

Howard's News From MDE

January 18, 2018



Yikes!! Cold, snow, and wind.... we must be in MICHIGAN!! With special props to the UPers! But I digress. Here is some of the latest in School Nutrition. Enjoy!

New Director

Kyle Guarrant, Deputy Superintendent, is pleased to announce that Diane Golzynski has been selected to become the Director of the Office of Health and Nutrition Services (OHNS) (previously the Office of School Support Services). Diane has served as an Assistant Director in the Office of School Support Services since 2014 and was a consultant with Michigan Team Nutrition, and the Administrative Review Training Grant at the Michigan Department of Education (MDE). Prior to joining MDE, Diane served as the state Fruit and Vegetable Nutrition Coordinator at the Michigan Department of Community Health. Diane earned her PhD in Extension and Agriculture Education from Michigan State University and completed her RD (Registered Dietitian) internship at Indiana University of Pennsylvania. Diane is passionate about removing health and safety barriers to learning, and expanding the important role OHNS plays in reaching our Top 10 in 10 goals. Diane started her new assignment on January 1, 2018.

Parent Dashboard

The Michigan Department of Education has developed a Parent Dashboard for interested parties to see how their school(s) compares to similar demographic schools and state averages. Interesting information – check it out at [Parent Dashboard](#).ⁱ

Save the Date: Michigan 2018 June Nutrition Conference

Save the date for the MDE 2018 June Nutrition Conference. The conference will offer interactive instruction and chances to meet with colleagues and MDE staff to answer nutrition program questions and foster new ideas and partnerships for [School Nutrition Programs](#),ⁱⁱ the [Child and Adult Care Food Program](#),ⁱⁱⁱ [Food Distribution Programs](#),^{iv} and other Michigan nutrition initiatives. The two-day conference will be held Tuesday, June 19 – Wednesday, June 20, 2018, at the Amway Grand in Grand Rapids, Michigan with preconference options on Monday, June 18. Registration will open online in mid-April. In the meantime, please direct conference questions to mde-schoolnutrition@michigan.gov or 517-373-3347.

Employment Opportunity

MDE has posted an Education Consultant Manager 16 position (3103-18-042), Office of Health and Nutrition Services, Director's Office, on the State of Michigan posting site. This permanent full-time position is located in Lansing and is open to internal employees and outside applicants. Position posting expired January 25, 2018.

Employment Opportunity No. 2

MDE has posted a Departmental Analyst 9-P11 position (3103-18-041), Office of Health and Nutrition Services, School Nutrition Programs Unit, on the State of Michigan posting

site. This permanent full-time position is located in Lansing and is open to internal employees and outside applicants. Position posting expired January 28, 2018.

Community Eligibility Program (CEP) Claims

See the attached information on CEP claims.

School Food Authority Verification Collection Report (SFA-VCR)

The SFA-VCR is open. **Note the deadline for completing the SFA-VCR is February 1, 2018.** The web-based SFA-VCR is accessible through the [Michigan Nutrition Data System \(MiND\)](#).^v The original email notification and instructions for completing the SFA-VCR are attached.

25-Year Service Award

It is time again to nominate Michigan school food service professionals who have served for 25 years or more. Please go to click on the following [SurveyMonkey](#)^{vi} and complete the nomination form by March 1, 2018, if one or more of your employees have been involved with the National School Lunch Program in Michigan (public and non-public schools) for 25 years or more. Award certificates for 25 years of service will be mailed to the School Food Authority in April 2018. Please do not list employees who have received this recognition in the past.

Tuesdays at 2 Teleconference

These presentations are 0 – 60 minutes in length and cover various topics of interest. Generally, the calls last (10 - 15 minutes) with description of the specific topic; then Q&A with participants. In the event of a ruling from the United States Department of Agriculture (USDA), the predetermined topic is subject to change in order to discuss topics of interest, offer suggestions, share what works at your location, best practices, ask SNP staff questions directly, or even develop a list of FAQs for new directors. February 20 is the next Teleconference with Dan Carlson and Dawn Madison as presenters. The topic will be Meal Counting and Claiming. Watch your email for registration information.

School Meals Overview Training (SMOT)

Our SMOT trainings cover nearly every aspect of school nutrition. They are three days long but well worth the time especially if you are relatively new to school nutrition. Unfortunately, our March SMOT is filled with a waiting list. Save the following dates for the next SMOT trainings in 2018 - August 14-16 in Escanaba, August 21-23 in Mt. Pleasant, and November 1, 8, and 15 in Portage (Kalamazoo RESA). We will announce when you will be able to register for the future SMOTs – registration will be available approximately 2 months prior to the event.

Summer Food Service Program (SFSP) Operational Trainings

This year's SFSP operational trainings will be held throughout the state during March, April, and May. MDE is offering half-day and full-day training sessions. Full-day sessions are required for new sponsors and/or new staff and half-day sessions are for returning sponsors. Registration for trainings is required, via the Eventbrite site. To register, visit [SFSP training registration](#)^{vii} and click on the training date listed in the memo.

Processing USDA Foods: It All Begins with the Menu! Educast

Join the American Commodity Distribution Association (ACDA) for an educational webinar to learn the diversion process of USDA Foods. This will include the importance of accurately determining and managing pounds sent to a processor, tools used in calculating and tracking USDA Foods, and understanding Value Pass Thru (VPT) methods. Additional resources will be provided for ongoing training with your staff.

Date: Tuesday, February 6 | 2:00 p.m. - 3:00 p.m. ET

Earn 1 Hour Professional Development! USDA Professional Standard Code: 2440 / Key Area: Food & Supplies Orders

Webinars are limited to 125 people, so make sure to [register](#)^{viii} today so that you secure your spot! The last Educast on forecasting was a huge success; ACDA had almost 100 attendees from across the country on the webinar!

SNAM Annual Industry Conference

The 2018 SNAM Industry Conference is March 14, 2018, and is being held at Eagle Eye Golf Club in Bath. For more information, visit [conference registration](#).^{ix} This is a great opportunity to learn more about School Nutrition and the products that help feed our students.

Invitation to Cultivate Michigan Marketplace Events

For information on Cultivate Michigan Marketplace, visit [Cultivate Michigan Marketplace](#).^x

Howard Leibert, MBA, SMS

Supervisor, School Nutrition Programs
517-373-3892

Visit the new Michigan Parent Dashboard for School Transparency

Your Window to Important School Information and Facts

Learn more at: <http://www.MISchoolData.org/ParentDashboard>



ⁱ <https://www.mischooldata.org/ParentDashboard>

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

ⁱⁱⁱ http://www.michigan.gov/mde/0,4615,7-140-66254_25656---,00.html

^{iv} http://www.michigan.gov/mde/0,4615,7-140-66254_61446---,00.html

^v <https://mdoe.state.mi.us/mind/login.aspx>

^{vi} <https://www.surveymonkey.com/r/BQG73SZ>

^{vii} http://www.michigan.gov/documents/mde/2018_Training_Schedule_611146_7.pdf

^{viii} <http://www.commodityfoods.org/event-2738027>

^{ix} <http://michigansna.org/meetinginfo.php?id=416&ts=1515084548>

^x <https://www.cultivatemichigan.org/news/2018/01/15/four-regional-cultivate-michigan-marketplace-events>

Michigan Department of Education
Office of Health and Nutrition Services
School Nutrition Programs

Community Eligibility Program Claims

The Michigan Department of Education (MDE) has been experiencing issues related to Community Eligibility Program (CEP) claims. There are instances of Non-CEP sites showing CEP flags, CEP sites with no eligibility flags, and a wide variety of miscalculated CEP percentages. The nature of the system support has caused an unusually long timeframe for solutions to be completed. Extensive testing has been conducted, and it is believed that all issues have been identified. MDE is working through amending the claims affected. Many districts will see the corrected claims beginning today, and the remainder throughout the next several days. As a result, amended payments will be processed this week and next week, even if a claim has not been submitted during this time. These amendments are both upward and downward, depending on the nature of the errors.

What does this mean for districts?

Take a moment to review the claim status report for July through November for your district. To access Claim Status Reports in MIND refer to the image below.

Home MDE Home Contact MDE MI.gov

Michigan Nutrition Data System
Michigan Department of Education

School Nutrition Program Claims System

Main Menu

MIND SNP Claims Agency Reports Admin Options Admin Report User Management Help Logoff

MIND / SNP Claims

Sponsor: Select School Year: July 1, 2017 - June 30, 2018 Set

Name: Create Available Claims

Claims for the month of January will be created on or after 1/29/2018

Claim Month	Claim Status	Certify Claim	Reimbursement	Status	Total Amendments
July 2017		Certify		Report	1
August 2017		Certify		Report	1
September 2017		Certify		Report	0

There may be one or more instances of amendments processed to claims shown; the reimbursement value of each amendment is displayed. In most cases there will be a small shift in the number of meals claimed as "Paid" vs "Free" as a result of corrected claiming percentages. These percentages come directly from the approved application in MEGS+.

- For questions related to the calculation of CEP percentages, Direct Certification data, or approved sites, contact Pam Baker at bakerp8@michigan.gov
- For application related questions, contact your program analyst
- For questions about the calculation of claims, claim status report, or any other claim related questions, contact Wendy Crowley at crowleyw@michigan.gov

The School Food Authority Verification Report (SFA-VCR) is open. **Note the deadline for completing the School Food Authority Verification Collection Report (SFA-VCR) report is February 1, 2018.** The web-based SFA-VCR is accessible through the Michigan Nutrition Data System (MIND) at <https://mdoe.state.mi.us/mind/login.aspx>.

This report is mandatory for all School Food Authorities (SFAs) and Residential Child Care Institutions (RCCIs) operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP), including RCCIs that are exempt from verification requirements.

Now that Michigan has Direct Certification by Medicaid matching, the number of students that are Medicaid Free and Medicaid Reduced-Price eligible must be collected in the SFA-VCR. This data will be collected in Section 3 with the other Direct Certification counts. Point of Service systems may not have this broken out on their Verification Reports, so the data will have to be pulled from the Direct Certification Report. To determine this number, count the Medicaid Free (M) and Medicaid Reduced-Price (R) enrolled students that were reported as of the last operating day in October from the Direct Certification Report.

New this year, districts that are entirely Community Eligibility Provision (CEP) do not need to complete the SFA-VCR. The report has been certified by MDE. Partial CEP districts are still required to conduct verification and submit a SFA-VCR. Special milk only sponsors are not required to complete this report.

Questions regarding the SFA-VCR should be directed to:

- Natalee Mickelson, Analyst, School Nutrition Programs, by email at MickelsonN@michigan.gov or by phone at 517-373-1852
- Lisa Taylor, Consultant, School Nutrition Programs, by email at browntaylorl@michigan.gov or by phone at 517-241-2885
- Office of Health and Nutrition Services, School Nutrition Programs, at MDE-SchoolNutrition@michigan.gov

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) annually to the United States Department of Agriculture.

Beginning school year 2017-2018, 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:

- The web-based SFA-VCR is accessible through the Michigan Nutrition Data (MIND) system at <https://mdoe.state.mi.us/mind/login.aspx>.
- Once logged in, click on School Food Authority-Verification Collection Report (SFA-VCR).

Requirements to complete the report:

- Must be an authorized user listed in the 2018 Michigan Electronic Grants System Plus (MEGS+) School Nutrition Programs (SNP) application under the MIND security agreement section.
- Recommended browser is Internet Explorer.

Reminders before getting started:

- Periodically save the report. The save button is located below the email section at the bottom of the report.
- Make sure a current email address is provided at the bottom of 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 Agreement Number, SFA name, and school year.
- In the next area, 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**. These numbers cannot be changed unless the October 2017 claim is amended.

Section 2:

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 cannot be changed.

Section 3:

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 and/or RCCIs without day students.

3-2 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 20, 2017. 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.

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 clearly noticeable difference in the column B numbers compared to the prepopulated numbers in column A, call 517-373-1852 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, 2017**.
- Report the number of **students** in Column B **as of the last operating day in October 2017**.

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, 2017**. **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, 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 2017** 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.

Helpful tips for Section 4-1 Columns A and B:

Be sure not to double count 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.

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, 2017**.

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 2017**.

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, 2017**.

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 2017**.

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:

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.

5-2: Click on the correct radio button to indicate whether verification was performed and completed by the deadline of November 15, 2017.

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, 2017.

- 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.

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, 2017, 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:

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, 2017. 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.

Final Steps to Complete the SFA-VCR:

- Proceed to the last section and enter an email address.
- Re-type the email address.
- Click on "Save."
- Click on "Certify."

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

The report is certified on date, year, and time.

The deadline to submit the SFA-VCR is February 1, 2018.

Questions regarding the SFA-VCR should be directed to:

- Natalee Mickelson, Analyst, School Nutrition Programs, by email at MickelsonN@michigan.gov or by phone at 517-373-1852
- Office of Health and Nutrition Services, School Nutrition Programs at MDE-schoolnutrition@michigan.gov or by phone at 517-373-3347.

Instructions for Residential Child Care Institutions (RCCIs) 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.

Beginning school year 2017-2018, SFAs with all buildings participating in the Community Eligibility Provision (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:

- The web-based SFA-VCR is accessible through the Michigan Nutrition Data (MiND) system at <https://mdoe.state.mi.us/mind/login.aspx>.
- Once logged in, click on School Food Authority-Verification Collection Report (SFA-VCR).

Requirements to complete the report:

- Must be an authorized user listed in the 2018 Michigan Electronic Grants System Plus (MEGS+) School Nutrition Programs (SNP) application under the MiND security agreement section.
- Recommended browser is Internet Explorer.

Reminders before getting started:

- Periodically save the report. The save button is located below the email section at the bottom of the report.
- Make sure a current email address is provided at the bottom of 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 Agreement Number, SFA name, and school year.
- In the next area, click on the radio button to choose public or private SFA.

The SFA-VCR is organized into 5 sections:

Section 1:

In 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. This includes SFAs and RCCIs 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 2017 claim is amended.

In 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:

Section 1-2a is for 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.*

Section 1-2b is for RCCIs without day students.

- Section 1-2b, Column A, is the number of institutions with residential or institutionalized students only.
- Section 1-2b, Column B, should only include the number of students that are residential or institutionalized.

Section 2:

Section 2 is for SFAs operating the CEP. Skip this section if **not** operating the CEP.

Section 3:

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). This would include 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.

If this is the case, the rest of the SFA-VCR does not need to be completed. Proceed to the email section at the end of the report and click certify.

Verification is required for RCCIs that collect applications for non-residential students attending the institution. If this is the case, the rest of the SFA-VCR must be completed.

3-2 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 20, 2017. 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.

Helpful tips for Section 3, Column B:

- *The numbers entered in column B do not have to be the same as the pre-populated numbers in column A.*
- *If there is a clearly noticeable difference in the column B numbers compared to the pre-populated numbers in column A, call 517-373-1852 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, 2017**.
- Report the number of **students** in Column B **as of the last operating day in October 2017**.

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, 2017**. **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, 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 2017** 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.

Helpful tip for Section 4-1 Columns A and B:

Be sure not to double count 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.

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, 2017**.

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 2017**.

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, 2017**.

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 2017**.

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

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.

5-2: Click on the correct radio button to indicate whether verification was performed and completed by the deadline of November 15, 2017.

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, 2017.

- 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.

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, 2017, 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:

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, 2017. 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.

Final Steps to Complete the SFA-VCR:

- Proceed to the last section and enter an email address.
- Re-type the email address.
- Click on "Save."
- Click on "Certify."

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

The report is certified on date, year, and time.

The deadline to submit the SFA-VCR is February 1, 2018.

Questions regarding the SFA-VCR should be directed to:

- Natalee Mickelson, Analyst, School Nutrition Programs, by email at MickelsonN@michigan.gov or by phone at 517-373-1852
- Office of Health and Nutrition Services, School Nutrition Programs at MDE-schoolnutrition@michigan.gov or by phone at 517-373-3347