

PROGRAM REQUIREMENTS CALENDAR
Public and Non-public School Districts
Public School Academies
School Year 2021 - 2022

To ensure program compliance, please distribute a copy of this calendar to each of the staff responsible for completing the following tasks related to the National School Lunch Program (NSLP), School Breakfast Program (SBP), Summer Food Service Program (SFSP), Seamless Summer Option (SSO), and Afterschool Snack Program operations. All required records must be retained at the School Food Authority (SFA) for three prior school years, plus the current year of operation for audit compliance. If there is an open audit/investigation, retain longer.

INFORMATION	DUE DATE	SUBMIT/FILE
<p>SECURITY ACCESS FORM Access to: Michigan Electronic Grants System Plus (MEGS+) only</p>	<p>Submit when there has been a change in the designated individual.</p>	<p>Fax to Grants Coordination at 517-241-0496 or by email to MEGS@michigan.gov</p>
<p>CONTRACT RENEWALS Food Service Management Company (FSMC) or Vended School Meal Company (VSMC) Contracts</p>	<p>FSMC and VSMC contracts expire on June 30 each year. Current contract renewal documents must be reviewed and approved by MDE prior to the June 30 expiration.</p>	<p>For information on obtaining contract renewal and contract rebid documents, including instructions on each process, visit the food service contract website at MDE - Food Service Contracts.</p>
<p>DIRECT CERTIFICATION REPORT</p>	<p>The Direct Certification Report must be accessed at a minimum three times during the school year:</p> <ul style="list-style-type: none"> • At or around the beginning of the school year. • Three months after the initial effort. • Six months after the initial effort. <p>The Center for Educational Performance and Information (CEPI) will refresh the Direct Certification Report monthly. The Direct Certification Report can be accessed through the Michigan Student Data System.</p>	<p>MDE encourages schools to access the Direct Certification Report each time it is refreshed to ensure eligible students receive proper meal benefits.</p> <p>Non-public schools submit data in the Early Roster Collection in MSDS and use the MSDS to generate the Direct Certification Report.</p>
<p>ELIGIBILITY APPLICATIONS Free and Reduced-Price School Meals/Free Milk</p>	<p>Distribute at beginning of each school year, but <i>not</i> before July 1. Process completed applications within 10 school days after receipt.</p>	<p>File at the Local Educational Agency (LEA), also referred to as the SFA.</p>

INFORMATION	DUE DATE	SUBMIT/FILE
<p>SCHOOL MEALS REPORT School Food Authority (SFA) Intermediate School District (ISD), and Public School Academy (PSA)</p>	<p>Report financial information for the Extended Summer Food Service Program or School Breakfast Program and the National School Lunch Program.</p> <p>Due November 1. Corrections/ adjustments due by November 18.</p>	<p>Submit to CEPI via the FID Application</p>
<p>SCHOOL LUNCH YEAR END REPORT (SLYER) Non-public schools and Residential Child Care Institutions (RCCIs) - School Meals Program Form SM-4012-A/R</p>	<p>Non-public schools and RCCIs SLYER is available September 24, and due October 22, 2021, for the prior school year.</p>	<p>Submit to MDE via the Nutrition Gateway at the Michigan Nutrition Data (MiND) System.</p>
<p>APPLICATION – NEW SPONSORS MEGS+ CNP: School Nutrition Programs</p>	<p>New sponsors must complete the MEGS+ CNP applications to be eligible for participation in the National School Lunch and/or Breakfast Program.</p>	<p>Submit to MDE via the MEGS+ System.</p>
<p>APPLICATION RENEWAL MEGS+ CNP: School Nutrition Programs</p>	<p>Available during summer with a rolling due date depending on when the first claim for SY 2021-2022 is needed.</p>	<p>Submit to MDE via the MEGS+ System.</p>
<p>COMMUNITY ELIGIBILITY PROVISION (CEP) Application in the Michigan Electronic Grants Plus System – SNP Application</p>	<p>State intent to participate by August 31, 2021, by answering Question No. 12 on the Site Information page of the SNP 2022 application. If you would like to opt in or opt out of CEP at a different time, contact MDE. The election date is typically June 30, but a USDA waiver extended the date to August 31, for SY 2021-2022.</p>	<p>Submit to MDE via the MEGS+ System.</p>
<p>SELF-MONITORING REVIEWS Afterschool Snack Program (2 reviews required each school year)</p>	<p>1st review – Within first 4 weeks of Afterschool Snack Program. 2nd review - Completed after January.</p>	<p>File completed forms at SFA for three prior years and the current year.</p>
<p>VERIFICATION</p>	<p>Verification begins October 1 based on the number of approved applications. Verification MUST be completed by November 15. Organize documentation received from sampled household applications for confirmation of eligibility for free and reduced-price meals under the National School Lunch and School Breakfast Programs.</p>	<p>The information collected during Verification will be reported in the online School Food Authority Verification Collection Report (SFA-VCR). The SFA-VCR opens in December. Keep files for three prior years and the current year.</p>
<p>SCHOOL FOOD AUTHORITY – VERIFICATION COLLECTION REPORT (SFA-VCR)</p>	<p>The SFA-VCR must be submitted online in MiND by February 1, 2022. Report the data collected during Verification - October 1 - November 15 of the current school year. The Direct Certification report that is refreshed near the end of October 2020, must be used for section 3 of the SFA-VCR.</p>	<p>Submit data collected during verification in the SFA-VCR online in MiND by February 1, 2022. Print the report and file the last 3 consecutive years and the current school year.</p>

INFORMATION	DUE DATE	SUBMIT/FILE
SELF-MONITORING REVIEWS NSLP/SBP	Complete monitoring and forms for all sites by February 1 annually. Fifty percent of the sites must also be monitored for the School Breakfast Program.	File completed forms at SFA for three prior school years, plus the current year.
DAILY PARTICIPATION RECORD/ EDIT CHECK	Daily/prior to submitting monthly claims.	File at SFA with monthly claim materials.
MENU PRODUCTION RECORDS	Daily records of meal production and meal service for each meal program (production plans, standardized recipes, Child Nutrition labels or production specifications).	File completed forms at SFA.
MEAL REIMBURSEMENT CLAIM	Within 60 days following claim month. Security access is granted by sponsor authorized official in MEGS+ application.	Submit to MDE via the MiND 2.0 using the MILogin for Third Party .
APPLICATION/RENEWAL – Summer Food Service Program (SFSP)	May 1 (each school year).	Submit to MDE via NexSys.
SFSP CLAIM FORM	Within 60 days following claim month. Security access is granted by sponsor authorized official in MEGS+ application.	Submit to MDE via the MiND 2.0 using the MILogin for Third Party .
APPLICATION/RENEWAL – Summer Camp Special Milk (SCSM)	Application <i>must</i> be approved 2 weeks prior to start of camp.	Submit to MDE via NexSys.
SCSM CLAIM FORM	Within 60 days following claim month. Security access is granted by sponsor authorized official in MEGS+ application.	Submit to MDE via the MiND 2.0 using the MILogin for Third Party .
APPLICATION/RENEWAL Fresh Fruit and Vegetable Program (FFVP)	Available in late spring. Due date is generally 60 days after application opens.	Submit to MDE via NexSys.
FFVP CLAIM	FFVP funds can be drawn down monthly through the NexSys Accounting system.	FFVP funds available through NexSys Accounting.

Links used in this document:

https://www.michigan.gov/mde/0,4615,7-140-66254_61446-289948--,00.html

<https://cepi.state.mi.us/msds/>

<https://cepi.state.mi.us/FID/Dist/loginScreen.aspx?Mode=Logout>

<https://mdoe.state.mi.us/gateway/Authentication/Login?ReturnUrl=%2Fgateway>

https://mdoe.state.mi.us/MEGSPlus/Login2.aspx?APPTHEME=MIMDE_MEGSPLUS&ReturnURL=/MEGSPlus/

[https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/"%20%5C](https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/)