

Instructions for Completing the School Food Authority Verification Collection Report

Introduction to the SFA-VCR report:

State agencies must report the information on the School Food Authority Verification Collection Report (SFA-VCR) for each School Food Authority (SFA) with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) annually to the United States Department of Agriculture.

All SFAs, including those with all schools exempt from verification requirements, must complete applicable sections of the SFA-VCR report. This includes:

- SFAs with all buildings participating in the Community Eligibility Provision (CEP), formerly known as the Community Eligibility Option (CEO).
- Residential Child Care Facilities (RCCIs) without day students.
- SFAs with some buildings participating in CEP that are exempt from verification.

Requirements to complete the report:

1. An agency user (Level 3) who has a Michigan Education Information System (MEIS) account and has completed the security access form.
2. A computer workstation with internet connectivity. Recommended browser is Internet Explorer 6.0 or later versions.

Accessing the SFA-VCR:

The SFA-VCR report is accessible on-line through the Michigan Nutrition Data (MiND) System under the Child Nutrition Program (CNP) section of the MEIS website at www.michigan.gov/meis.

Login to the MiND System:

1. On your browser, go to www.michigan.gov/meis.
2. Click on the link [MiND - Michigan Nutrition Data System](#) in the Child Nutrition Programs (CNP) section.

Child Nutrition Programs (CNP)

- [Child Nutrition Program Security Agreement](#) PDF
- **Program Applications**
 - [Michigan Electronic Grants System Plus \(MEGS+\)](#)
 - [Child Nutrition Application Program \(CNAP\)](#)
- **Claim and Payment Systems**
 - [MiND Michigan Nutrition Data System](#)
 - School Nutrition Programs Claims
 - Summer Camp Special Milk Program (SCSM) Claims
 - Summer Food Service Program (SFSP) Claims
 - Fresh Fruit and Vegetable Program (FFVP) Claims
 - Commodity Supplemental Food Assistance Program (CSFP) Payments
 - The Emergency Food Assistance Program (TEFAP) Payments
 - Community Eligibility Provision (CEP) Application
 - School Food Authority - Verification Collection Report (SFA-VCR)
 - School Lunch Year End Report (SLYER)
 - [Child and Adult Care Food Program \(CACFP\) FDCH Claims](#)
 - [Child and Adult Care Food Program \(CACFP\) Centers Claims](#)

3. Login with a valid MEIS login and password.

Michigan Nutrition Data System
Department of Education

Michigan.gov Home | MiND Home | Contact for MiND | MDE Home

Welcome to MiND!
The Michigan Nutrition Data (MiND) system was developed by the Office of School Support Service (OSSS), Michigan Department of Education (MDE) to integrate several subsystems supporting the Child Nutrition Programs offered by the United States Department of Agriculture (USDA).

MiND Login

Forgot Login/Password?

4. Click on Verification Collection Report.



School Food Authority - Verification Collection Report (SFAVCR)

The FNS-742 recently was revised and SY 2013-2014 is the first year data will be collected using the revised form.

Reminders before you get started:

1. If you need to leave the screen at any time while completing the report, click the save button at the bottom of the form. It is a good idea to periodically save the data you have entered.



*** Click 'Save' button anytime to save the data entered***

E-Mail:

Re-Type E-Mail:

Save

*** Verify all data prior to certifying the report ***

Certify

2. Make sure your current email address is correct in the area provided at the bottom of the form.



*** Click 'Save' button anytime to save the data entered***

E-Mail:

Re-Type E-Mail:

Save

*** Verify all data prior to certifying the report ***

Certify

3. If you need more information about the report, **click on the help button** located in the upper right hand corner of the form.



[Michigan.gov Home](#) | [MIND Home](#) | [Contact for MIND](#) | [MDE Home](#)

SCHOOL FOOD AUTHORITY VERIFICATION COLLECTION REPORT (SFA-VCR)

[MIND Home](#) | [SFA-VCR](#) | [Help](#) | [Logoff](#)

Completing the SFA-VCR:

The top of the form is pre-populated by the Michigan Department of Education (MDE) and includes the Sponsor Agreement Number, School Food Authority (SFA) name, and school year.



MAIN PAGE

State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

Sponsor: [Select](#)

School Year: 2015 July 1, 2014 - June 30, 2015 [Set](#)

Name:

In the next area, **you must click on the radio button to choose public or private SFA.**

SFA Type: Public Private 

All SFAs must complete Section 1

Section 1: Total Schools, Residential Child Care Institutions(RCCIs) and Enrolled Students

	A. Number of Schools or Institutions	B. Number of Students
1-1: Total Schools (Do not include RCCIs):	26	11913
1-2: Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b: RCCIs with Institutionalized students:	0	0

The SFA-VCR is organized into 5 sections:

Section 1:

Sections 1-1 Column A and 1-2 Column B are pre-populated for all SFAs and RCCIs operating the NSLP and/or the SBP, including SFAs and RCCIs that are exempt from verification requirements. The information in this section is **reported as of the last operating day in October**. You will not be able to change these numbers unless you amend your October 2014 claim.

Sections 1-2a and 1-2b Columns A and B must be completed by the SFA and or RCCI as applicable.

SFA Type: Public Private

All SFAs must complete Section 1

Section 1: Total Schools, Residential Child Care Institutions(RCCIs) and Enrolled Students

	A. Number of Schools or Institutions	B. Number of Students
1-1: Total Schools (Do not include RCCIs):	26	11913
1-2: Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b: RCCIs with Institutionalized students:	0	0

Helpful tips for Section 1:

In Section 1-2a: This section is for RCCIs with day students. If you have a combination of day students and institutionalized students, put the total number of schools or institutions in 1-2a Column A and the total number of all students in 1-2a Column B.

- ✓ Section 1-2a Column A is the number of schools or institutions with day students.
- ✓ Section 1-2a Column B should only include RCCIs with day students.

In Section 1-2b: This section is for RCCIs without day students. If you only have institutionalized or residential students, put the total number of students in 1-2b column B.

- ✓ Section 1-2b Column A is the number of institutions without day students (residential or institutionalized students only).
- ✓ Section 1-2b Column B should only include the number of students that are residential or institutionalized.

Section 2:

Section 2 is for SFAs operating the Community Eligibility Provision (CEP) formerly known as the Community Eligibility Option (CEO). Report the number of CEP schools or Institutions operating the NSLP and/or SBP and the number of enrolled students with access to the NSLP and/or SBP as of the **last operating day in October**. This section is pre-populated and you will not be able to change the numbers.

Section 2: SFAs with schools operating Community Eligibility Option		
ONLY SFAs with Community Eligibility Option must report Section 2		
	A. Number of Schools or Institutions	B. Number of Students
2-1: Operating the Community Eligibility Option:	26	11913

Helpful tips for Section 2:

- ✓ If you are **not** operating the Community Eligibility Provision, skip this section.
- ✓ Section 2-1 Columns A and B are pre-populated, and you will not be able to change these numbers.

Section 3:

Section 3 is for reporting students approved as free eligible and not subject to verification.

3-1: Instruction for SFAS with all buildings participating in the CEP2014 and RCCIs.

The box in 3-1 will be automatically checked for SFAs that were not required to perform direct certification with Supplemental Nutrition Assistance Program (SNAP), such as SFAs with all schools participating in the CEP and/or RCCIs.

Examples of institutions not required to perform direct certification with SNAP are:

- Schools/RCCIs in which **all** children have been certified under direct certification procedures including children documented as foster, migrant, runaway or homeless children.
- RCCIs which do not have day students.
- Schools electing the Community Eligibility Provision.
- Schools participating only in the Special Milk Program.
- Schools which do not have any free or reduced price eligible students.
- Other FNS determined exemptions on a case-by-case basis.

Section 3: Students approved as FREE eligible NOT subject to verification		
ALL SFAs must report Section 3 or check box 3-1 if applicable	A. CEPI Direct Certification	B. Number of FREE Students
3-1: <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP		

If this is the case, you do not have to complete the rest of the SFA-VCR. Proceed to the email section at the end of the report and certify.

*** Click 'Save' button anytime to save the data entered***

Email:

Re-Type Email:

*** Verify all data prior to certifying the report ***

3-2 Column A: This section is prepopulated by Center for Educational Performance and Information (CEPI). You will not be able to change this number.

3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP)	40480	<input type="text" value="0"/>
3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	299	<input type="text" value="0"/>

3-2 Column B: Include students directly certified with SNAP **as of the last operating day of October**. Also include in this count any student in the SFA deemed eligible based on extended categorical eligibility via an eligible student in the household who has been directly certified with SNAP.

Do not include students participating in CEP buildings in Column 3-2 B or 3-3 B.

3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP)	40480	<input type="text" value="0"/>
3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	299	<input type="text" value="0"/>

3-3 Column B: Include students directly certified through programs other than SNAP. Include those students directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), students documented as foster, homeless, or runaway, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. Also include any student in the SFA deemed eligible based on extended categorical eligibility via a student in the household that was directly certified through TANF or FDPIR. **Do not include SNAP students already reported in 3-2 Column B. Do not include students in CEP buildings.**

3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	299	0
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Helpful tips for Section 3-2 and 3-3 Column B:

- ✓ SNAP will always be listed first in the direct certification report even if a student is eligible for another program as well as SNAP.
- ✓ The simplest way to determine the number of directly certified SNAP eligible students is to subtract the number of directly certified TANF and Foster Children listed on the direct certification report from the total number of students on the report.
- ✓ The numbers you enter in column 3-2 B do not have to be the same as the prepopulated numbers in 3-2 A.
- ✓ Anticipate the numbers you enter in 3-2 B may be less than or greater than the prepopulated numbers in 3-2 A.
- ✓ Do not include students in CEP buildings.

Section 4:

All SFAs with schools and/or RCCIs collecting individual household applications must report this section.

- Report number of **applications** in Column A **approved as of October 1, 2014**.
- Report number of **students** in Column B **as of the last operating day in October 2014**.

Section 4: Students approved as FREE or REDUCED PRICE eligible through a household application		
ALL SFAs collecting applications must report Section 4	A. Number of Applications	B. Number of Students
4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	0	0
4-2: Approved as FREE eligible: Based on household size and income information	0	0
4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	0	0

4-1 Column A: Report the number of **applications** approved as FREE eligible based on documentation submitted on application (i.e. case number for SNAP, TANF, or FDPIR) on file **as of October 1, 2014**.

4-1 Column B: Report the number of **students as of the last operating day in October 2014** approved as FREE eligible based on **application**. The number reported in this column **does not** include students that were directly certified.

Examples of students approved for FREE eligibility on applications that would be reported in 4-1 Column B:

- Students listed on a **household application** with a SNAP, TANF, or FDPIR case number.
- Students that are categorically eligible for FREE eligibility because they reside in the primary household with a student that is FREE eligible from a SNAP, TANF, or FDPIR case number on **application**.

Helpful tips for Section 4-1 Columns A and B:

- ✓ *The information reported in Section 4-1 is from applications with case numbers (SNAP, TANF, and FDPIR). Do not report students that are directly certified.*
- ✓ *Make sure that you are not double counting applications with case numbers and students that are directly certified. Directly certified students should be counted in section 3. Direct certification takes precedence over applications.*
- ✓ *Make sure the students reported in 4-1 Column B are not on the direct certification list. Direct Certification takes precedence over applications.*

4-2 Column A: Report the number of **applications** approved as FREE eligible based on income information submitted by the household on file **as of October 1, 2014**.

4-2 Column B: Report the number of **students** approved as FREE eligible based on income information submitted by the household on file as of **the last operating day of October 2014**.

4-3 Column A: Report the number of **applications** approved as REDUCED PRICE eligible based on income information submitted by the household on file **as of October 1, 2014**.

4-3 Column B: Report the number of **students** approved as REDUCED PRICE eligible based on income information submitted by the household **as of the last operating day of October 2014**.

T-1: Total Free eligible students reported (this will be totaled automatically).

T-2: Total Reduced Price eligible reported (this will be totaled automatically).

T-1: Total FREE Eligible Students Reported: 0	T-2: Total REDUCED PRICE Eligible Students Reported: 0
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Section 5:

All SFAs must report Section 5.

5-1: The box will be automatically checked if all schools and/or RCCIs in the SFA are exempt from verification activities just like the box in Section 3-1.

Section 5: ****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: Check the box if ALL schools and/or RCCIs are exempt from verification (see help for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.

Verification activities are not required for:

- Schools/RCCIs in which **all** children have been certified under direct certification procedures including children documented as foster, migrant, runaway, or homeless children.
- RCCIs which do not have day students.
- Schools electing the Community Eligibility Provision.
- Schools participating only in the Special Milk Program.
- Schools which do not have any free or reduced price eligible students.
- Other FNS determined exemptions on a case-by-case basis.

5-2: Click on the correct radio button to indicate whether verification was performed and completed by the deadline of November 15th. If verification was completed after the deadline, continue to complete the remainder of section 5.

5-2: Was verification performed and completed?

Yes, completed by November 15th

Yes, completed after November 15th

No, verification was NOT performed or the process was not completed

5-3: Click on the radio button next to the type of verification process used.

5-3: Type of Verification process used:

Standard (Lesser of 3% or 3,000 error-prone)

Alternate one (Lesser of 3% or 3,000 selected randomly)

Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

- Standard (Lesser of 3% or 3,000 error prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- Alternate two (Lesser of 1% or 1,000 error prone applications plus lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4: Report the total number of error prone applications on file as of October 1, 2014.

If 1 or 3 is checked in section 5-3, then complete the information for 5-4:

5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone:

If 2 is checked in section 5-3, N/A will be prepopulated in 5-4:

5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone:

5-5: Report the number of applications selected for the verification sample according to the type of verification process used in 5-3.

5-5: Number of applications selected for verification sample:

5-6: This section is where the results of verification from November 15, 2014, are reported. Each category and the outcome from the original benefit are reported in the 3 boxes at the bottom of the form.

5-6: Results of Verification by Original Benefit Type. For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).

A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	A.Applications	B.Students	Result Category	A.Applications	B.Students	Result Category	A.Applications	B.Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE:	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Changed to REDUCED PRICE:	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Changed to FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Changed to	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>

Categories in Boxes A, B, and C:

- **Category in box A:** FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application.
- **Category in box B:** FREE-Income Certified as FREE based on income/household size application.
- **Category in box C:** REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application.

Each Category has four rows/sections. The first three rows (A-1, 2, 3; B-1, 2, 3; and C-1, 2, 3) are for households that **responded** with appropriate documentation as of **November 15, 2014**. The last row (A-4, B-4, and C-4) is for households that **did not** respond.

Row A-1, B-1, and C-1: Report the number of **applications** with no change in **Column A** and the number of **students** on these applications in **Column B**.

A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	A.Applications	B.Students	Result Category	A.Applications	B.Students	Result Category	A.Applications	B.Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>

Row A-2, B-2, and C-2: Report the number of **applications** that were changed from the original benefit to REDUCED PRICE in **Column A** and the number of **students** on these applications in **Column B**.

2. Responded, Changed to REDUCED PRICE:	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Changed to REDUCED PRICE:	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Changed to FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>
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Row A-3, B-3, and C-3: Report the number of **applications** that were changed from the original benefit to PAID in **Column A** and the number of **students** on these applications in **Column B**.

3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>
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Row A-4, B-4, and C-4: Report the number of applications that were changed from the original benefit to **PAID** due to the household not responding. Report the number of applications changed from the original benefit to **PAID** in **Column A** and the number of **students** on these applications in **Column B**.

4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>
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VC-1: If applicable, enter the total number of questionable applications verified for cause in addition to the verification requirement as of November 15, 2014.

VC-1: Total questionable applications verified for cause : Report the number of applications as of November 15th verified for cause in addition to the verification requirement.	<input type="text" value="0"/>
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Applications that are verified for cause are not considered part of the required sample size.

Final Steps to Complete the SFA-VCR:

Proceed to the last section and enter your email address. Re-type the email address and click on **“Save.”** Click on **“Certify.”**

*** Click 'Save' button anytime to save the data entered***

E-Mail:

Re-Type E-Mail:

*** Verify all data prior to certifying the report ***