



## Direct Certification Report 2012-2013 School Year Revisions

(The following message was sent on May 31, 2012 to the MSDS Listserv, MSDS Vendor Listserv and all users with the Supplemental Nutrition role):

The Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) are implementing several improvements to the Direct Certification Report for the 2012-2013 school year. Since the implementation of the Direct Certification Report in 2007, there has been an increase in the number of times the report is accessed and increasing utilization of these data for other reporting purposes.

### Direct Certification Report Process:

#### 1. Nonpublic Schools:

- a. Nonpublic schools will continue to report their entire student enrollment in the Early Roster Collection throughout the school year.

#### 2. Public Schools:

- a. The following changes will resolve the issue of students appearing multiple times on the report as a result of being submitted in one building in End-of-Year (EOY) and a different building in Fall. The EOY and Early Roster collections are really a district's "expected" enrollment. Once the Fall General Collection is submitted and certified, CEPI has the district's true enrollment for the school year. Thereafter, the report is supplemented with SRM and Spring enrollment records.

August 1 – November 1:

Match students submitted as continuing in the following collections:

- EOY General
- Early Roster – optional (until September 13, 2012)
- Student Record Maintenance (SRM) – optional

Beginning with the December report refresh:

Refresh the report and display only students submitted as continuing in the following collections:

- Fall 2012 General
- SRM – optional
- Spring 2013 General

**The matched date on the direct certification report for students who were matched based on EOY or Early Roster will change if those students are matched based on a general or SRM collection.**

### Direct Certification Report Format:

#### 1. Eligibility Category column

- a. Beginning in July 2012, the state will be certifying children who are members of households receiving benefits under Temporary Assistance to Needy Families (TANF). A new column called "Eligibility Category" has been added to easily identify if a student was certified via Supplemental Nutrition Assistance Program (SNAP) or TANF, or is a foster child. **Each student will only have one designation in this column. For example, if a student is a foster child and receives SNAP, the designation will be for SNAP. For those students certified via SNAP and TANF, eligibility can be extended to additional children in a household.**

#### 2. Exit Date column

- a. This column will be populated for any student the district reported as exited. This change will help users identify and filter out students who were enrolled in the district and subsequently left during the school year.

To review a sample direct certification report with these changes:

1. Go to <http://www.michigan.gov/cepi>.
2. Click on "CEPI Applications", "Michigan Student Data System" then "Direct Certification Report" from the left navigation menu.
3. Click on the "Direct Certification Report Format for 2012-2013" link under "Direct Certification Help".

## **LEARS and CEO Report**

CEPI and MDE are continuing to reduce reporting burdens by utilizing data already available to the state. Accordingly, we are evaluating the creation of two reports to support Local Education Agency Review System (LEARS) reporting and Community Eligibility Option (CEO) applications. The format would be the same as the school year report. These reports would only include those students for the time period that LEARS (October 31) and CEO (April 1) require. CEPI and MDE will forward more information on these two new reports in summer 2012.

## **Support**

To find out more information about the Direct Certification Report, please go to:

[http://www.michigan.gov/cepi/0,1607,7-113-986\\_50502\\_53828---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_50502_53828---,00.html)

If you have any questions, please send an e-mail message to CEPI customer support at [CEPI@michigan.gov](mailto:CEPI@michigan.gov) or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code and district name (if applicable) along with your message.

Thank you,

CEPI



United States  
Department of  
Agriculture

Food and  
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Service

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DATE: April 27, 2011

MEMO CODE: SP 31-2011

SUBJECT: Frequency of Direct Certification Matching Activities Beginning in School Year 2011-2012

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The interim rule, *Direct Certification and Certification of Homeless, Migrant and Runaway Children for Free School Meals*, was published on April 25, 2011. One of the provisions in this rule concerns the frequency of direct certification matching activities with the Supplemental Nutrition Assistance Program (SNAP) and is effective July 1, 2011. The provision, found at 7 CFR 245.6(b)(3), requires that direct certification matching activities with SNAP be done at least three times per school year:

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

As discussed in the preamble of the interim rule, the purpose of the additional matching activities is to facilitate participation of children in the school meals programs and to work towards on-going direct certification with SNAP through computer matching. Please see the interim rule for additional information about this provision:  
(<http://www.fns.usda.gov/cnd/Governance/regulations/2011-04-25.pdf>)

We recognize that this is a very short deadline and want to assure State agencies and local educational agencies (LEAs) that we know that increasing the frequency of direct certification matching activities may need to be phased-in for some locations. We expect those State agencies and LEAs unable to accomplish SNAP direct certification at least three times in School Year (SY) 2011-2012, to work toward this goal and comply with the requirement no later than SY 2012-2013. Appropriate actions for SY 2011-2012 include:

- Revising agreements between the Child Nutrition State agency and the SNAP State agency to increase the frequency of matches annually;
- Budgeting and using any appropriate grant funds and other resources, such as State Administrative Expense funds, to support needed changes. (Information about

Regional Directors

State Directors

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available grant opportunities to improve direct certification is located on the FNS Child Nutrition Division's grant website at:

<http://www.fns.usda.gov/cnd/grants.htm>. Also refer to Memorandum SP 27-2011, Expansion of Opportunities for Additional States to Apply for Direct Certification Planning and Implementation Grants); and

- Requesting extensions of full compliance until SY 2012-2013, if needed.

We are working with SNAP to facilitate compliance with the requirement for increasing the frequency of direct certification matching activities. SNAP will work with their State agencies to promote cooperation. State agencies should direct any questions concerning this guidance to the appropriate FNS Regional Office. Regional Offices should contact the Child Nutrition Division.

**Original Signed**

Cindy Long

Director

Child Nutrition Division