

## CEP Frequently Asked Questions

**Based on the CEPI spring data, my district or participating sites are at 100% free claiming. How do I apply/reapply with these data?**

- CEPI spring data will load into the 2023 CNP: Coordinated Application in NexSys when it opens in May.
- If you are new to CEP, the page will load with the data.
- If you are reapplying, the data will load when the site is unlocked.
- Reapplying will start a new 4-year cycle.
- Nonpublic schools and early childhood buildings that are currently participating do not have CEPI spring data. Enrollment lists will need to be uploaded by following the process below.

**Based on the CEPI spring data, my district or participating sites are not at 100% free claiming. How do I determine my CEP eligibility?**

- CEPI spring data will load into the 2023 CNP: Coordinated Application in NexSys when it opens in May, and your district may use that to apply for CEP.
- If you have early childhood students to add to sites, or if you believe there are extended eligible students not included in the spring data, MDE can run your district data to verify the site/district eligibility. To do this, you need to upload an Excel file with the full student enrollment from SY 21-22 into [GEMS/MARS](#) that contains the following information: School building code, school name, UIC, last name, first name, DOB, address, student number, grade, F/R determination basis, application/household number, and McKinney Vento determinations.
- **Student data should not be emailed**, it needs to be uploaded using the secure [GEMS/MARS link](#). If you have an account, is recommended to log in when possible and not submit data as a guest.

**How do non-public schools apply for CEP?**

- Non-public schools do not report in the spring general collection, so they will need to upload an enrollment list.
- Eligibility will be determined by MDE. To do this, you need to upload an Excel file with the full student enrollment from SY 21-22 into [GEMS/MARS](#) that contains the following information: School building code, school name, UIC, last name, first name, DOB, address, student number, grade, F/R determination basis, application/household number, and McKinney Vento determinations.

- **Student data should not be emailed**, it needs to be uploaded using the secure [GEMS/MARS link](#). If you have an account, is recommended to log in when possible and not submit data as a guest.

## Household Information Reports

The CEP Household Information Reports (HIR) for SY 2022-2023 are being updated and will be posted to the [CEP Forms & Instructions webpage](#) by June 1, 2022.

## USDA Nondiscrimination Statement

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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;
2. fax: (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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USDA Civil Rights Complaint Links:

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<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>