

**DATE:**

May 14, 2025

**AGENDA ITEM (ACTION ITEM):**

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

**APPLICABLE BOARD POLICY:**

**Support Services 7.11**

**HISTORY/BACKGROUND:**

The CEP program is a school meal service option available when a school's Identified Student Percentage (ISP) is greater than or equal to 25%. The ISP is based on students' participation in other means-tested programs, such as the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) program, Head Start, and Medicaid. CEP meals are reimbursed at a rate set by the USDA and is driven by meal participation. The District believes increased student meal participation promotes increased academic performance, and the CEP program provides access to no-cost meals for every KCS D student. Beginning in the 24-25 school year, the District had the opportunity to begin operating the CEP program districtwide, in part to federal policy decreasing the minimum ISP from 40% to 25%. The District has developed and implemented intentional systems and structures, which have contributed to increased meal participation. The meal participation for the eight schools added to the CEP program this year, have exceeded national averages. These schools have shown about a 32% increase in breakfast participation and a 21% increase in lunch participation. Districtwide, breakfast participation has increase about 14% this year; lunch participation has increased about 9% this year. At the same time, the department has remained fiscally responsible.

**FISCAL/BUDGETARY IMPACT:**

**No impact on the general fund**

**RECOMMENDATION:**


**Approval to continue to offer 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**

  
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.*

**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.

Last Updated: 04/2025

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.

  
Jennifer M Notton

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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: 2024 - 2025**  
**Reporting Date: April 01, 2025**

Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?
1002	Ft Wright Elementary School	235	470	50.00%	X
1005	Simon Kenton High School	513	1480	34.66%	X
1006	Twenhofel Middle School	221	750	29.47%	X
1007	Turkey Foot Middle School	431	977	44.11%	X
1008	James A Caywood Elementary School	294	596	49.33%	X
1009	Ryland Heights Elementary School	169	444	38.06%	X
1011	Woodland Middle School	240	537	44.69%	X
1012	Scott High School	314	806	38.96%	X
1014	Kenton Elementary School	219	659	33.23%	X
1015	River Ridge Elementary School	458	889	51.52%	X
1016	White's Tower Elementary School	273	701	38.94%	X
1017	Taylor Mill Elementary School	203	522	38.89%	X
1018	Beechgrove Elementary School	376	669	56.20%	X
1019	Piner Elementary School	131	363	36.09%	X
1020	Dixie Heights High School	486	1260	38.57%	X
1021	R C Hinsdale Elementary School	141	564	25.00%	X
1036	Summit View Academy	551	1303	42.29%	X