

Instructions for Completing the School Food Authority Verification Collection Report (SFA-VCR)

Introduction to the School Food Authority Verification Report

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) 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).
- SFAs with some buildings participating in CEP that are exempt from verification.
- Residential Child Care Institutions (RCCIs).

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 is accessible on-line through the Michigan Nutrition Data (MiND) System under the Child Nutrition Program (CNP) section of the MEIS website at [Michigan Education Information System¹](#)

Login to the MiND System:

1. On your browser, go to [Michigan Education Information System²](#).
2. Scroll to the Child Nutrition Programs (CNP) section. Click on MiND Michigan Nutrition Data System.
3. Login with a valid MEIS login and password.
4. Click on School Food Authority-Verification Collection Report (SFA-VCR).

¹ www.michigan.gov/meis

² www.michigan.gov/meis

Reminders before you get started:

1. If you need to leave the screen at any time while completing the report, click the save button located below the email section at the bottom of the report. It is a good idea to periodically save the data you have entered.
2. Make sure your current email address is correct in the area provided at the bottom of the form.
3. If you need more information about the report, **click on the help button** located at the top of the form.

Completing the SFA-VCR:

1. The top of the form is pre-populated by the Michigan Department of Education (MDE) and includes the Sponsor Agreement Number, SFA name, and school year.
2. In the next area, you must click on the radio button to choose public or private SFA.

The SFA-VCR is organized into 5 sections:

Section 1:

Sections 1-1 and 1-2 Columns A and 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 2015 claim.

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

Helpful tips for Section 1:

In Section 1-2a: This section is for RCCIs with day students.

RCCIs with day students:

- ✓ *Section 1-2a Column A is the number of schools or institutions with day students.*
- ✓ *Section 1-2a Column B should only include day students with eligibility determined by application or direct certification.*

In Section 1-2b: This section is for RCCIs without day students. Report the number of institutionalized or residential 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.*

Note: if there is 1 RCCI with both day students and institutionalized students put "1" in section 1-2a Column A and "0" in section 1-2b Column A. This is because the number of RCCIs has to match the number from the claim in 1-2 column A.

Section 2:

Section 2 is for SFAs 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**. This section is pre-populated and you will not be able to change the numbers.

Helpful tips for Section 2:

- ✓ *If you are **not** operating the CEP, 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 CEP school year 2015-2016:

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 without day students.

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 have institutionalized students and do not have day students.
- Schools electing the CEP.
- 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.

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 click certify.

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 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 23, 2015. The direct certification numbers for section 3 should be from the second direct certification report in October.

Do not include any students participating in CEP buildings in Column 3-2 B or 3-3 B. Only report students that are not in CEP buildings.

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.**

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 from the direct certification report 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 in 3-2 B or 3-3 B.*
- ✓ *If there is a clearly noticeable difference in your 3-2 B numbers compared to the prepopulated numbers in 3-2 A, call 517-241-3885 for assistance.*

Section 4:

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

- Report the number of **applications** in Column A **approved as of October 1, 2015.**
- Report the number of **students** in Column B **as of the last operating day in October 2015.**

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, 2015. Make sure the students are not on the Direct Certification Report. Remember Direct Certification ranks**

above the application. If a student is listed on the Direct Certification Report, you should not use the application, even if you received the application before the student was listed on the Direct Certification Report. If the student is directly certified they should be counted in 3-2 B or 3-3 B.

4-1 Column B: Report the number of **students as of the last operating day in October 2015** 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**. **Do not include students in this category that were extended eligibility by a household member on the direct certification list.**

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, 2015**.

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 2015**.

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, 2015**.

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 2015**.

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.

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.

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 CEP.
- 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 15, 2015. If verification was completed after the deadline, continue to complete the remainder of Section 5.

5-3: Click on the radio button next to the 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)

5-4: Report the total number of error prone applications on file as of October 1, 2015.

- ✓ *Error Prone means an application that is within \$100 per month of the applicable Income Eligibility Guidelines.*

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.

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, 2015, are reported. Each category and the outcome from the original benefit are reported in the 3 boxes at the bottom of the form.

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, 2015**. 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**.

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**.

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**.

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**.

VC-1: If applicable, enter the total number of questionable applications verified for cause in addition to the verification requirement as of November 15, 2015. 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.**"

When the report has been certified there will be the following message:

Information The report is certified on month, date, year along with the time.

If you have any additional questions about the SFA-VCR, please contact Lisa Brown Taylor, Consultant, School Nutrition Programs, at browntaylorl@michigan.gov or 517-241-3885. You may also contact MDE School Nutrition Programs at 517-373-3347, or e-mail MDE-schoolnutrition@michigan.gov.