

When you're filling out the CEP Data Template, follow the tips and instructions provided on the template.

****FOR "REASON", LIST HOMELESS, DC, DC-MEDICAID-FREE, MIGRANT, FOSTER, ECEAP, TANF, FDPIR, etc..*****

PLEASE MAKE THE DISTINCTION BETWEEN DC & DC-MEDICAID

ONLY highlight identified students (reasons listed above); do not highlight reduced or paid students

If possible, please list student last and first name in separate columns (see below)

PLEASE DO NOT ADD SPACES BETWEEN ROWS

Please call or email your program specialist for assistance.

Run Date: *List must be representative of April 1, of the current school year.*

SSID	Last Name	First Name	School Name	CEDARS Reason Code	Reason***	Date Approved
	<p>Report the Last & First name of all enrolled students.</p> <p>The total number of students listed on the CEP Data Template should match the total number of students reported on</p>			<p>Report accurate CEDARS Reason Code and Reason per Student's eligibility.</p> <p>Use CEDARS Reason Code Key provided on the right as a guide.</p> <p>Leave blank for 'Paid' students.</p>		<p>Report eligibility effective date for all Identified Students.</p> <p>Leave blank for 'Paid' students.</p> <p>Date Approved must be between July 1-April 1 of the current school year.</p>

SSID column must include SSIDs of ALL students, NOT just Identified students.

Report SSID, NOT District-ID.

Do not report '0000000' ID.

Do not add spaces between

Use the Instructions provided

Report school name as listed in WINS.

Double check the column for an unnecessary spaces in-between school name.

Completing the CEP Data Template

Code	Qualification	FRL Type
1	Meal Application-Household Size and Income	Free
3	Directly Certified-Migrant	Free
4	Directly Certified-Homeless	Free
5	Directly Certified-Runaway	Free
6	Directly Certified-Medicaid	Free
7	Directly Certified-Head Start	Free
8	Meal Application-Foster Child	Free
11	Meal Application-Household Size and Income	Reduced-Price
12	Directly Certified-Medicaid	Reduced-Price
14	Directly Certified-ECEAP	Free
16	Meal Application-Basic Food Case Number	Free
17	Enrollment in RCCI for 24 hours	Free
18	Directly Certified-Tribal TANF	Free
19	Directly Certified-Basic Food	Free
20	Directly Certified-TANF	Free
21	Directly Certified-Foster Child	Free
22	Meal Application-TANF Case Number	Free
23	Meal Application-FDPIR Case Number	Free
24	Directly Certified-FDPIR	Free
25	No Access to Meal Programs: Income level comparable to free or reduced price meal eligibility	NA
26	Carry Over Eligibility due to Transfer from CEP/Provision 2	NA

Use CEDARS Reason Code Key as a guide for eligibility determinations