

Direct Certification

School Year 2013-2014

Office of School Support Services

School Nutrition Programs

May 2013

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Objectives

The participants will be able to:

- Understand the Requirements for Direct Certification
- Understand how data from the Department of Human Services (DHS) is matched with student enrollment data from the Michigan Student Data System (MSDS)
- Locate available resources to access the Direct Certification Report

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Why directly certify students?

- Reduce the burden of school lunch applications for households and school districts.
- Improve the accuracy of eligibility determinations.
- Increase the number of eligible children certified for benefits.
- Provide accurate information to potentially use for the Community Eligibility Option (CEO).

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Direct Certification Report in Michigan

Multi-Agency:

- Michigan Department of Education (MDE)
- Department of Human Services (DHS)
- Center for Educational Performance and Information (CEPI)
- Department of Technology, Management and Budget (DTMB)
- Local Education Agencies (LEAs)

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Direct Certification Report

- The Direct Certification Report matches student enrollment data that LEAs upload to the MSDS with Food Assistance Program (FAP) and Family Independence Program (FIP) participant data, as well as Foster Children data from Michigan Department of Human Services.
- Access to the Direct Certification Report is through the MSDS.
- Students on the Direct Certification Report are automatically certified as eligible for free school meals.

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Student Search Feature

- The Student Search feature for the Direct Certification Report can be used to:
 - Look up individual enrolled students that have been directly certified
 - Look up students who are directly certified without being enrolled in their district
 - Search by UIC or core fields
- This feature allows quick response back to families that are new enrollees in between report refreshes.

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Frequency of Direct Certification Report

- The Direct Certification Report must be pulled a minimum of three times during the school year.
 - At or around the beginning of the school year
 - Three months after the initial effort
 - Six months after the initial effort
- The Center for Educational Performance and Information (CEPI) will refresh the Direct Certification Report monthly. MDE encourages schools to pull the direct certification monthly to ensure all eligible students are receiving proper meal benefits.

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Direct Certification Precedence

If a paper application is submitted by a household for children who are directly certified, the LEA must disregard the paper application.

- Direct Certification takes precedence over an application unless there are other children in the household that were not directly certified.
- Direct Certification numbers are important if you want to consider the Community Eligibility Option (CEO).

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Direct Certification Requirements

LEAs must notify households about Direct Certification eligibility. The notification must include:

- The child is eligible for free meals.
- No further application is necessary.
- An explanation of extended eligibility and how to notify the LEA of any additional children in the household.
- How to notify the LEA if the household does not want free meals.

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Direct Certification Report Format

The Eligibility Category column includes students that are certified via:

- Supplemental Nutrition Assistance Program (SNAP)
 - Michigan: SNAP = FAP (Food Assistance Program)
- Temporary Assistance to Needy Families (TANF)
 - Michigan: TANF = FIP (Family Independence Program)
- Foster Children

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Eligibility Category Column Example

Each Student will only have **one** designation in the eligibility category column.

- If a student is a foster child **and** receives SNAP benefits, the designation will be for SNAP.
- For students that are certified via SNAP or TANF, eligibility **can** be extended to additional children in the household.

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Direct Certification Report Format continued . . .

The Exit Date column:

- Identifies any student the district reported as exited.
- Identifies and filters out students that were enrolled in the district and left during the school year.

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Sample of the Direct Certification Report

To review a sample of the Direct Certification Report, go to <http://www.michigan.gov/cepi>

1. Click on the following from the left navigation menu:
 - ✓ CEPI Applications
 - ✓ Michigan Student Data System
 - ✓ Direct Certification Report
2. Click on Direct Certification Report Format for 2012-2013 located in the Direct Certification Help section to the right of the navigation menu.

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Direct Certification Multiple Listings

In the past:

Students have been listed in the Direct Certification Report multiple times due to being submitted both:

- In one building in the End-of-the-Year (EOY) report and
- In a different building in the fall

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Direct Certification Enrollment

- The EOY and Early Roster Collections are the district's "expected enrollment."
- Once the Fall General Collections are submitted and certified, CEPI has the district's "true enrollment."
- For the remainder of the school year the report is supplemented with:
 - School Record Maintenance (SRM)
 - Spring enrollment records

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Direct Certification Report Process Changes for SY 2012-2013

The multiple listing problem is being resolved!

August 1 - November 1

- Match students that were submitted as continuing in the following collections:
 - EOY General
 - Early Roster - optional (until September 13, 2012)
 - SRM - optional

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Direct Certification Report Process Changes for SY 2012-2013

Beginning with the December report refresh:

- Refresh the report and display only students submitted as continuing in the following collections:
 - Fall 2012 General Collection
 - SRM - optional
 - Spring 2013 General
- The match date on the Direct Certification Report for students that were matched based on EOY or Early Roster will change if the match was based on:
 - General Collection or
 - SRM Collection

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Direct Certification Report Process Changes continued...

Non-Public Schools:

- Will continue to report their entire student enrollment in the Early Roster Collection throughout the school year.

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Direct Certification Help

Direct Certification Help

- Direct Certification Report Format for 2012-2013
- 2012-2013 Direct Certification Template PDF
- Sample Eligible Notification Letter PDF
- Direct Certification Report FAQs PDF
- Nonpublic Schools Security Agreement (Direct Cert.) PDF
- Direct Certification Report User's Guide - Nonpublic Schools PDF

Official Communications

- 2012-2013 Direct Certification Report Reasons PDF
- USCIS Items on Frequency of Direct Certification Activities PDF
- September 2010 Extending Catastrophic Eligibility to Additional Children in a Household PDF

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Direct Certification Help continued...

MSDS Data Collections

MSDS will correct an important timing issue by aligning individual data collections with state and federal program requirements. A summary of data components and their corresponding collections are available below.

- 2011-2012 MSDS Collection Component Matrix
- 2012-2013 MSDS Collection Component Matrix

The following links will take you to pages for specific collections which contain additional information and specifications for each collection.

- Auditor Resources
- Direct Certification Report
- Early Childhood
- Early On
- Early Reader
- General Collection
- Graduation and Dropout Rates
- Request by LIC
- Student Record Maintenance
- Teacher Student Data Link

Training Tools

- Web-Based Training - Request a LIC
- Web-Based Training - LIC Resolution
- Web-Based Training - Requests to Link LICs
- MSDS User Tools PDF
- MSDS District User Training Manual
- MSDS Modular System Training
- Training for MSDS Users PDF

Security

- MSDS Security Agreement PDF
- Nonpublic Schools Security Agreement (Direct Cert.) PDF
- Simple Sign-On User's Guide PDF

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CEPI Customer Support

For more information about the Direct Certification Report, go to:
http://www.michigan.gov/cepi/0,4546,7-113-986_50502_53828---,00.html

Questions regarding Direct Certification technical assistance may be directed to the CEPI customer support by:

- E-mail: CEPI@michigan.gov or
- Phone: (517) 335-0505 and select option 3

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Additional Information

Questions regarding the NSLP Direct Certification requirement may be directed to the School Nutrition Programs unit by:

- > E-mail: MDE-schoolnutrition@michigan.gov
- > Phone: (517) 373-3347

For more information, go to:

- www.michigan.gov/schoolnutrition
 - > Scroll down to **Guidance**
 - > Click on **Direct Certification**

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Questions?

School Nutrition Programs

- > (517) 373-3347
- > MDE-schoolnutrition@michigan.gov



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