Instructions for Public and Non-Public Sponsors
Completing the School Food Authority Verification Collection Report (SFA-VCR)

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

SFAs with all buildings participating in the Community Eligibility Program (CEP) do not need to complete the SFA-VCR. All other SFAs must complete the SFA-VCR. This includes Residential Child Care Institutions (RCCIs).

Accessing the SFA-VCR:
- Log in to your MILogin[i] for Third Party account.
- Choose Michigan Nutrition Data System 2.0 from the menu.
- Once logged in, click on School Food Authority-Verification Collection Report (SFA-VCR).
- Must be a Level 3 authorized user listed in order to complete and certify the report.

MIND 2.0 Resources
- Michigan Nutrition Data System 2.0 (MIND 2.0) User Manual[ii]

Reminders before getting started:
- The report is best viewed full screen with the menu bar on the left side of the screen closed.
- Students enrolled in CEP and non-CEP buildings should be reported separately. CEP students should only be reported in Section 2, and non-CEP students in Sections 3 and 4. Do not double-count CEP students on the report.

Completing the SFA-VCR:
- The top of the form is pre-populated by the Michigan Department of Education (MDE) and includes the sponsor name and agreement number, school year, sponsor type.
- Remember to certify the report before exiting.
- The deadline to submit the SFA-VCR is **February 1, 2022**.

The SFA-VCR is organized into 5 sections:

    Sections 1&2: Number of Schools or Institutions and Number of Students

    Section 3: Direct Certification

    Section 4: Free and Reduced-Price Applications

    Section 5 - Part 1: Verification Process

    Section 5 - Part 2: Verification Results

Sections 1&2: Number of Schools or Institutions and Number of Students

Section 1: Total Schools, RCCIs and Enrolled Students
Sections 1-1 and 1-2 Columns A and B are pre-populated for all SFAs operating the NSLP and/or the SBP, including SFAs that are exempt from verification requirements. The information in this section is **reported as of the last operating day in October**. These numbers cannot be changed unless the October 2021 claim is amended.

Section 2: SFAs with Schools Operating CEP
Section 2 is for SFAs operating the CEP. Skip this section if **not** operating the CEP.

This section reports 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**. The data is pre-populated and cannot be changed.

The page must be saved before moving on to the next section.

Section 3: Direct Certification

Section 3 is for reporting students approved as free or reduced eligible and not subject to verification. **Do not include any CEP students in Section 3, only report students that are enrolled in non-CEP buildings.**

3-1: 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.

Section 3, Column A: This section is prepopulated by Center for Educational Performance and Information (CEPI). The data is pre-populated cannot be changed.

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.

> *Note: The direct certification report was refreshed at the beginning of October and on October 21, 2021. The direct certification numbers for Section 3 should be from the second direct certification report in October.*

3-3 Column B: 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 in this count 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.

3-4 Column B: Include students directly certified as Free through Medicaid. Also include in this count any student in the SFA deemed eligible based on extended categorical eligibility via a student in the household that was directly certified through Medicaid.

3-5 Column B: Include students directly certified as Reduced-Price Medicaid. Benefits can be extended to other children in the same household. Also include in this count any student in the SFA deemed eligible based on extended categorical eligibility via a student in the household that was directly certified through Medicaid.

The page must be saved before moving on to the next section.

Helpful tips for Section 3, Column B:
- *The numbers entered in column B do not have to be the same as the prepopulated numbers in column A.*
- *If there is a significant difference in the column B numbers compared to the prepopulated numbers in column A, email* MickelsonN@michigan.gov *for assistance.*

Section 4: Free and Reduced-Price Applications

All SFAs with schools collecting individual household applications must report this section.
- Report the number of **applications** in Column A **approved as of October 1, 2021**.
- Report the number of **students** in Column B **as of the last operating day in October 2021**.

4-1 Column A: Report the number of **applications** approved as FREE eligible based on documentation submitted on the application (i.e., case number for SNAP, TANF, or FDPIR) on file **as of October 1, 2021**. Remember Direct Certification ranks above the application. If a student is listed on the Direct Certification Report, do not use the application, even if the application was received before the student was listed on the Direct Certification Report. **If the student is directly certified they should be counted in Section 3**.

4-1 Column B: Report the number of **students as of the last operating day in October 2021** 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, but are not on the Direct Certification Report.
- 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.
- Applications with **Medicaid case numbers are not acceptable** to determine eligibility for Medicaid Free or Medicaid Reduced-Price meals.

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, 2021**.

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 2021**.

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, 2021**.

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 2021**.

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

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

The sum of T-1 and T-2 should not be greater than the number of enrolled students in section 1.

The page must be saved before moving on to the next section.

Section 5 - Part 1: Verification Process:

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

5-2: Click on the correct radio button to indicate whether verification was performed and completed by the deadline of November 15, 2021.

5-3: Click on the radio button next to the type of verification process used.
- Standard (3% error prone)
- Alternate one (3% selected randomly)
- Alternate two (1% of error prone applications plus of one-half of one percent applications with SNAP/TANF/FDPIR case numbers)

5-4: Report the total number of error prone applications on file as of October 1, 2021.
- If 1 or 3 is checked in section 5-3, then complete the information for 5-4.
- If 2 is checked in section 5-3, N/A will be prepopulated in 5-4.
- Error Prone means an application that is within $100 per month of the applicable Income Eligibility Guidelines.

The page must be saved before moving on to the next section.

Section 5 – Part 2: Verification Results

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

5-6: This section is where the results of verification from November 15, 2021, are reported. Each category and the outcome from the original benefit are reported in the three boxes at the bottom of the form.

Categories in Boxes A, B, and C:
Box A: Approved FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g., case number) on application. Report the number of applications in Column A and the number of students on the applications in Column B for each result category:

- Line 1: Responded, No change
- Line 2: Responded, Changed to Reduced-Price
- Line 3: Responded, Changed to Paid
- Line 4: Not Responded, Changed to Paid

Box B: Approved FREE-Income Certified as FREE based on income/household size application. Report the number of applications in Column A and the number of students on the applications in Column B for each result category:

- Line 1: Responded, No change
- Line 2: Responded, Changed to Reduced-Price
- Line 3: Responded, Changed to Paid
- Line 4: Not Responded, Changed to Paid

Box C: Approved REDUCED-PRICE-Income Certified as REDUCED-PRICE based on income/household size application. Report the number of applications in Column A and the number of students on the applications in Column B for each result category:

- Line 1: Responded, No change
- Line 2: Responded, Changed to Free
- Line 3: Responded, Changed to Paid
- Line 4: Not Responded, Changed to Paid

VC-1: If applicable, enter the total number of questionable applications verified for cause in addition to the verification requirement as of November 15, 2021. Applications that are verified for cause are not considered part of the required sample size. Report the results of the verification for cause applications in Section 5-6.

The page must be saved before moving on to the certification section. All sections must be error free and have a green checkmark on the progress bar to certify the report.

Final Steps to Complete the SFA-VCR:

- Enter an email address.
- Retype to confirm email address
- Click "Save."
    - All sections must be error free and have a green checkmark on the progress bar to certify the report
- Click "Certify."

When the report is certified, a certification message will appear and the information section of the report will have a name and date stamp. A report can be printed for your records by going to the icon in the top right corner of the window.

If edits are made to the report, the report will need to be saved and recertified.

The deadline to submit the SFA-VCR is February 1, 2022. Questions regarding the SFA-VCR should be directed to:

- Natalee Mickelson, School Nutrition Programs, by email at MickelsonN@michigan.gov.

- Lara Iqbal, School Nutrition Programs, by email at IqbalL@michigan.gov.

- Office of Health and Nutrition Services, School Nutrition Programs at MDE-schoolnutrition@michigan.gov.

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i https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=?

ii https://www.michigan.gov/documents/mde/MIND_2.0_System_User_Manual__735496_7.pdf