



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

August 27, 2007

TO: Local and Intermediate School District Superintendents, Public School Academy Directors, and Non-Public School Administrators

FROM: Carol Wolenberg, Deputy Superintendent

SUBJECT: Direct Certification Report Revision

This is to notify you that the recent Direct Certification Report has been revised and is available in the Single Record Student Database (SRSD). Based on feedback from school districts, the process used to match the data from the Food Stamp Program with the enrollment data reported by school districts in the SRSD has been refined.

The majority of students who were initially identified as directly certified will remain eligible. However, in some districts there will be a group of students listed on the initial Direct Certification Report that no longer will be eligible for direct certification and will not appear on the revised report.

If your district has already notified households of direct certification status, you must notify the parents of all students no longer listed on the revised Direct Certification Report that direct certification is no longer applicable. Each district's SRSD authorized user(s) will receive a report containing the Unique Identification Code (UIC) and local student ID for the students in your district who were removed from the direct certification report. These students are not to be considered directly certified and households must be notified by the school district.

These students still may be eligible for free and reduced price meals; however, each household will need to submit a completed free and reduced meal application to establish student eligibility. A letter that explains this to the households will be provided for your use. Send that letter to the applicable households with a copy of your district's free and reduced price school meals application.

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If your district has not yet accessed the Direct Certification Report, or pulled the report and not yet notified households, please use the revised Direct Certification Report (dated August 27, 2007 or later) and reinitiate the direct certification process, i.e., updating district student information systems and notifying households. Discard any Direct Certification Reports dated prior to August 27, 2007.

We appreciate your understanding and assistance as we work to improve the direct certification process in this pilot year of the statewide data match. It is anticipated that the overall success of direct certification will have a strong impact in decreasing the paper application and verification process, while ensuring that increased numbers of eligible children receive free or reduced meals.

Questions regarding the content of this memorandum may be directed to CEPI Customer Support by e-mail to cepi@michigan.gov or phone 517-335-0505 (select option "3").