



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

FOOD SERVICE

ADMINISTRATIVE MEMO NO. 5 SCHOOL YEAR 2018-2019

SUBJECT: Verification of Eligibility for School Meals

DATE: October 9, 2018

Verification is the confirmation of eligibility for free and reduced-price school meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Annually, each School Food Authority (SFA) must select and verify a sample of applications approved for meal benefits. The verification sample must be selected from households that have submitted an approved Free and Reduced-Price School Meals Family Application as of October 1, 2018. The deadline for completing Verification of Eligibility for School Meals is November 15, 2018.

Verification is not required for children approved through direct certification with Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), foster children, Medicaid free and Medicaid reduced-price. Children directly certified through other programs, including Food Distribution Program on Indian Reservations (FDPIR), children that are documented as eligible migrant, runaway or homeless, and children participating in Head Start or Pre-K Even Start, are not included in the application pool or subject to verification. The SFAs participating in the Community Eligibility Provision (CEP) must complete verification for those school sites that are not participating in CEP.

The Steps to Complete Verification include links to the documents required to complete the verification process and can be found at [The Michigan Department of Education School Nutrition website](#)ⁱ in the following sections:

- What's New
- Eligibility Certification and Verification under Guidance

All SFAs must report verification activities and outcomes to the Michigan Department of Education (MDE) annually. The results of verification are reported in the School Food Authority Verification Collection Report (SFA-VCR). The web-based report can be accessed through the [Michigan Nutrition Data System](#)ⁱⁱ (MiND).

The only person(s) that will be able to access and certify the SFA-VCR are the primary and secondary contacts listed in the Michigan Electronic Grants System Plus (MEGS+) 2019 School Nutrition Application in the MiND Security Agreement section.

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Please note the verification results reporting will open in December 2018. The target date for opening the SFA-VCR is December 5, 2018. The SFA-VCR must be submitted to MDE by February 1, 2019.

Questions regarding this Administrative Memo may be directed to Natalee Mickelson, Analyst, by email at mickelsonn@michigan.gov or the School Nutrition Programs Unit at MDE-SchoolNutrition@michigan.gov.

ⁱ http://www.michigan.gov/mde/0,4615,7-140-66254_50144---,00.html

ⁱⁱ <http://mdoe.state.mi.us/mind/>