

**MICHIGAN DEPARTMENT OF EDUCATION  
GRANTS COORDINATION AND SCHOOL SUPPORT  
SCHOOL NUTRITION PROGRAMS**

**NEWS AND NOTES  
SEPTEMBER 2011**

**Accessing Material from the  
School Meals Program Requirements Training**

Two identical sessions of the School Meals Program Requirements Training were held in August. Both of these sessions were live, with one session being taped, so anyone who missed the training can now view it on our Michigan Department of Education School Nutrition website at [www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition).

- Scroll down to Training.
- Click on *School Meals Program Requirements Training Manual* and select the desired tab to access the printed material in the manual and the corresponding PowerPoint presentations.
- Click on *School Meals Program Requirements Training Webcasts* to access the webcasts for the training.

NOTE: If you wish to attend a live training of the School Meals Program Requirements Training, please review the next topic regarding the School Nutrition Association of Michigan (SNAM) 2011 Annual Conference and Trade Show.

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**School Meals Program Requirements Training  
School Nutrition Association of Michigan  
2011 Annual Conference Session**

The Michigan Department of Education's School Nutrition Programs Unit will be hosting a School Meals Program Requirements Training at the School Nutrition Association of Michigan (SNAM) 2011 Annual Conference and Trade Show in Traverse City, Michigan, located at the Grand Traverse Resort. This two-day training is offered at no charge as a pre-conference workshop and is scheduled for Thursday, November 10, 2011, from 8:00 a.m. to 4:00 p.m. and on Friday, November 11, 2011, from 8:30 a.m. - 12:00 noon.

The School Meals Program Requirements Training is for new food service directors or for those who desire a review of the National School Lunch, School Breakfast, and Special Milk Programs. This comprehensive training will cover items that a director/coordinator must know in order to be in compliance with all program requirements. Training manuals will also be provided to all participants.

In order to attend this workshop, you must register using the SNAM conference registration form. Walk-ins will NOT be accepted. Registration information for the SNAM 2011 Annual Conference and Trade Show can be found at [www.michigansna.org/](http://www.michigansna.org/).

NOTE: This is a repeat of the August two-day trainings held in East Lansing and St. Ignace.

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## Direct Certification

Beginning with School Year (SY) 2011-2012, the Direct Certification Report will be refreshed monthly by the Center for Educational Performance and Information (CEPI). Local educational agencies must pull the Direct Certification Report at a minimum of three times during the school year. The suggested timeline is:

- At or around the beginning of the school year.
- Three months after the initial effort.
- Six months after the initial effort.

For more information regarding the frequency of direct certification matching activities beginning SY 2011-2012, go to [www.michigan.gov/cepi/0,4546,7-113-986\\_50502\\_53828---,00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_50502_53828---,00.html).

The Direct Certification Report Timeline for SY 2011-2012 is located at [http://www.michigan.gov/documents/cepi/2011-12\\_Direct\\_Cert\\_Timeline\\_355460\\_7.pdf](http://www.michigan.gov/documents/cepi/2011-12_Direct_Cert_Timeline_355460_7.pdf).

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## Categorical Eligibility of Foster Children

Foster children are categorically eligible for free meals and may be certified without an application. These provisions became effective October 1, 2010. The Direct Certification Report in the Michigan Student Data System (MSDS) has been modified to identify foster children. There is a column on the Direct Certification Report titled Foster Child.

- One asterisk in this column identifies the student as a foster child. Local educational agencies cannot extend categorical eligibility to additional children in the household.
- Two asterisks in this column identify the student as a foster child and as a member of a household receiving assistance under the Food Assistance Program (FAP). Categorical eligibility can be extended to additional children in the household due to FAP participation.
- No asterisk in this column means the student is only a member of a household receiving assistance under the FAP. Categorical eligibility can be extended to additional children in the household.

Additional information about the categorical eligibility of foster children is available at [www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP17\\_CACFP08\\_SFSP05-2011\\_osr.pdf](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP17_CACFP08_SFSP05-2011_osr.pdf).

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## Direct Certification for Nonpublic Schools

Nonpublic schools participating in the National School Lunch Program must upload student enrollment data to the Michigan Student Data System (MSDS) in order to access the Direct Certification Report. The webcast, *Direct Certification for SY 2011-2012 First Steps*, is available at the following link:

<http://mediasite.mihealth.org/mediasite/Viewer/?peid=79ee224d69d2451fa59c3a993a4af7f51d>.

The Center for Educational Performance and Information (CEPI) website has more detailed instruction on how to upload nonpublic school student enrollment. Please go to *The Direct Certification Report User's Guide -Nonpublic Schools*, which is available at [www.michigan.gov/cepi/0,4546,7-113-986\\_50502\\_53828---,00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_50502_53828---,00.html).

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### Application Carry-over of Previous Years' Eligibility

The Local Educational Agency (LEA) must carry-over the eligibility status from the previous year for up to 30 operating days beginning with the first day of school for any children from a household with:

- An approved application on file from the previous year.
- Other children who were approved for benefits the previous year.
- Previously approved children who transfer from one school to another under the jurisdiction of the same LEA.

The carry-over is for up to 30 operating days (beginning with the first day of school) into the current school year. This applies to direct certification, categorical eligibility determinations, and income applications. However, the new eligibility determination supersedes the carry-over eligibility. More information about processing applications for school meals is available on the United States Department of Agriculture website at [www.fns.usda.gov/cnd/Governance/notices/iegs/EligibilityManual.pdf](http://www.fns.usda.gov/cnd/Governance/notices/iegs/EligibilityManual.pdf).

REMINDER: It is important to keep a copy of all the Direct Certification Reports that are pulled during the school year, as well as the corresponding benefit issuance list. Retain a copy for three years plus the current school year. This will provide documentation of the eligibility determination during an audit and/or Coordinated Review Effort (CRE).

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### Michigan Electronic Grants System Plus (MEGS+)

Beginning School Year 2011-2012, school food authorities must complete the National School Lunch Program Application using the new MEGS+ system. MEGS+ can be accessed at <https://mdoe.state.mi.us/megsplus/>.

More detailed step-by-step instructions are available at [www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition). Click on *Quick Guide to Complete a MEGS+ 2012 CNP National School Lunch Program Application*.

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**School Year 2011-2012  
Free and Reduced Price School Meals  
Family Application Materials**

There have been some changes for the School Year (SY) 2011-2012 Free and Reduced Price School Meals Family Application. Most notable are the following:

- Section 1 no longer lists foster children, as they are categorically eligible.
- Section 3 has a column for the name of the school/building for each student.
- Section 4 has a column for indicating no income by circling *zero* (\$0).
- Section 5 only requires the last 4 digits of the social security number of the adult signing the form.
- The instructions have been updated to include any changes to the application.

NOTE: Please use the SY 2011-2012 Free and Reduced Price School Meals Family Application to ensure you have included all the new information.

This application packet is available at [www.michigan.gov/documents/mde/Free and Reduced Price School Meals Family Application Packet for School Year 2011-2012 351483 7.pdf](http://www.michigan.gov/documents/mde/Free_and_Reduced_Price_School_Meals_Family_Application_Packet_for_School_Year_2011-2012_351483_7.pdf).

More information about privacy protection and the use of social security numbers in child nutrition programs is available at [www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP19\\_CACFP09\\_SFSP06-2011\\_os.pdf](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP19_CACFP09_SFSP06-2011_os.pdf).

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**Income Eligibility Guidelines**

Income Eligibility Guidelines (IEG) are issued by the United States Department of Agriculture (USDA) and are adjusted annually. These guidelines are used to determine eligibility for free and reduced price meals and free milk. Schools, institutions, and facilities participating in the National School Lunch, School Breakfast, and Special Milk Programs must use these guidelines for eligibility determination. These guidelines are effective from July 1, 2011, through June 30, 2012. For more information, please refer to the following websites:

USDA IEGs for the entire School Year (SY) 2011-2012 at [www.fns.usda.gov/cnd/Governance/notices/iegs/IEGs11-12.pdf](http://www.fns.usda.gov/cnd/Governance/notices/iegs/IEGs11-12.pdf).

A copy of the IEG for SY 2011-2012 can also be found at [www.michigan.gov/documents/mde/Free and Reduced Price School Meals Family Application Packet for School Year 2011-2012 351483 7.pdf](http://www.michigan.gov/documents/mde/Free_and_Reduced_Price_School_Meals_Family_Application_Packet_for_School_Year_2011-2012_351483_7.pdf).

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## Meal Reimbursement

For information on meals, snacks, and milk reimbursement rates to school food authorities for School Year 2011-2012, please see Food Service Administrative Policy No.1 - School Year 2011-2012 at the following website:

[www.michigan.gov/documents/mde/Administrative Policy No. 1 for 2011-12 359359 7.pdf](http://www.michigan.gov/documents/mde/Administrative_Policy_No._1_for_2011-12_359359_7.pdf).

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## National School Lunch Program Claim

All meal counts must be claimed ONLY for the month in which they were served. The meal counts for the month of May must be submitted on the May claim, and June counts must be submitted separately on the June claim. The only other two months that previously could have been combined, August and September, must be claimed separately. July and August claim forms will be available if participation was indicated during those periods on your application in School Year 2011 CNAP. The application can be amended if those months need to be added.

For information on the National School Lunch Program claim submission 60-day deadline schedule and late claim exception options, please see Food Service Administrative Policy No. 2 - School Year 2011-2012 at the following website:

[www.michigan.gov/documents/mde/Administrative Policy No. 2 for 2011-12 359360 7.pdf](http://www.michigan.gov/documents/mde/Administrative_Policy_No._2_for_2011-12_359360_7.pdf).

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## Average Daily Attendance Factor

Effective with the October 2011 claim, the Average Daily Attendance Factor for School Year 2011-2012 is 93.8%. This factor is determined by the United States Department of Agriculture each year to account for the difference between enrollment and attendance. If meal counts claimed exceed this percentage, the Justification for Exceeding the Attendance Factor form will have to be completed before proceeding with claim submission. For more information on the National Daily Attendance Factor, please see Food Service Administrative Policy No. 3 - School Year 2011-2012 at

[www.michigan.gov/documents/mde/Administrative Policy No. 3 for 2011-12 359962 7.pdf](http://www.michigan.gov/documents/mde/Administrative_Policy_No._3_for_2011-12_359962_7.pdf).

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## Verification

Local Educational Agencies (LEAs) must select and verify a sample of applications approved for meal benefits annually. The verification sample must be selected from households that have submitted an approved Free and Reduced Price School Meals Family Application as of **October 1, 2011**.

Verification is not required for children who have been certified for free school meals under direct certification. The deadline for completing verification of eligibility for school meals is **November 15, 2011**.

To assist the LEAs with the verification process, the following document was developed: *12 Steps to Conducting Verification*. To access this document, please go to [www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition), scroll down to *What's New* and click on *12 Steps to Conducting Verification*. This website has links to all the required documents needed to complete the verification process.

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### **Special Milk Program**

The Special Milk Program (SMP) provides milk to children in nonpublic schools and public school academies that do not participate in the school meals program. Public school districts in the school meals program may also participate in the SMP to provide milk to children attending half-day pre-kindergarten and kindergarten programs where children do not have access to the school meals programs.

A Free Milk Family Application must be filed each year in order to claim the milk served. Additional information and the School Year 2011-2012 Free Milk Family Application material are available at [www.michigan.gov/documents/mde/Application\\_Packet\\_Special\\_Milk\\_Program\\_329709\\_7.pdf](http://www.michigan.gov/documents/mde/Application_Packet_Special_Milk_Program_329709_7.pdf).

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### **Fresh Fruit and Vegetable Program**

Over 190 Michigan schools will be participating in the Fresh Fruit and Vegetable Program (FFVP) Grant for School Year 2011-2012. For more information about the FFVP and/or to see a list of participating schools, please go to [www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition), and click on the *Fresh Fruit and Vegetable Program* link.

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### **National School Lunch Week October 10 - 14, 2011**

President Harry S. Truman signed the National School Lunch Act (NSLA) on June 4, 1946. To commemorate this Act, National School Lunch Week (NSLW) is celebrated annually in October. The theme for this year's NSLW is School Lunch - Let's Grow Healthy!

The focus of this year's theme is to help students understand where food comes from while highlighting the overall benefit that school lunch helps kids grow strong and healthy. The 2011 NSLW theme provides the opportunity to try something new and promote locally sourced foods. From a harvest-of-the-month menu, to a school garden, to a meet-the-farmer educational presentation, and much more, there's a farm-to-school model or activity that can fit the needs of any school or district!

For more information about the 2011 NSLW and to get resources and promotional ideas, visit the School Nutrition Association website at [www.schoolnutrition.org](http://www.schoolnutrition.org).

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**Request for Public Comment –  
Availability to School Food Authorities of Nutrition Information and  
Ingredient Lists for Foods Used in School Food Service**

The United States Department of Agriculture (USDA) has recently published, *Request for Information on the Federal Register: Availability to School Food Authorities of Nutrition Information and Ingredient Lists for Foods Used in School Food Service*. This was published on Friday, August 19, 2011, and will be open for a 90-day period.

BACKGROUND: Section 242 of the Healthy, Hunger-Free Kids Act (HHFKA) of 2010 directs USDA to determine the quality and quantity of nutrition information available to school food authorities about both commercial products and USDA Foods. Once the information is collected through the open comment period, USDA will prepare a report for Congress with recommendations to improve access to nutritional information of products available to schools. This becomes especially important with the implementation of the final rule on the new school meal patterns.

The *Request for Information* can be found at [www.regulations.gov/#!documentDetail;D=FNS-2011-0052-0001](http://www.regulations.gov/#!documentDetail;D=FNS-2011-0052-0001).

HHFKA information can be found at [www.gpo.gov/fdsys/pkg/PLAW-111publ296/pdf/PLAW-111publ296.pdf](http://www.gpo.gov/fdsys/pkg/PLAW-111publ296/pdf/PLAW-111publ296.pdf).

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**United States Department of Agriculture Food Safety Program Updates**

As the school year begins, make sure you are aware of recent policy memos from the United States Department of Agriculture (USDA) addressing the School Food Safety Program based on Hazard Analysis Critical Control Point (HACCP) principals. Some points to remember for updating the HACCP program are:

- Each school site with serving areas must be included in the food safety/HACCP program.
- All schools should have a food safety manual available for employees defining how serving and preparation areas are covered by the food safety/HACCP program.
- Document Critical Control Points in remote serving areas for food production, monitoring, correct actions, and record keeping.
- A food safety plan must include monitoring food temperatures at delivery to the serving area and upon return to the main kitchen.
- USDA requires at least two food safety inspections annually from the local health department for all areas preparing/serving food.
- Alert local health department concerning inspections in every location where food is being served.

More detailed information regarding Enhancing the School Food Safety Program and Food Safety Inspections in Service-Only Sites can be found at <http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP37-2011.pdf>

[www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP45-2011\\_os.pdf](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2011/SP45-2011_os.pdf)

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## **Local School Wellness Policies**

According to the United States Department of Education regulations, each district or agency participating in the National School Lunch Program is required to implement a Local School Wellness Policy. The provisions set forth in The Child Nutrition Reauthorization Act expand upon the previous local wellness policies by adding the requirement that local wellness policies include goals for nutrition promotion.

Local Educational Agencies should begin reviewing their current policies and moving forward to implement the new requirements. Local wellness policies have been strengthened by emphasizing ongoing implementation and assessment. This provision also supports a robust process at the community level, including the expansion of the team of collaborators participating in the wellness policy development to include more members from the community.

For further information, please refer to

[http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP42-2011\\_os.pdf](http://www.fns.usda.gov/cnd/Governance/Policy-Memos/2011/SP42-2011_os.pdf).