Washington Office of Superintendent of
PUBLIC INSTRUCTION

Applying for Community Eligibility Provision (CEP) in WINS User Manual

2023

APPLYING FOR COMMUNITY ELIGIBILITY PROVISION (CEP) IN WINS USER MANUAL

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Washington Office of Superintendent of
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BACKGROUND INFORMATION

Community Eligibility Program (CEP)

The Community Eligibility Provision (CEP) allows schools with high numbers of low-income children to serve free breakfast and lunch to all students without collecting school meal applications. CEP is available to public, private, and tribal schools.

The Washington State legislature passed House Bill 1878 during the 2022 legislative session which amended RCW 28A.235.300. Beginning in the 2022-2023 school year, public schools with an Identified Student Percentage of 40 percent or greater must operate CEP for the four-year CEP cycle. The ISP is calculated as of April 1 each year and is the percentage of students directly certified for free meals without an application.

Helpful Information

<u>Required Fields</u> – Required fields will be marked with an asterisk (*). Data must be entered in required fields or user will receive an error message and will not be allowed to continue until the error has been corrected.

<u>Help Links</u> – Help links (**?**) will provide the user with additional on-screen help information.

INSTRUCTIONS

1. Gather Materials

- WINS Log-in
- Signed WINS Agreement
- CEP Data Template, including:
  - Alphabetical list of all enrolled students by school. Data must be reflective of April 1.
  - Highlight Identified Students.
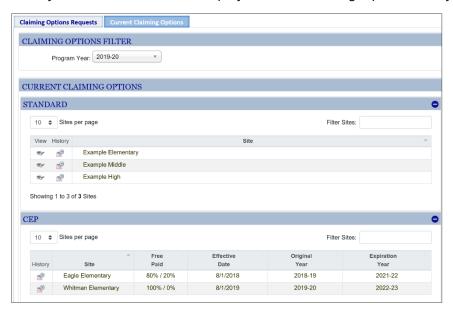 - Enrollment as of April 1.

2. Navigate to the Claims Tab

The *Claiming Options* tab is located as a sub-tab under the main *Claims* tab on the *Profile* screen.

3. Review your Current Claiming Options

The *Current Claiming Options* screen is divided into 3 grids that can be expanded or contracted by clicking each of the header rows. Each of these grids will display the list of sites that are operating the Standard, CEP, or Provision II claiming option.

Clicking the *View* icon next to sites will open the *View Site Claiming Option* screen. Clicking the *History* icon next to sites will display the *Site Claiming Option History* screen.

Claiming Options Requests	Current Claiming Options				

CLAIMING OPTIONS FILTER

Program Year: 2019-20 ▼

CURRENT CLAIMING OPTIONS

STANDARD ⊖

10 ▼ Sites per page   Filter Sites: [ ]

View	History	Site
👁	📝	Example Elementary
👁	📝	Example Middle
👁	📝	Example High

Showing 1 to 3 of **3** Sites

CEP ⊖

10 ▼ Sites per page   Filter Sites: [ ]

History	Site	Free Paid	Effective Date	Original Year	Expiration Year
📝	Eagle Elementary	80% / 20%	8/1/2018	2018-19	2021-22
📝	Whitman Elementary	100% / 0%	8/1/2019	2019-20	2022-23

Site Claiming Option History

The *Site Claiming Option History* screen will show the selected site's claiming option history. The screen will display CEP data history from 2014-15 forward.

Site Claiming Option History

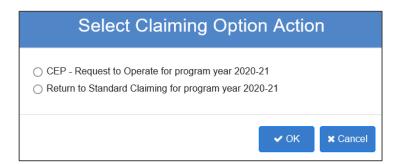| Site	Claiming Option	Effective Date	Free / Reduced Paid				Start Year	Expiration Year
Collins Elementary	CEP	7/1/2020	B/L:	83.06 %	0.00 %	0.00 %	2021	2024
Collins Elementary	CEP	7/1/2019	B/L:	79.64 %	0.00 %	0.00 %	2020	2023
Collins Elementary	CEP	4/1/2020	B/L:	79.63 %	0.00 %	0.00 %	2020	2023

✖ Close

4. Claiming Option Requests

The Claiming Option Requests screen will display all claiming option requests and the status of those requests.

View	Edit	Delete	Notes	History	Action	Election Level	Current Status	Status Date
☞	✎	✖		📝	CEP - Request to Operate for PY 2020-21	Individual Sites	Created	03/02/2020
☞				📝	CEP - Request to Operate for PY 2019-20	Groups and Individual Sites	Approved	08/01/2019

CLAIMING OPTION REQUESTS — Select Claiming Option Action

10 ⇕ Sites per page — Filter Sites:

Showing 1 to 2 of **2** Sites

Previous 1 Next

Tabs: Sponsor Profile | Applications | Sites | Shared Calendar | Budgets | Management Plans | Claims | Accounts

Sub-tabs: Claims | Claiming Options | Study Months

Lower tabs: Claiming Options Requests | Current Claiming Options

Select Claiming Option Action

The screen will display the *Select Claiming Option Action* screen**.** Clicking this button will display a pop-up, allowing you to select your desired action:
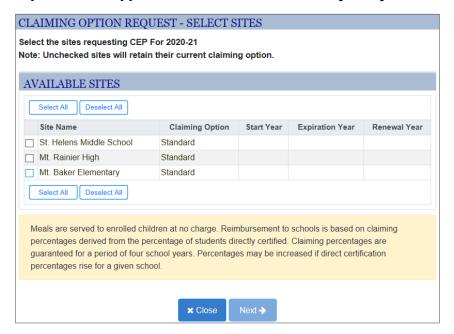
- Request CEP
- Request Provision II
- Request to return to standard – if currently operating CEP or Provision II

Select Claiming Option Action

○ CEP - Request to Operate for program year 2020-21
○ Return to Standard Claiming for program year 2020-21

✔ OK   ✖ Cancel

4. Select Sites

After selecting an action, the screen will display the current claiming option for each site. You can select one or more sites from the list by clicking the individual boxes next to the site name, or you can select all/deselect all using the buttons.

If a site currently operating CEP is selected, that site will be included as part of the new request and if approved, will start a new CEP 4-year cycle.
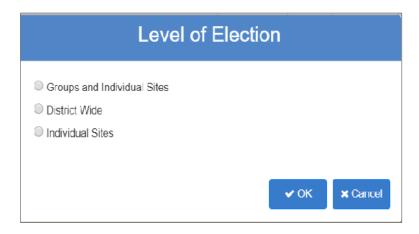

5. Level of Election

After selecting the sites you want to apply CEP to, a pop-up screen will display for selecting the *Level of Election*.

The options for selection include:
- Groups and Individual Sites
- District-Wide
- Individual Sites

Depending on how many sites you selected for election, you will have various options. Make a selection and click *OK*.

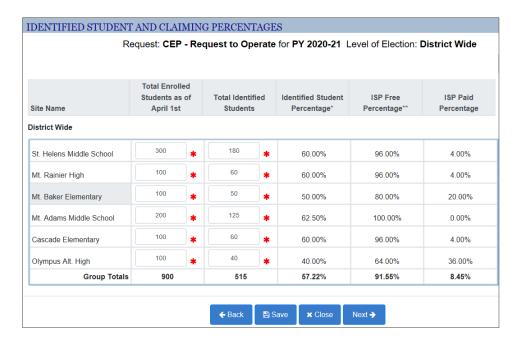### Identified Student and Claiming Percentages

The *Identified Student and Claiming Percentages screen* will display selected sites in groups according to the level of election selected. Using April 1 data, enter the *Total Enrolled Students* and

the *Total Identified Students*. Based on these entries, the system will calculate the ISP Percentages.

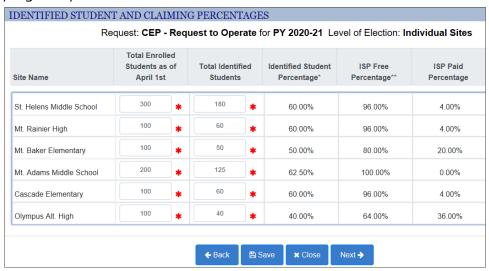You may select the *Back* button to change site selections and level of election.

A. District Wide

If *District-Wide* is selected as the level of election, the system will calculate the total ISP for all district sites and claiming percentages will be based on the district-wide calculations.

IDENTIFIED STUDENT AND CLAIMING PERCENTAGES

Request: **CEP - Request to Operate** for PY 2020-21 Level of Election: **District Wide**

Site Name	Total Enrolled Students as of April 1st		Total Identified Students		Identified Student Percentage*	ISP Free Percentage**	ISP Paid Percentage
District Wide							
St. Helens Middle School	300	✱	180	✱	60.00%	96.00%	4.00%
Mt. Rainier High	100	✱	60	✱	60.00%	96.00%	4.00%
Mt. Baker Elementary	100	✱	50	✱	50.00%	80.00%	20.00%
Mt. Adams Middle School	200	✱	125	✱	62.50%	100.00%	0.00%
Cascade Elementary	100	✱	60	✱	60.00%	96.00%	4.00%
Olympus Alt. High	100	✱	40	✱	40.00%	64.00%	36.00%
Group Totals	**900**		**515**		**57.22%**	**91.55%**	**8.45%**

← Back   🖫 Save   ✖ Close   Next →
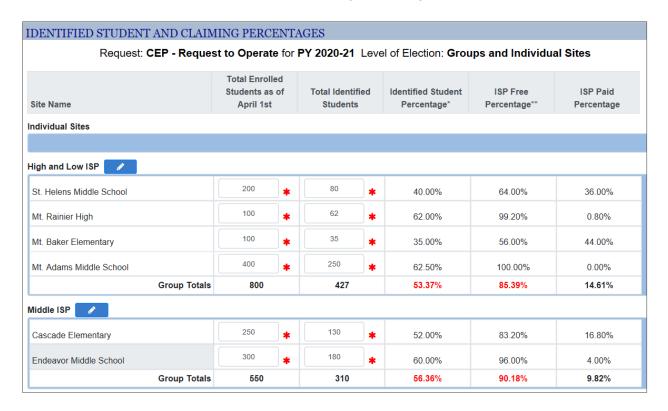
B. Individual Sites

If *Individual Sites* is selected as the level of election, the system will calculate the total ISP for each site individually and claiming percentages will be based on that site's percentages. If an individual site does not meet the required 40%, sponsors are allowed to submit the request for review by a program specialist.

IDENTIFIED STUDENT AND CLAIMING PERCENTAGES

Request: **CEP - Request to Operate** for PY 2020-21 Level of Election: **Individual Sites**

Site Name	Total Enrolled Students as of April 1st		Total Identified Students		Identified Student Percentage*	ISP Free Percentage**	ISP Paid Percentage
St. Helens Middle School	300	✱	180	✱	60.00%	96.00%	4.00%
Mt. Rainier High	100	✱	60	✱	60.00%	96.00%	4.00%
Mt. Baker Elementary	100	✱	50	✱	50.00%	80.00%	20.00%
Mt. Adams Middle School	200	✱	125	✱	62.50%	100.00%	0.00%
Cascade Elementary	100	✱	60	✱	60.00%	96.00%	4.00%
Olympus Alt. High	100	✱	40	✱	40.00%	64.00%	36.00%

← Back   🖫 Save   ✖ Close   Next →

C. Group and Individual Sites

If *Groups and Individual Sites* is selected as the level of election, the screen will first display all sites
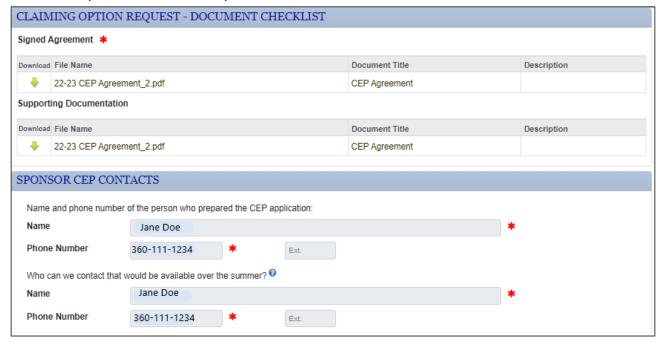
as Individual Sites. Select '*Add Group*' to add groups and click and drag sites into groupings or leave as individual sites to achieve the best claiming percentages.

IDENTIFIED STUDENT AND CLAIMING PERCENTAGES

Request: **CEP - Request to Operate** for **PY 2020-21** Level of Election: **Groups and Individual Sites**

Site Name	Total Enrolled Students as of April 1st	Total Identified Students	Identified Student Percentage*	ISP Free Percentage**	ISP Paid Percentage
Individual Sites					
High and Low ISP ✏					
St. Helens Middle School	200 ✱	80 ✱	40.00%	64.00%	36.00%
Mt. Rainier High	100 ✱	62 ✱	62.00%	99.20%	0.80%
Mt. Baker Elementary	100 ✱	35 ✱	35.00%	56.00%	44.00%
Mt. Adams Middle School	400 ✱	250 ✱	62.50%	100.00%	0.00%
Group Totals	800	427	**53.37%**	**85.39%**	14.61%
Middle ISP ✏					
Cascade Elementary	250 ✱	130 ✱	52.00%	83.20%	16.80%
Endeavor Middle School	300 ✱	180 ✱	60.00%	96.00%	4.00%
Group Totals	550	310	**56.36%**	**90.18%**	9.82%

6. Document Checklist

The Document Checklist is the last screen in the CEP application process. Use this screen to upload the required documentation and identify required contacts. Required documents include:

- Signed CEP Agreement
- Completed CEP Data Template

CLAIMING OPTION REQUEST - DOCUMENT CHECKLIST

Signed Agreement ✱

Download	File Name	Document Title	Description
⬇	22-23 CEP Agreement_2.pdf	CEP Agreement	

Supporting Documentation

Download	File Name	Document Title	Description
⬇	22-23 CEP Agreement_2.pdf	CEP Agreement	

SPONSOR CEP CONTACTS

Name and phone number of the person who prepared the CEP application:

Name	Jane Doe	✱
Phone Number	360-111-1234 ✱	Ext.

Who can we contact that would be available over the summer? ❓

Name	Jane Doe	✱
Phone Number	360-111-1234 ✱	Ext.

7. Submit CEP Request

Once completed, submit the CEP request from the *Document Checklist* screen. It will then be sent to the program specialist for review. If the specialist returns the application for additional work, it will be displayed as a work queue item on your Claims work queue on the home screen.

If the CEP application is approved or denied, a notice will be sent to the Claims Notifications and Alerts queue on your home screen.

8. What Comes Next?

After submitting the application, the program specialists will request the following submissions for a sample of students:

- Actual Direct Certification – Free and Direct Certification – Free via Medicaid downloads from EDS
- Certification documents for students "extended eligibility" by shared household – include supporting data for qualifying student found on the DC list
- Certification documents for homeless students (signed list provided by Homeless Liaison)
- Certification documents for Migrant students
- Certification documents for ECEAP or Head Start students
- Any other source document necessary to qualify a child – such as a letter from DSHS for foster children

Get ready to serve meals at no cost to all students!

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To file a program discrimination complaint, a Complainant should complete [Form AD-3027, USDA Program Discrimination Complaint Form(link is external)](link is external), from any USDA office, by calling 866-632-9992 or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. ***Fax:****833-256-1665 or 202-690-7442; or*
3. ***Email:*** *[USDA Program Intake(link is external)](link is external)*

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