

# OSPI School Meal Programs Application Checklist

## Community Eligibility Provision (CEP) Application Checklist

Local Education Agencies (LEAs) may use this checklist as a guide to complete the 2025–26 CEP application. You do not need to return this form to OSPI. We recommend gathering all your required materials before starting your Washington Integrated Nutrition System (WINS) application.

The CEP Application must be submitted in WINS by **June 30, 2025**.

USDA Child Nutrition Program requirements are subject to change both as updated guidance is received from the USDA and at the discretion of the State Agency. Please review [CNS Updates](#) and [OSPI's website](#) for all important updates and/or changes.

## Requirements

### ☐ Step 1: Gather CEP Data Documentation

- Complete the [CEP Data Template](#):
  - List all enrolled students by school/site as of April 1, 2025.
  - Enter the State Student ID (SSID), First Name, Last Name, School Name, CEDARS Reason Code, Reason, and Date Approved for ALL students.
  - Indicate identified students by highlighting names using the CEDARS Reason Code Key on the right-hand side of the document.

### ☐ Step 2: Sign CEP Agreement

- Fill out the required information on the [CEP Agreement](#).
  - The Superintendent, Business Manager, and Food Service Director must sign and date the CEP Agreement.  
*Note: If the same individual fulfills multiple roles, have the individual sign for each role that the individual fulfills.*

### ☐ Step 3: Apply for CEP in WINS

- Log into WINS and follow the instructions in the [Applying for Community Eligibility Provision \(CEP\) in WINS User Manual](#).  
*Note: Upload the completed CEP Data Template and signed CEP Agreement in the WINS Application.*



#### □ Step 4: Provide Supporting Certification Documentation

- Upon receipt of the application, a Program Specialist will review and request supporting certification documentation for a sample of students.
- Provide the following supporting certification documents for the requested sample via an encrypted email:
  - Direct Certification and Direct Certification-Medicaid Lists from EDS
  - Extended Eligibility Documentation showing the student shares a household with a student listed on the Direct Certification or Direct Certification-Medicaid lists
  - Signed List from McKinney-Vento or Foster Liaison
  - Certification from Migrant Student Coordinator
  - Signed List from Head Start or ECEAP Coordinator
  - Any other Source Documents necessary to qualify a child (i.e., a letter from DSHS for children in foster care)

*Note: Return the supporting documentation in the same order as the names on the sample list and highlight the requested names on the documentation.*

#### □ Step 5: Submit Meal Counting and Claiming Procedure

- Submit the Meal Counting and Claiming Procedure for CEP schools to your Program Specialist upon request.

*Note: Procedures must describe how the LEA will count meals at the point-of-service and prevent the claiming of second meals.*

### CEP Application Approval Process

Once the CEP Application is submitted in WINS, a Program Specialist will review it and request additional documentation as needed. All LEAs will receive a CEP approval or denial email following the review of their application. All CEP applications will be reviewed by **September 30, 2025**.

#### Resources

- [CEP & Provision II webpage](#)

#### Acronym Reference

- CEDARS – Comprehensive Education Data and Research System
- CEP – Community Eligibility Provision
- DSHS – Department of Social and Health Services
- ECEAP – Early Childhood Education and Assistance Program
- EDS – Education Data System
- LEA – Local Education Agency
- OSPI – Office of Superintendent of Public Instruction
- WINS – Washington Integrated Nutrition System