



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Education
& Early Development**

FINANCE & SUPPORT SERVICES

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23 June 2026

Jackie Hanson, Superintendent
Craig City School District
100 School Rd
Craig, Alaska 99921

Dear Superintendent Hanson:

We are pleased to inform you that Craig City School District has been approved to implement the Community Eligibility Provision (CEP) for School Year 2026-2027 until the end of School Year 2029-2030. Each CEP cycle lasts up to four years before the school district is required to recalculate the reimbursement rate. School districts have the option to recalculate sooner, if desired.

Requirements for operating CEP:

- Breakfast and lunch must be made accessible to all attending students enrolled in the CEP school during days of operation, for the duration of the CEP cycle.
- All meals claimed for reimbursement for both NSLP and SBP will meet the meal pattern requirements established in [7 CFR 210](#) and [7 CFR 220](#), respectively.
- School districts must maintain records, including: annual selection of the identified student percentage, number of breakfasts and lunches served daily, non-Federal funding sources used to cover any excess meal costs, and school-level information provided to the State agency for publication, if applicable. Such records shall be retained during the period the CEP is in effect, plus three fiscal years after the submission of the last Claim for Reimbursement which was based on the data.
- Your district may not collect free and reduced meal applications for the duration of this CEP cycle for the purposes of determining eligibility.
- Your district must perform a student data exchange no less than twice annually (by October 1st and April 1st). This process is done through the State Report Manager (SRM) system; the data handbook with the instructions and SRM template for this process may be located on the [Child Nutrition Programs state web](#) under Student Data Exchange.

Other helpful information:

Please continue to work with your district throughout the school year to identify students eligible for SNAP, TANF, Foster, Migrant, Homeless, FDPIR, Runaway, and Headstart to ensure students are receiving appropriate benefits. Your district may choose to renew your CEP cycle each year (using April 1 data) by relaying your election to DEED before June 30.

Your district may restore a school to standard notification, certification, and counting and claiming procedures at any time during the school year or for the following school year if standard procedures better suit the school's program needs. If standard procedures are restored during a school year, the local educational agency must offer all students reimbursable, free meals for a period of at least 30 operating days following the date of restoration of standard procedures or until a new eligibility determination is made, whichever comes first. Prior to the change taking place, but no later than June 30, the local educational agency must:

1. Notify the State agency of the intention to stop participating in a special assistance certification and reimbursement alternative under this section and seek State agency guidance and review regarding the restoration of standard operating procedures.
2. Notify the public and meet the certification and verification requirements of [§§ 245.6](#) and [245.6a](#) in affected schools.

To learn more about regulations regarding CEP, please refer to [7 CFR 245.9\(f\)](#).

For any questions, please contact us at 907-269-6578 or eed.cnp.schoolmeals@alaska.gov.

Sincerely,

Rachel Spencer
National School Lunch Program Coordinator

CC: Melinda Bass, Business Manager
Adrianne Schwartz, State Program Manager

Alaska Department of Education and Early Development
Child Nutrition Programs
CEP Election Workbook
LEA's CEP Election Form
Rev. 20260408

Instructions

After completing the ISP Determination worksheet, review the school list

If any schools are missing, be sure to correct them on the ISP Determination worksheet (schools must be listed with a "Y" in the "A" column)

Use this worksheet to select **NEW** CEP elections for the upcoming school year. **If schools are already CEP and you do not wish to start a new four (4) year cycle,** leave the election as "None", otherwise, you will start a new cycle using the current ISP data.

Use the drop-down in the "LEA's CEP Election" column to select an action (elect as district, school, or group)

Review your election summary in the Summary of CEP Election table starting at row 23

Submit this worksheet in Microsoft Excel (XSLX) form: <https://app.smartsheet.com/b/form/02bbe3c08f1d42dc9c09b915799fca5f>

Student data should be submitted separately through ZendTo (addressed to the Program Coordinator <https://drop.state.ak.us/drop/>)

Site Selection Table

School Data			LEA's CEP Election	CEP	
School	IS	Enrollment		ISP	Free Claim %
Craig Elementary (130020)	39	86	2027 Group 1	38.46%	61.54%
Craig High School (130010)	24	73	2027 Group 2	32.88%	52.60%
Craig Middle School (130030)	11	44	2027 Group 1	38.46%	61.54%

Summary of CEP Election

Summary	IS	Enroll	ISP	Free Claim %
Individually Elected (0)	0	0	<i>See site list</i>	
2027 District wide (0)	0	0		
2027 Group 1 (2)	100	260	38.46%	61.54%
2027 Group 2 (1)	24	73	32.88%	52.60%

Name and Title of Authorized Representative: Melinda Bass, Business Manager

- MB I understand the LEA cannot collect Free & Reduced Meal Applications while operating CEP
- MB I understand the LEA must provide breakfast AND lunch at no cost to enrolled students
- MB I understand the LEA must retain all CEP records for the 4-year cycle plus 3-years after the final claim is submitted
- MB I understand the LEA reimbursement rate is calculated using the above formula
- MB I understand the LEA must use non-Federal funds to cover any costs of providing meals to students that exceed the Federal reimbursement
- MB I understand the LEA must obtain April 1 data every year

This institution is an equal opportunity provider