



Michigan Student Data System (MSDS) *Reporting Supplemental Nutrition Eligibility Data*

Overview

The Center for Educational Performance and Information (CEPI) intends that this document will supplement the MSDS business rule spreadsheets, District User Training Manual and MSDS Collection Details Manual. Please refer to these documents for more detailed information and instructions. These documents are available through the MSDS section of the CEPI Web site: www.michigan.gov/cepi.

This overview covers the following points:

1. What is new about submitting Supplemental Nutrition Eligibility Data?
2. Which students do we report?
3. When do we report?
4. Who can help me?

1. *WHAT is new about submitting Supplemental Nutrition Eligibility Data?*

Beginning with the 2011-2012 school year, CEPI will collect Supplemental Nutrition Eligibility (SNE) data as part of the newly consolidated Fall General Collection. There will no longer be a separate SNE Collection. The requirement is that authorized users submit the SNE component as part of the record for each student who has been determined to be eligible for free milk or free/reduced-price meals for the 2011-2012 school year, and who was enrolled on the legislated pupil membership count date (October 5, 2011).

NOTE: *Districts may continue to collect applications and determine eligibility status after 10/5/2011 until the collection certification deadline (11/23/2011) for students actively enrolled on count day.*

Users should report each student's eligibility at the district or districts in which the student is enrolled, not necessarily the school where the student receives meals. The student need not actually receive a meal on the day this count is taken. The Michigan Department of Education (MDE) uses free milk or free/reduced-price meal eligibility to calculate awards for federal and state grants. MDE and CEPI also use these data to determine economically disadvantaged subgroups for reporting purposes.

NOTE: *Students who are directly certified, homeless or migrant are identified as eligible for free milk/meals, regardless of the data submitted in the SNE component.*

2. **WHICH students do we report?**

Submit the SNE component as part of the record for students found eligible for free milk or free/reduced-price meals who are actively enrolled on "count day," the first Wednesday in October. For the 2011-2012 school year, the count date is October 5, 2011.

The MSDS will identify students as **eligible for free milk/meals** who either appear on your district's Direct Certification report OR who have been identified as homeless or migrant during the current school year, even if you did not include the SNE component on their records. The determination of your district's **economically disadvantaged subgroup** is based on students who are identified as eligible for free or reduced-price meals or milk. Therefore, it is imperative that your district's food and nutrition staff, homeless liaison, migrant liaison and assessment coordinator be involved in the review of the **Staging Area reports** for the Fall General Collection data **before** certifying the collection.

If a student was eligible for free or reduced-price milk/meals in the previous school year, s/he may continue to receive free or reduced-price milk/meal for the first 30 school days of the new school year. Do not report these carryover students as being eligible for free or reduced-price milk/meals in the Fall General Collection **unless you have determined that they are also eligible for the current school year**. You may determine eligibility for the current school year through the Direct Certification Report, a paper application, homelessness or migrant status.

If your district is using the **Community Eligibility Option (CEO)** for SNE, you should **NOT** report all students as eligible for SNE. Only report students with the SNE component who have been determined as eligible because of being economically disadvantaged. Your district should be collecting data from students' families to determine economically disadvantaged status. A sample application form is available on the [CEPI Direct Certification page](#) that may be used for this purpose. The form (Household Information Survey) is located under the Resources section. For more information about CEO, refer to the MDE [School Nutrition Programs](#) Web site.

3. **WHEN do we report?**

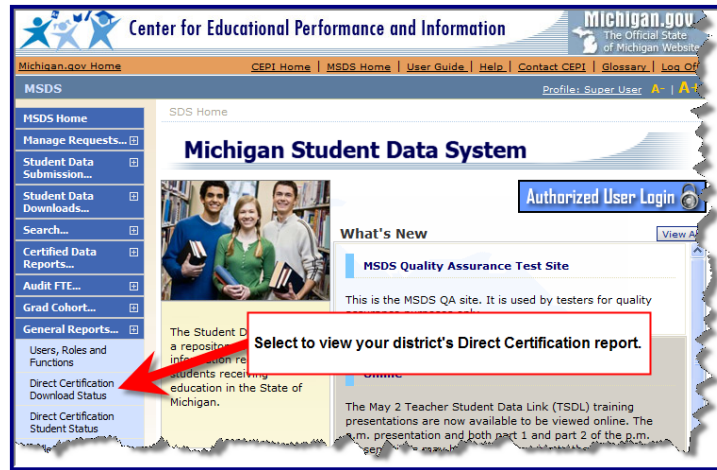
Mid-September through November 9 – submit student data into the MSDS

- Collect family applications for the free or reduced-price milk/meal program, or a similar application form to identify economically disadvantaged students enrolled in your district on the fall pupil membership count date (10/5/2011).

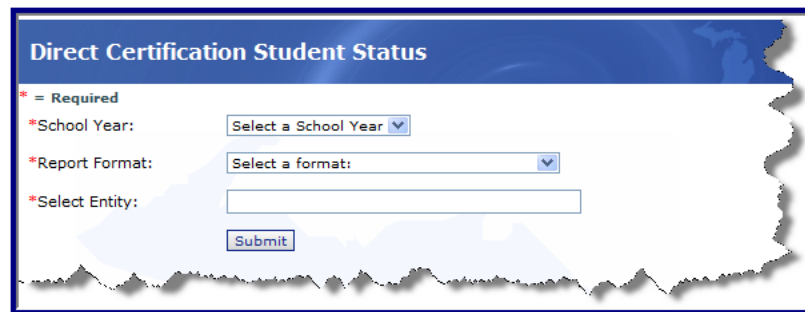
***NOTE:** If your district does not participate in the National School Lunch Program or if it is participating under the new CEO program, you may not use an application that indicates the data collected are for the free or reduced-price milk/meal program to determine students' economically disadvantaged status.*

- Review your districts Direct Certification Report
 1. Confirm that you have authorization to view SNE data included in your MSDS user profile.

2. Select the General Reports menu on the left side of the MSDS home screen, then select "Direct Certification Student Status."



3. Select the current school year and your report format choice from the drop-down lists. Then enter the entity for which you want the report generated. (This may be your district or a building within your district.) Then click the "Submit" button to start processing the report.



4. Confirm that all students appearing on your district's Direct Certification report have been identified in your local system as eligible for free milk/meals.
- Check the Directly Certified status of newly enrolled students using the Student Search function in MSDS.
 1. Confirm that you have authorization to view SNE data included in your MSDS user profile.
 2. Select the Student Search menu on the left side of the MSDS home screen, and then click on "Student Search."



- Enter the student's Unique Identification Code (UIC) or core field information in the form and check the "Show Direct Certified" box. Click the "Filter" button to begin the search.

NOTE: When searching by core fields, the more fields you enter, the quicker the search will run and you will receive a smaller set of possible matches. For more information about how to use the Student Search function, please refer to the MSDS User Training Guide.

NOTE: If you are logged in under a profile that does not include authorization to view SNE data, the option to select the "Show Direct Certified" will not appear.

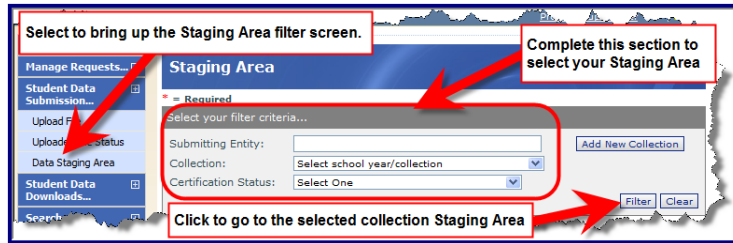
- Review the search results for your student's record and determine his/her Direct Certification status.

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	Directly Certified?	Multiple Birth Order
	SMITH	DAVID		07/08/2003	M	<input checked="" type="checkbox"/>	

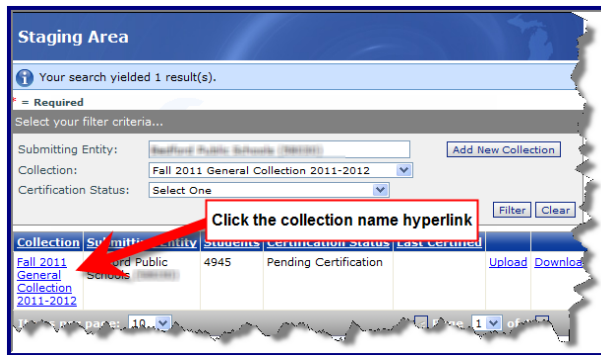
Students who are identified as Directly Certified through this method may not appear on your district's Direct Certification report because they were reported in MSDS after the last report was generated.

- Enter the appropriate eligibility code (1 – Eligible for free-meal/milk program or 2 – Eligible for reduced-price meal program) in the SNE component for each student found eligible for free or reduced-price milk/meals.

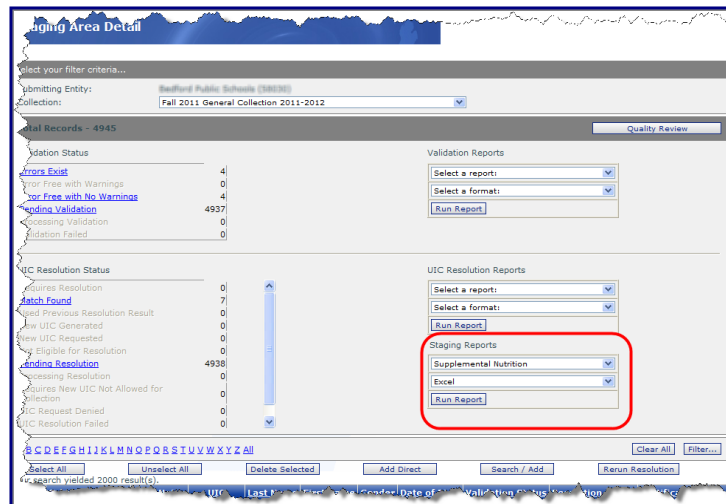
- Once you have entered your district's SNE data into the MSDS, review the Supplemental Nutrition Report under the Staging Reports menu to confirm that you have accurately reported all of your students.
 - Navigate to the Staging Area page for your district by selecting "Data Staging Area" from the Student Data Submission menu on the left side of the MSDS home page. Enter the Submitting Entity and Collection (Fall 2011 General Collection) and then click **Filter**. (It is not necessary to select a Certification Status for this process.)



- From your district's main Staging Area screen, click on the collection name that you wish to review.



- On the resulting Staging Area Detail page for your district's collection, review the SNE report. Under the Staging Reports section select "Supplemental Nutrition" and choose the report format, then click the "Run Report" button.



October 5, 2011 – Count Day!

- Remember – all the data submitted must reflect your students' enrollment status as of Count Day. However, if you have confirmed a student's SNE eligibility by the certification deadline, you can submit his or her record with the SNE component.

November 10 through November 23 – continued review and resolution

- You may continue to determine SNE status for students enrolled on Count Day and add SNE data to student records through the certification deadline. Your district's staff will continue to review and resolve data issues (including full-time equivalency [FTE] conflicts with other districts). **If you are only working with SNE data, please coordinate your review and any necessary changes with the person(s) who are responsible for certifying your district's MSDS collection.**
- During this time, you may decertify collections to correct data as needed. Your district's Fall 2011 General Collection must be in **"Certified," "Processing Certification" or "Written to Queue – Available for Certification"** status by 11:59 p.m. EST on the Certification Deadline (11/23/11).

The Certification Status of your collection is shown here. Confirm that the status is "Certified," "Processing Certification" or "Written to Queue - Awaiting Certification" before the Certification Deadline.

Collection	Submitting Entity	Students	Certification Status	Last Certified	Coll
Fall 2011 General Collection 2011-2012	St. Louis Public Schools (29300)	1205	Certified	11/07/2011 11:49:53 AM	Upload Yes

4. WHO can help me?

If you have questions about the Michigan Student Data System, please contact the CEPI customer support team. It is available during normal office hours (7:30 a.m.–5:00 p.m. EST). You can contact team members by leaving a voicemail message at 517-335-0505 (select option 3) or by sending an e-mail to CEPI@michigan.gov. Please refer to the MSDS collection and provide your name, district code and district name (if applicable), your telephone number (including area code and extension), your e-mail address and your specific questions. Please do not include student identifying information.

If you have questions about the National School Lunch Program or determining students' eligibility, please visit MDE's [School Nutrition Programs Unit Web site](#). You may also contact MDE directly by e-mail at MDE-SchoolNutrition@michigan.gov or by phone at 517-373-3347.

For additional information about the MSDS fall collection, please review to the Fall General Collection Overview document located on the MSDS General Collection subpage of the CEPI Web site.