



Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

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

**2024**

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

**2024**

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Washington Office of Superintendent of  
**PUBLIC INSTRUCTION**

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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. CEP is available to public, private, and tribal schools. Local Education Agencies (LEAs) or schools must have an Identified Student Percentage (ISP) of at least 25% based on data from April 1st of the school year prior to implementing CEP.

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.

Along with the passage of House Bill 1878, the legislature passed funding to supplement federal reimbursement so that all meals served in a CEP school or group of schools with overall ISP of **40% or greater** are reimbursed at the federal free rate. State supplemental funds do not cover individual schools or groups that operate CEP with an overall ISP less than 40%. LEAs are encouraged to review their data and determine if it's financially viable for the district to operate CEP with an ISP between 25– 40%.

## Helpful Information

Required Fields – 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.

Help Links – 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.

**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

**Sponsor Profile** **Applications** **Sites** **Shared Calendar** **Budgets** **Claims** **Accounts**

**Claims** **Claiming Options**

**Claiming Options Requests** **Current Claiming Options**

**CLAIMING OPTIONS FILTER**

Program Year: 2019-20

### 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.

#### 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

### 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

CEP - Request to Operate for program year 2020-21

Return to Standard Claiming for program year 2020-21

## 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.**

**CLAIMING OPTION REQUEST - SELECT SITES**

Select the sites requesting CEP For 2020-21  
Note: Unchecked sites will retain their current claiming option.

**AVAILABLE SITES**

Select All Deselect All

Site Name	Claiming Option	Start Year	Expiration Year	Renewal Year
<input type="checkbox"/> St. Helens Middle School	Standard			
<input type="checkbox"/> Mt. Rainier High	Standard			
<input type="checkbox"/> Mt. Baker Elementary	Standard			

Select All Deselect All

Meals are served to enrolled children at no charge. Reimbursement to schools is based on claiming percentages derived from the percentage of students directly certified. Claiming percentages are guaranteed for a period of four school years. Percentages may be increased if direct certification percentages rise for a given school.

Close Next

## 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*.

**Level of Election**

Groups and Individual Sites

District Wide

Individual Sites

OK Cancel

## 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: <b>CEP - Request to Operate</b> for PY 2020-21 Level of Election: <b>District Wide</b>						
Site Name	Total Enrolled Students as of April 1st	Total Identified Students	Identified Student Percentage*	ISP Free Percentage**	ISP Paid Percentage	
<b>District Wide</b>						
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%	
<b>Group Totals</b>	<b>900</b>	<b>515</b>	<b>57.22%</b>	<b>91.55%</b>	<b>8.45%</b>	

[← 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: <b>CEP - Request to Operate</b> for PY 2020-21 Level of Election: <b>Individual Sites</b>						
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](#)
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### 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: <b>CEP - Request to Operate</b> for PY 2020-21 Level of Election: <b>Groups and Individual Sites</b>						
Site Name	Total Enrolled Students as of April 1st	Total Identified Students	Identified Student Percentage*	ISP Free Percentage**	ISP Paid Percentage	
<b>Individual Sites</b>						
<b>High and Low ISP</b>						
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%	
<b>Group Totals</b>	<b>800</b>	<b>427</b>	<b>53.37%</b>	<b>85.39%</b>	<b>14.61%</b>	
<b>Middle ISP</b>						
Cascade Elementary	250 *	130 *	52.00%	83.20%	16.80%	
Endeavor Middle School	300 *	180 *	60.00%	96.00%	4.00%	
<b>Group Totals</b>	<b>550</b>	<b>310</b>	<b>56.36%</b>	<b>90.18%</b>	<b>9.82%</b>	

## Maximizing State Meal Reimbursement

Local Education Agencies (LEAs), schools, or groups of schools must have an overall ISP of 40% or greater to be eligible for state supplemental reimbursement. LEAs are encouraged to maximize the grouping of schools, so the overall ISP is at least 40%.

### Example A: Eligible for State Meal Reimbursement

The group's overall ISP is greater than 40%, so the group is eligible for state supplemental reimbursement.

School Name	Identified Students	Enrolled Students	ISP	ISP Free Percentage	ISP Paid Percentage
School 1	80	200	40.00%	64.00%	36.00%
School 2	62	100	62.00%	99.20%	0.80%
School 3	35	100	35.00%	56.00%	44.00%
School 4	250	400	62.50%	100.00%	0.00%
<b>Totals</b>	<b>427</b>	<b>800</b>	<b>53.37%</b>	<b>85.39%</b>	<b>14.61%</b>

### Example B: Not Eligible for State Meal Reimbursement

The group's overall ISP is less than 40%. The group is **not** eligible for state supplemental reimbursement but may choose to operate CEP with an ISP between 25–40%. In this example, 60.80% will be reimbursed at the federal free rate and 39.20% of meals will be reimbursed at the federal paid rate. LEAs must cover the cost of paid meals with other dollars.

School Name	Identified Students	Enrolled Students	ISP	ISP Free Percentage	ISP Paid Percentage
School 1	155	400	38.75%	62.00%	38.00%
School 2	95	250	38.00%	60.80%	39.20%
School 3	24	100	24.00%	38.40%	61.60%
School 4	68	150	45.33%	72.53%	27.47%
<b>Totals</b>	<b>342</b>	<b>900</b>	<b>38.00%</b>	<b>60.80%</b>	<b>39.20%</b>

## 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 \***

	Delete	Download	File Name	Document Title	Description
		CEPAgreement-2024.docx		Signed CEP Agreement	

[Upload Signed Agreement](#)

**Supporting Documentation**

	Delete	Download	File Name	Document Title	Description
		UpdatedCEPDataTemplate-2024-25.xlsx		Complete CEP Data Template	

[Upload Supporting Document](#)

**SPONSOR CEP CONTACTS**

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

**Name**  \*

**Phone Number**  \*

Who can we contact that would be available over the summer? [?](#)

**Name**  \*

**Phone Number**  \*

## 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.

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## 8. What Comes Next?

After submitting the application, a program specialist 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 students experiencing homelessness (signed list provided by McKinney-Vento Liaison)
- Certification documents for students receiving Migrant Education Services
- Certification documents for students in Foster Care (signed list provided by Foster Liaison)
- 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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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\(link is external\)](#)

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