

Community Eligibility Application Quick Guide

Local Education Agencies (LEAs) that would like to participate in the Community Eligibility Provision (CEP) are required to submit an application electronically as part of their CNP: School Nutrition Program application.

In order to submit an application you must have the following:

An agency user (Level 3) who has a MEIS account and has completed the security access form; and a computer workstation with internet connectivity. Recommended browser is Internet Explorer 6.0 or later versions.

Step 1: Page Access

- To gain access to the CEP page, select "Yes" for #12 on Sponsor Information Page: Are any of your schools going to participate in the Community Eligibility Provision (CEP)?
- The SAVE and REVERT buttons should appear on the page.
- The table is populated with CEPI spring count data.

Step 2: Page Features

- SAVE: The SAVE button will save your most recent version. You still have the option to revert after you have saved.
- REVERT: The REVERT button will revert the page back to CEPI spring count data. Once you select REVERT, the page will lock and you cannot make changes.
- Select all schools you want to participate by checking the "Applied" box.
- When editing, you have the ability to select participating sites and create groups. Click SAVE to calculate ISP and CEP eligibility percentages.
- You may enter data for sites in Reported Extended Eligibility and Other Adjustments, but supporting documentation for the data must be uploaded in GEMS/MARS.

Step 3: Saving Page Changes

- When you are done, click **SAVE**. The program office will review the page and approve it along with the rest of your application.
- Reminder: You may enter data in Reported Extended Eligibility and Other Adjustments, but supporting documentation for the data must be uploaded in GEMS/MARS before the application can be approved.

Step 4: Reverting Page Changes

- If you do not want to save the changes made to the CEP page, click **REVERT**.