



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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STATE SUPERINTENDENT

FOOD SERVICE

**ADMINISTRATIVE POLICY NO. 6
SCHOOL YEAR 2015-2016**

SUBJECT: Verification of Eligibility for School Meals

DATE: September 18, 2015

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, 2015. The deadline for completing Verification of Eligibility for School Meals is **November 15, 2015**.

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

For assistance with the verification process, SFAs are encouraged to use the document, [**Steps to Complete Verification**](#). These step-by-step instructions include links to the documents required to complete the verification process and can also be found at [The Michigan Department of Education School Nutrition website](#) in the following areas:

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

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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 [MiND Michigan Nutrition Data System](#).

Please note the verification results reporting will open in December 2015. The target date for opening the SFA-VCR is **December 15, 2015**. The SFA-VCR must be submitted to MDE by **February 1, 2016**.

If your SFA needs to designate a new individual to access the verification results reporting system, a Child Nutrition Program Security Agreement must be completed. The form with instructions is available at [The Michigan Education Information System \(MEIS\)](#).

Questions regarding this Administrative Policy may be directed to Lisa Brown Taylor, Consultant, by email at browntaylorl@michigan.gov or the School Nutrition Programs Unit at MDE-SchoolNutrition@michigan.gov.