



August, 2023
School Year 2023/2024

To Whom it may Concern:

Attached please find the memo from the Oregon Department of Education indicating the Community Eligibility Provision poverty and participation approval letter.

The letter indicates specific schools grouped together and their relative percentage of meals that are reimbursed to the district at a "free" rate. This letter indicates the general percentage of population at the school per guidelines published by the USDA regarding the Community Eligibility Provision.

Thank you,

Lizzy Petitt
Eligibility Official
Hillsboro School District
petitte@hsd.k12.or.us
(503) 844-1462

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Oregon

Kate Brown, Governor



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EDUCATION

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Colt Gill

Director of the Oregon Department of Education

DATE: 9/24/2020

TO: Nathan Roedel

RE: Community Eligibility Provision Approval

The Oregon Department of Education Child Nutrition Programs (ODE CNP) approves the following sites to participate in the USDA Community Eligibility Provision (CEP):

Group 1	Group Effective Date	7/1/2020	FirstYear	2021	LastYear	2024
Site	SiteId	InstID	Collection Date	Identified Students	Enrollment	Identified Percentage
Brookwood Elem	11250	1112	4/1/2020	110	349	0.3152
Eastwood Elem	11253	1115	4/1/2020	233	467	0.4989
Free Orchards Element	14268	4641	4/1/2020	142	395	0.3595
Hillsboro High	11245	1201	4/1/2020	396	1229	0.3222
Lincoln Street Element:	14267	4642	4/1/2020	303	457	0.663
Miller	11647	1347	4/1/2020	29	82	0.3537
Minter Bridge Elem	11260	1116	4/1/2020	144	439	0.328
Mooberry Elem	11261	1117	4/1/2020	169	419	0.4033
Reedville Elem	11264	1149	4/1/2020	109	257	0.4241
South Meadows Middl	14529	1198	4/1/2020	284	731	0.3885
W L Henry Elem	11266	1119	4/1/2020	227	380	0.5974
W V McKinney Elem	11267	1114	4/1/2020	197	488	0.4037
West Union Elem	11268	1111	4/1/2020	121	358	0.338
Witch Hazel Elem	11269	1151	4/1/2020	235	508	0.4626
Total				2699	6559	0.4115

Claiming Procedures

Please make sure your site application(s) in CNPweb reflect CEP participation for both breakfast and lunch. CNPweb is currently under construction. ODE CNP will send instructions detailing how to make this update for the 2020-2021 school year with the renewal confirmation email. The confirmation email will be sent when CNPweb is open for the 2020-2021 school year.

Record Retention

This documentation must be retained for three years after submission of the final Claim for Reimbursement for the last fiscal year of CEP. Failure to maintain and have records available during the Administrative Review may

result in fiscal action from the beginning of the school year to the date of the onsite portion of the Administrative Review.

Notification Procedures

To notify households that meals will be available at no charge while the school(s) are participating in CEP, please use the Notification Letter located under CEP Resources, Calculators, and Template Letters on the [Special Provisions](#) page.

Agreement

For your records, a copy of the signed agreement between ODE CNP and your organization is attached.

If you have any questions, please contact your [assigned Child Nutrition Specialist](#).

Sincerely,

A handwritten signature in black ink, appearing to read 'Dustin Melton', with a stylized, cursive-like script.

Dustin Melton, MS
Director, Child Nutrition Programs
Office of Student Services
(503) 947-5888, dustin.melton@ode.state.or.us

Enclosure: Signed Agreement
cc: Michelle Morrison