

Thank you for joining the Illinois State Board of Education's Webinar on the USDA's Community Eligibility Option.

- The *PowerPoint Presentation* for this Webinar was sent via electronic mail to all registered attendees and will be posted online at www.isbe.net/nutrition under What's New? in the near future.

Please be patient...We will begin shortly!

Community Eligibility Option (CEO)



Presented by:

Lindsay Blough M.S.

Principal Consultant

&

Mark Haller S.N.S.

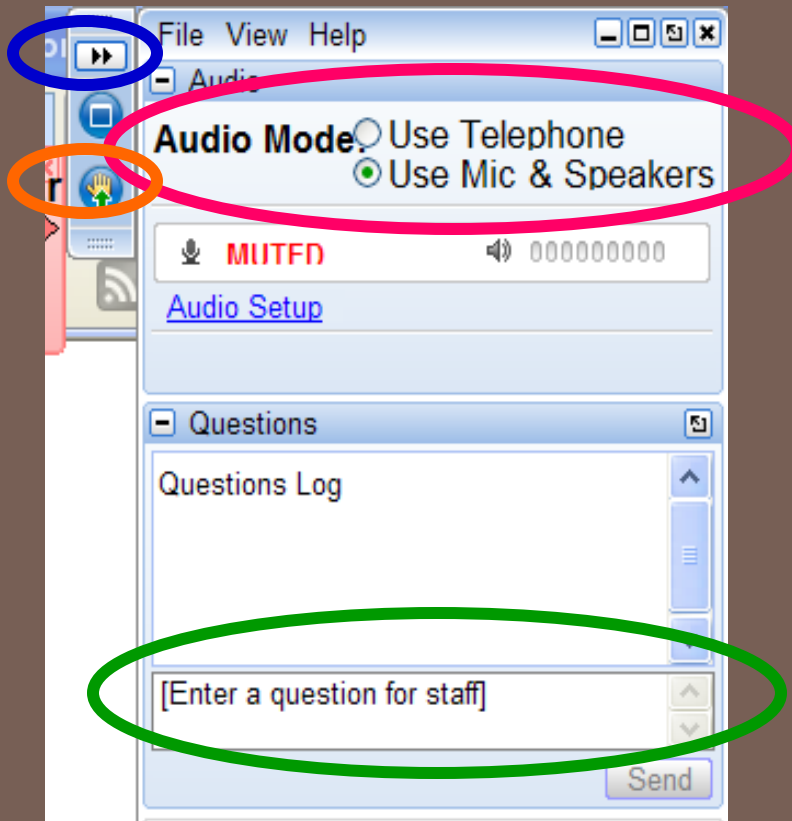
Division Supervisor

www.isbe.net/nutrition

Email: cnp@isbe.net

800/545-7892

GENERAL WEBINAR INFORMATION



Telephone Access:

Dial: 1(646)307-1722

Access code: 142-143-507

Audio PIN: Shown after joining the meeting

Webinar ID: 608304953

WEBINAR GENERAL INFORMATION

- This Webinar is being recorded. A copy of this recording will be available online in a few days.
- We will accept both typed and verbal questions.
- Questions will be answered at the conclusion of the Webinar and if necessary, posted to our website.

Agenda

- Overview of CEO
- Program requirements
- Identified Students
- Claiming
- Worksheets
- Impact on other Programs
- Application & Timelines

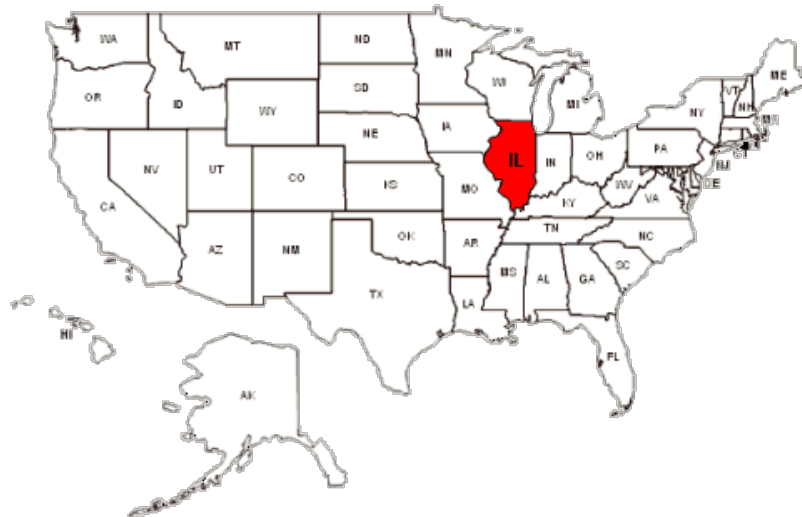


What is CEO?

- Section 104(a) of the Healthy, Hunger Free Kids Act of 2010 amended the Richard B. Russell National School Lunch Act to provide an alternative to household eligibility applications for free and reduced price meals in high poverty Local Educational Agencies (LEAs) (or districts) and schools.
- CEO is a 4-year reimbursement option for eligible high poverty LEAs and schools.
- An LEA may participate in CEO for some or all schools in the LEA.

CEO Phase In

- 2011-2012: CEO was made available in 3 states, one of which was Illinois!
- 2012-2013: 4 more states will have CEO
- 2013-2014: 4 more states will have CEO
- 2014-2015: CEO is available nationwide



To be eligible for CEO, a school must:

- Have a minimum level (40%) '*Identified Students*' as of April 1 in the year prior to implementing the option;
- Agree to serve free lunches AND breakfasts to all students for up to four consecutive years;
- Agree to cover with non-Federal funds any costs of providing free meals to all students above amounts provided in Federal assistance;
- Not collect free and reduced price applications from households in participating schools during the period of participation in the CEO;
- Count total breakfasts and lunches served to students; and
- NOT be a residential child care institution (RCCI) as that term is set forth in the definition of "School" in 7 CFR 210.2.

Non-Federal Funding Sources

9

- Only necessary if the total amount of Federal reimbursement through the option does not cover the costs of serving all students free meals.
- Any funds other than Federal reimbursement available to the nonprofit school food service account may be used.
- The non-Federal funds used to cover any excess meal costs through CEO may not be used to meet other Federal requirements.

- Examples:
 - Any portion of State revenue matching funds that exceeds the minimum requirement established in 7 CFR 210.17.

 - Profits from a la carte sales.

 - In-kind contributions funds from outside sources such as volunteer services or a cash donation.

What are Identified Students?

- Identified Students are:
 - directly certified for free meals on the basis of their participation in the Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) and the extension of benefits to students within the same household. **(Electronic Direct Certification System in Illinois)**
 - Homeless (certified by homeless coordinator listing)
 - Runaway (certified by runaway coordinator listing)
 - migrant youth (certified by the migrant coordinator listing)
 - Head Start (certified by the Head Start coordinator listing)
 - foster child (certified by means other than Household Application – ex. DCFS)
- It **does not** include students who are categorically eligible based on submission of a **household eligibility application.**

What are NOT Identified Students?

- Identified Students are NOT the same as your Free & Reduced Eligibility numbers.
- Identified Students are NOT those that were certified for free or reduced meals on a Household Eligibility Application
- Identified Student numbers **do not** include:
 - Ex. SNAP/TANF number on an application = not an Identified Student
 - Ex. Foster child marked on a household application = not an identified Student
 - Ex. Homeless, Migrant, Runaway marked on a household application = not an Identified Student
 - Ex. Submission of a household application based on income

Maximizing the Number of Identified Students

- It is very important that all schools considering implementation of CEO maximize the number of “identified students’ as of April 1 the year prior to implementation (if applying for SY12-13 = April 1, 2012).
- Therefore, ISBE recommends that ALL LEAs conduct monthly direct certification.
- Extend free meal benefits to all household members of students that are directly certified.
 - For example, a student is free eligible based on an income application approved in September 2011. However, this student also appears on the Monthly Direct Certification Report for December 2011 for your district. Change the status of this student from free based on an income application to free based on direct certification. If that student has any other household members that are students at your school, extend those benefits to those students. Those students can now be counted as an Identified Students.
 - You are required to maintain the dated HEA, the Direct Certification report and Extension of Benefits form (if applicable) for audit/review purposes.

Claiming Meals in CEO

- Schools in CEO will be provided with a FREE & PAID claiming percentage based on the number of Identified Students as of April 1 multiplied by a USDA established claiming factor.
- The school will keep track of daily meal counts and use that claiming percentage to determine the number of meals they claim as free each month and the number of meals they will claim as paid each month.

Meal Counting and Claiming

- Daily counts of the total number of lunches and breakfasts is required.
- Schools participating in CEO no longer will need to track meals by Free, Reduced, & Paid categories.
- Complete the CEO Meal Count Edit Form monthly for each school site.
- Use the data from the CEO Meal Count Edit Form for each site to complete the Claim for Reimbursement each month.

Overview of determining claim Percentages

15

- Reimbursement for a school in the First Year under CEO is based on the percentage of *Identified Students* as of April 1 of the school year prior to the First Year of electing benefits. For SY12-13 – use April 1, 2012 Identified Students.
- The percentage of *Identified Students* is multiplied by a factor of 1.6 to determine the total percentage of meals reimbursed at the Federal free reimbursement rate. (The percentage derived from this calculation must not exceed 100 percent.)
- The remaining percentage of meals, equaling up to 100 percent, is reimbursed at the Federal “paid” reimbursement rate.
- Schools apply the claiming percentages to the total number of meals served to determine the reimbursement amount.
- The claiming percentages established for a school in the First Year are guaranteed for a period of four school years and may be increased if Identified Student percentages rise for that school/group of schools/district.

Example:

- *Identified Student* percentage as of April 1, 2012: 55.60%
- $0.5560 \times 1.6 = .8896$
- 88.96% of all meals served are reimbursed at the free rate
- 11.04% of all meals served are reimbursed at the paid rate



Set-up of CEO:

16

- By individual school site
 - ▣ Each site can apply to be an individual CEO site
- By group/groups of school sites
 - ▣ Groups of schools can be put together and a claiming % for each group will be determined. There is no limit to the number of groups.
 - ▣ Some sites could be individual and some could be in groups within the same school district.
- By District
 - ▣ All sites in the district are a part of 1 group. All sites will have the same claiming %

Individual School/Site Vs. Group

Single Site(s)

- Districts can determine if some or all of their sites will participate in CEO.
- If each site is separate they may each have a different claiming percentage.
- Districts can have a mixture of some single sites and some groups.

Group(s)

- Each group will add together their number of Identified Students.
- Each school in that group will have the same claiming percentage.
- Districts can determine what groupings work best for them.
- Districts can have multiple groups.

District Wide

- Districts can choose to have every school within their district participate as one group.
- This one district wide group will add together all of their identified student numbers.
- The one district wide group will have the same claiming percentage for all of their sites.

CEO Worksheet

- To assist schools in Illinois evaluate the CEO versus Traditional Method, we have developed a worksheet that will be available online by April 1 at http://www.isbe.net/nutrition/htmls/nslp_hhfka_implementation.htm.
- The worksheet can be used to determine CEO vs. Traditional Method for individual sites, groups and/or district wide.
- **Important Note:** The worksheet only shows the difference in reimbursement amounts and does NOT identify any added value and/or savings to the school due to the certification and verification processes no longer required.

What info will I need for the Worksheet?

- Determine if you want to do the worksheet by individual site, group or district.
- Claim data:
 - ▣ Breakfast - free, reduced, paid meals
 - ▣ Lunch free - reduced, paid meals
- Student prices:
 - ▣ breakfast – reduced & paid.
 - ▣ Lunch – reduced & paid.
- Enrollment (individual site, group or district)
- Identified Students (individual site, group or district)
- Remember if you are grouping sites together or the district together – combine your claim data, enrollment and identified student numbers!!!

A	B	C	D	E	F	G	H	I	J	K	L		
Traditional Method										rates (July 1, 2011 - June 30, 2012)			
Breakfasts		Total Meals Claimed	Lunches		Total Meals Claimed					School Breakfast Program (SBP) - Severe Need			
	Free			Free							Paid	\$ 0.27	
	Reduced-Price			Reduced-Price							Reduced-Price	\$ 1.50	
	Paid			Paid									
	Total Breakfasts Claimed	0		Total Lunches Claimed	0							Free	\$ 1.80
												National School Lunch Program (NSLP) - 60% or More	
		Student Prices			Student Prices							Paid	\$ 0.28
	Reduced-Price			Reduced-Price								Reduced-Price	\$ 2.39
	Paid			Paid								Free	\$ 2.79
	Total Breakfast Revenue	\$0.00		Total Lunch Revenue	\$0.00							Illinois Free Breakfast and Lunch Program	
										Free	\$ 0.10		
Total Revenue Based on Traditional Claiming: \$0.00													
Community Eligibility Option (CEO) Method						Increase in Meals Served							
1	Enrollment Identified Students		5	Total Breakfasts Claimed	0	Breakfast % Increase							
2	% of Identified Students	#DIV/0!	6	Total Lunches Claimed	0	Lunch % Increase							
3	% of Meals Reimbursed at Free Rate	#DIV/0!	7	Total Breakfast Revenue	#DIV/0!	Increased Breakfast Revenue							
4	% of Meals Reimbursed at the Paid Rate	#DIV/0!	8	Total Lunch Revenue	#DIV/0!	Increased Lunch Revenue							
Total Revenue Based on CEO Claiming: #DIV/0!						Total Revenue: \$0.00							
Traditional Claiming = \$0.00			vs.	CEO Claiming = #DIV/0!			Increased Meals= \$0.00						
			#DIV/0!										

Examples

- We will now look at 3 examples of schools in Illinois, not identified by name.
- For these calculations, MONTHLY meal totals were used.
- To determine the overall savings or loss of federal reimbursement and student payments while electing to participate in CEO for an entire SCHOOL YEAR, you will need to multiply the monthly amount accordingly.

Example A Individual Site:

Lincoln Elementary School, Any Town, IL

23

- School Enrollment: 271
- Number of Identified Students: 213
- % Identified Students: 78.60%
- Paid Student Meal Prices:
 - ▣ Lunch: \$1.35
 - ▣ Breakfast: \$0.60
- Average Daily Participation %:
 - ▣ Lunch: 91.2%
 - ▣ Breakfast: 50.0%

A	B	C	D	E	F	G	H
Traditional Method							
Breakfasts		Total Meals Claimed	Lunches		Total Meals Claimed		
	Free	2,815		Free	5,140		
	Reduced-Price	61		Reduced-Price	123		
	Paid	106		Paid	191		
	Total Breakfasts Claimed	2,982		Total Lunches Claimed	5,454		
		Student Prices			Student Prices		
	Reduced-Price	\$0.30		Reduced-Price	\$0.40		
	Paid	\$0.60		Paid	\$1.35		
Total Breakfast Revenue	\$5,550.52	Total Lunch Revenue	\$15,509.10				
Total Revenue Based on Traditional Claiming: \$21,059.62							
Community Eligibility Option (CEO) Method						Increase in Meals Served	
1	Enrollment Identified Students	271	5	Total Breakfasts Claimed	2,982	Breakfast % Increase	
		213					
2	% of Identified Students	78.60%	6	Total Lunches Claimed	5,454	Lunch % Increase	
3	% of Meals Reimbursed at Free Rate	100.00%	7	Total Breakfast Revenue	\$ 5,665.80	Increased Breakfast Revenue	
4	% of Meals Reimbursed at the Paid Rate	0.00%	8	Total Lunch Revenue	\$ 15,762.06	Increased Lunch Revenue	
Total Revenue Based on CEO Claiming: \$21,427.86						Total Revenue: \$0.00	
Traditional Claiming = \$21,059.62			vs.	CEO Claiming = \$21,427.86		Increased Meals= \$0.00	
CEO Claiming Provides Greater Reimbursement							

Example B School Group:

Washington Middle & Reagan High Any Town, IL

25

- School Enrollment (total for both schools): 470
- Number of Identified Students (total for both schools): 277
- % Identified Students: 58.94%
- Paid Student Meal Prices:
 - ▣ Lunch: \$1.60
 - ▣ Breakfast: \$1.00
- Average Daily Participation %:
 - ▣ Lunch: 87.22%
 - ▣ Breakfast: 23.90%
 - ▣ Lets say for this example that you anticipate a 10% increase in participation with CEO

Traditional Method					
Breakfasts	Total Meals Claimed		Lunches	Total Meals Claimed	
	Free	1,418		Free	4,590
	Reduced-Price	57		Reduced-Price	385
	Paid	342		Paid	1,654
	Total Breakfasts Claimed	1,817		Total Lunches Claimed	6,629
	Student Prices			Student Prices	
	Reduced-Price	\$0.30		Reduced-Price	\$0.40
	Paid	\$1.00		Paid	\$1.60
	Total Breakfast Revenue	\$3,231.14		Total Lunch Revenue	\$17,448.77

Total Revenue Based on Traditional Claiming: \$20,679.91	
↓	

Community Eligibility Option (CEO) Method						Increase in Meals Served	
1	Enrollment Identified Students	470	5	Total Breakfasts Claimed	1,817	Breakfast % Increase	10%
2	% of Identified Students	58.94%	6	Total Lunches Claimed	6,629	Lunch % Increase	10%
3	% of Meals Reimbursed at Free Rate	94.30%	7	Total Breakfast Revenue	\$ 3,283.42	Increased Breakfast Revenue	\$ 3,611.76
4	% of Meals Reimbursed at the Paid Rate	5.70%	8	Total Lunch Revenue	\$ 18,171.25	Increased Lunch Revenue	\$ 19,988.37

Total Revenue Based on CEO Claiming: \$21,454.67

Traditional Claiming = \$20,679.91	vs.	CEO Claiming = \$21,454.67	Increased Meals = \$23,600.13
CEO Claiming Provides Greater Reimbursement			Consider CEO at this Level

Example C District Wide:

Kennedy Community School District, Any Town, IL

27

- School Enrollment (entire district): 1708
- Number of Identified Students (entire district): 768
- % Identified Students: 44.96%
- Paid Student Meal Prices:
 - ▣ Lunch: \$1.85
 - ▣ Breakfast: \$1.30
- Average Daily Participation %:
 - ▣ Lunch: 29.50%
 - ▣ Breakfast: 11.96%

Traditional Method			
Breakfasts		Total Meals Claimed	
	Free	3,140	
	Reduced-Price	23	
	Paid	26	
	Total Breakfasts Claimed	3,189	
		Student Prices	
	Reduced-Price	\$0.30	
	Paid	\$1.30	
	Total Breakfast Revenue	\$6,048.22	
Lunches		Total Meals Claimed	
	Free		6,779
	Reduced-Price		369
	Paid		720
	Total Lunches Claimed		7,868
		Student Prices	
	Reduced-Price		\$0.40
	Paid		\$1.85
	Total Lunch Revenue		\$22,154.42

Total Revenue Based on Traditional Claiming: \$28,202.64

Community Eligibility Option (CEO) Method					Increase in Meals Served		
1	Enrollment Identified Students	1,708 768	5	Total Breakfasts Claimed	3,189	Breakfast % Increase	
2	% of Identified Students	44.96%	6	Total Lunches Claimed	7,868	Lunch % Increase	
3	% of Meals Reimbursed at Free Rate	71.94%	7	Total Breakfast Revenue	\$ 4,600.72	Increased Breakfast Revenue	
4	% of Meals Reimbursed at the Paid Rate	28.06%	8	Total Lunch Revenue	\$ 16,977.04	Increased Lunch Revenue	

Total Revenue Based on CEO Claiming: \$21,577.76

Total Revenue: \$0.00

Traditional Claiming = \$28,202.64 vs. CEO Claiming = \$21,577.76

Increased Meals = \$0.00

Traditional Claiming Provides Greater Reimbursement

Impact on Other Programs

29

- Participation in CEO impacts other areas of your school.
- It is important to share this information with your administration/school board, so that they are aware and can prepare for such impacts.
- Remember, that schools/districts, that operate via CEO, will NOT have a meal benefit application process, and therefore will NOT have an individual student eligibility status based on the Household Eligibility Application for NSLP.
 - For example, you will not know if Student A is eligible for Free, Reduced-Price, or Paid meal benefits.

Gathering Socioeconomic Status

- Schools participating in CEO may still need to collect individual socioeconomic status of students in CEO schools for other programs. Not for the meal programs but other programs may need individual student information.
- To assist schools in gathering this data an Alternative Household Form has been developed

Sample Household & Income Form – to be used for gathering individual socioeconomic status.

http://www.isbe.net/sis/pdf/69-72_hshld_income.pdf

Use your "Mouse" or "Tab" key to move through the fields, and the mouse to mark check boxes. After completing last field, save document to hard drive to make future updates or click print button.

HOUSEHOLD AND INCOME FORM

_____ is participating in the Community Eligibility Option (CEO) provision under the National School Lunch Program. Under CEO, all children in the school will receive a breakfast/lunch at no charge regardless of income or completion of this form. However, to determine eligibility for various **additional** state and federal program benefits that your child(ren) may qualify for, please complete, sign and return this application to _____

1. All Household Members

NAMES OF ALL HOUSEHOLD MEMBERS First, Middle Initial, Last	By State only School Name	By State only Grade	SNAP OR TANF CASE NUMBER (If any, for each household member) Skip to Part 4 if you list a SNAP or TANF case number.										Check if NO Income	Check if Foster Child	
			1	2	3	4	5	6	7	8	9	10			
			-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-
			-	-	-	-	-	-	-	-	-	-	-	-	-

2. Homeless, Migrant, Runaway, or Head Start

Homeless Migrant Runaway Head Start

3. Total Household Gross Income (before deductions) You must tell us how much and how often.

A. NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	GROSS INCOME AND HOW OFTEN IT WAS RECEIVED (Example: \$100/month; \$100 twice a month; \$100 every other week; \$100/week)							
	B. Earnings From Work (Before Deductions)		C. Welfare, Child Support, Alimony		D. Pensions, Retirement, Social Security		E. Worker's Comp., Unemployment, SSI, etc. (All other income)	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
I.	\$		\$		\$		\$	
II.	\$		\$		\$		\$	
III.	\$		\$		\$		\$	
IV.	\$		\$		\$		\$	
V.	\$		\$		\$		\$	

4. Signature

_____ Date _____ Printed Name of Adult Household Member _____ Signature of Adult Household Member _____

5. Contact Information

_____ Work Telephone Number (include Area Code) _____ Home Telephone Number (include Area Code) _____ Home Address (Number, Street, City, State, Zip Code) _____

SCHOOL USE ONLY

INITIAL DETERMINATION Annual Income Conversion Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12 Convert income only if different frequency of pay are reported.

TOTAL INCOME \$ _____ Per: Week Every 2 Weeks Twice a Month Month Year NUMBER IN HOUSEHOLD: _____ CHANGE IN STATUS: _____ Date: _____

Free based on: homeless migrant runaway Head Start SNAP or TANF foster child household's income

Reduced based on: household's income Paid—Reason: income too high incomplete application Temporary: free reduced Unit: _____ Unit: _____ (maximum is 45 days each)

Signature of Determining Official _____ Date Withdrawn: _____ Date: _____

Privacy Act Statement: You do not have to give this information, but if you do not, we cannot determine your child's eligibility for additional benefits under state and federal programs. We will hold the information you provide us as private and confidential to the extent required by law. However, we will share your socioeconomic status with various state and federal programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules. Regardless, all students enrolled in Community Eligibility Option school will receive a meal at no charge.

Non-discrimination Statement: In accordance with Federal Law and U.S. Department of Education policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write U.S. Department of Education, Office for Civil Rights, The Wampanoag Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323 or call (215) 696-8541 (Voice). Individuals who are hearing impaired or have speech disabilities may contact U.S. DOE through the Federal Relay Service at (800) 877-8339, or (800) 845-6138 (Spanish). The U.S. Department of Education is an equal opportunity provider and employer.

Title I, Part A (Title I) of the Elementary and Secondary Education Act of 1965

32

- The United States Department of Education has issued guidance related to Title I and CEO participating schools.
- A copy of the letter is available online at http://www.isbe.net/nutrition/pdf/usde_ceo_ltr_052011.pdf

When annually determining the eligibility of a Community Eligibility Option school to receive Title I funds and its Title I allocation, an LEA must assume that the percentage of economically disadvantaged students in the school is proportionate to the percentage of meals for which that Community Eligibility Option school is reimbursed for free meals by the USDA for the same school year.³ Thus, to calculate this percentage, the LEA should multiply the number of students identified by the direct certification data by the statutory multiplier specified in the Act and divide by the enrollment in the school.

- For question related to Title I, please contact staff in the Innovation and Improvement Division of the Illinois State Board of Education at (217) 524-4832.

Title I and E-Rate Information:

17. The above referenced USDOE letter seems to address Title I funding disbursement to local schools, but does not address Title I funds awarded to the district?--

The number of children receiving free or reduced school lunch does not impact LEA awards of Title I Part A funds.

In general, the number of students in a school district who receive free or reduced school lunch has no impact on the amount of Title I, Part A funds a school district receives. The primary factors in determining a school district's Title I, Part A allocation are the Census Bureau's annually updated estimate of the number of children ages 5-17 residing in families below the poverty line in each school district and each State's per-pupil expenditures that the States report to USDOE's National Center for Education Statistics. School lunch data do not factor into either of these data elements.

LEAs typically use school lunch data to distribute Title I, Part A funds within the LEA. This is why the letter focused on within-LEA allocations and not an LEA's total allocation.

The following USDOE guidance explains how Title I, Part A funds flow from USDOE to SEAs to LEAs:

<http://www.ed.gov/programs/titleiparta/seaguidanceforadjustingallocations.doc>

18. What information is available related to the Federal Communications Commission E-Rate Program and CEO participation?--

Specific information from the Federal Communications Commission (FCC) on the impact of CEO and the E-Rate Program is pending, at this time. As soon as it becomes available, this will be updated. General information about the E-Rate Program is available online at

<http://www.universalservice.org/sl/>

Illinois School Fee Waiver Process

34

- Link: http://www.isbe.net/htmls/meals_fee_waivers.htm
- Under Illinois law, school districts are required to waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board will waive fees as communicated in its adopted policy (e.g., reduced-price lunch or medical emergencies). [105 ILCS 5/10-20.13 and 34-21.6]

Illinois School Fee Waiver Process and CEO Participating School/District

35

- As CEO participating schools will NOT have eligibility status by individual student, such school, if they elect to collect fees, would do so using:
 - ▣ Waive all fees
 - ▣ Provide the Alternative Household Form

Timelines:

- April 2, 2012: determine the number of Identified Students
- April 2, 2012: application will be available on our webpage

*traditionally the due date is April 1st, however, this year that date falls on a Sunday.

- July 2, 2012: deadline to apply to participate in CEO

*traditionally the due date is June 30th, however, this year that date falls on a Saturday.

Q & A



Contact Information

- Website: www.isbe.net/nutrition
- Email: lblough@isbe.net
- Phone: 800/545-7892
- Contact: Lindsay Blough M.S.



Don't forget!

- April 2, 2012: application available and determine Identified Students
- July 2, 2012: due date for application to be to ISBE