This must be student level data to support the total entered in April reporting.
 - This includes documentation for students identified as homeless, migrant, runaway, and head start. This documentation can be submitted in one of the following formats:
 - Signed and Dated List:
The SFA obtains a documented list from the appropriate program liaison. The list must contain the following information: student name and effective date. The list must be signed and dated by the appropriate program official prior to April 1.
 - Electronic Systems List:
The SFA has access to student records in the school's student information system. The student record must meet the following requirements: the record

This institution is an equal
opportunity provider.

must indicate that the student meets one of the categorical program eligibilities and that eligibility must be determined and assigned to the student by the appropriate program official/school liaison. The record must include an effective date. The SFA may consider student records that include the categorical program designation, given by the program official to the student, as documentation of eligibility.

- Records that can validate the children who are directly certified through an extension of eligibility of another household member. These should be the same records used to identify and confirm the household composition that enabled the extension of eligibility.

SCN Direct Certification Download Information

It is understood that due to the confidentiality and sensitive nature of the SCN Direct Certification download information, local officials are encouraged not to keep printed copies or electronic copies of the download information. SCN maintains user access permission and information is automatically shared through the statewide POS system for those users.

For non-statewide POS users, SCN requires that a program official have access to the SCN Direct Certification Download System. All individuals with access must annually complete SCN Direct Certification Download Access Confidentiality Training and sign a non-disclosure affidavit.

Food Service Director

Date

Chairman of Board

Date

Superintendent

Date

Kentucky Department Of Education
Division of School and Community Nutrition
CEP Site Eligibility
Program Year: 2023 - 2024
Reporting Date: April 01, 2024

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
1002	Ft Wright Elementary School	269	493	54.56%	X	
1005	Simon Kenton High School	630	1867	33.74%	X	
1006	Twenhofel Middle School	270	785	34.39%	X	
1007	Turkey Foot Middle School	426	956	44.56%	X	
1008	James A Caywood Elementary School	330	616	53.57%	X	
1009	Ryland Heights Elementary School	164	446	36.77%	X	
1011	Woodland Middle School	247	577	42.81%	X	
1012	Scott High School	418	1012	41.30%	X	
1014	Kenton Elementary School	250	672	37.20%	X	
1015	River Ridge Elementary School	513	938	54.69%	X	
1016	White's Tower Elementary School	278	693	40.12%	X	
1017	Taylor Mill Elementary School	210	515	40.78%	X	
1018	Beechgrove Elementary School	356	665	53.53%	X	
1019	Piner Elementary School	128	345	37.10%	X	
1020	Dixie Heights High School	604	1529	39.50%	X	
1021	R C Hinsdale Elementary School	147	580	25.34%	X	
1036	Summit View Academy	568	1373	41.37%	X	

Community Eligibility Provision (CEP) - Site Eligibility For School Year: 2023 - 2024

10193 Status: Active
Kenton County Board of Education
 DBA:
 1055 EATON DR
 FT WRIGHT, KY 41017-9655
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

General Information

Reporting Date: April 01, 2024

Due Date: April 15, 2024

Instructions

The Community Eligibility Provision (CEP) for the National School Lunch Program (NSLP) provides an alternative to household applications for free and reduced price meals for economically disadvantaged students in local educational agencies (LEAs) and schools. Sites that elect this option agree to serve all students free lunches and breakfasts for four (4) successive school years and claim the meals based on a percentage of [Identified Students](#) multiplied by a [USDA-defined multiplier factor](#).

Sites which have an Identified Student Percentage (ISP) of 25.00% or greater are eligible for this option. Sites which have an Identified Student Percentage (ISP) between 15.00% - 24.99% are [potentially eligible](#).

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Entire district is eligible for CEP

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?
1002	Ft Wright Elementary School	269	493	54.56 %	X	
1005	Simon Kenton High School	630	1,867	33.74 %	X	
1006	Twenhofel Middle School	270	785	34.39 %	X	
1007	Turkey Foot Middle School	426	956	44.56 %	X	
1008	James A Caywood Elementary School	330	616	53.57 %	X	
1009	Ryland Heights Elementary School	164	446	36.77 %	X	
1011	Woodland Middle School	247	577	42.81 %	X	
1012	Scott High School	418	1,012	41.30 %	X	
1014	Kenton Elementary School	250	672	37.20 %	X	
1015	River Ridge Elementary School	513	938	54.69 %	X	
1016	White's Tower Elementary School	278	693	40.12 %	X	
1017	Taylor Mill Elementary School	210	515	40.78 %	X	
1018	Beechgrove Elementary School	356	665	53.53 %	X	
1019	Plner Elementary School	128	345	37.10 %	X	
1020	Dixie Heights High School	604	1,529	39.50 %	X	
1021	R C Hinsdale Elementary School	147	580	25.34 %	X	
1036	Summit View Academy	568	1,373	41.37 %	X	
Sponsor Totals		5,808	14,062	41.30 %		

Total Sites: 17

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