



# School Nutrition Programs (SNP) News and Updates

May 21, 2020

## Pandemic-EBT

### Pandemic-EBT Webpages

There have been two webpages set up within our website to provide information on Pandemic-EBT. The page [P-EBT Food Assistance Benefits for Families<sup>i</sup>](#) is set up to help the general public find information on P-EBT. The second webpage [P-EBT Food Assistance Benefits for School Children<sup>ii</sup>](#) is set up to help school administrators find answers to their questions.

### Pandemic-EBT Frequently Asked Questions

There have been two sets of Frequently Asked Questions developed to provide information on Pandemic-EBT. The page [P-EBT Card Frequently Asked Questions<sup>iii</sup>](#) is set up to help the general public find information on P-EBT. The second document [P-EBT Frequently Asked Questions for Schools<sup>iv</sup>](#) is set up to help school administrators find answers to their questions.

### Direct Certification, Free and Reduced-Price Meals Applications for School Year 2019-2020, and Student Record Maintenance

The Michigan Department of Education (MDE) would like to remind sponsors to continue to pull the Direct Certification Reports and extend eligibility to ensure students/households receive any benefits they are eligible for due to the current situation.

Sponsors should also continue to collect and process Free and Reduced-Price Meal Applications for eligible households in May 2020. We have developed a [Template Letter for Free and Reduced-Price Applications](#)<sup>v</sup> that can be used to promote Free and Reduced-Price Meal Application submission among your families.

For public school students and non-public school students reported by public schools, updated student eligibility will need to be submitted through the Student Record Maintenance (SRM) in the Michigan Student Data System (MSDS). The deadline for those SRM uploads is May 26 and June 9. Please reach out to your pupil accounting and/or student data personal to confirm they report eligibility updates by the deadline.

### **Updating Student Addresses for K-12 students reported by Public Schools**

MDE is not able to update student addresses or birthdates; they must be updated at the local level. Families who call requesting an address change or concerned that their students birth data is incorrect are being directed to reach out to their local school. Updated addresses should be reported in the Student Record Maintenance in the Michigan Student Data System (MSDS).

We have been notified of some incorrect birth dates in the MSDS this does not allow the parent to “pin” the card. So to assist families work around incorrect birth dates we have decided the fastest way to correct the problem of incorrect birth dates submitted to MDHHS, is to have the school that submitted the incorrect date provide the household of the date that should be used to “pin” the card. Have the parent “pin” the card and then write the incorrect date down in case it is needed in the future. Then the district should submit as SRM to correct information in the MSDS.

Please be sure that all addresses reported into the MSDS use the line 2 address field for secondary address information only, not a full second address. Only the primary student address should be reported into the MSDS. This address is where the P-EBT card will be mailed to. If your district has a second address reported in line 2, please update those fields accordingly so there is not a delay in cards being mailed out.

### **P-EBT and Reporting for Non-Public School Students**

The Center for Education Performance and Information (CEPI) has created a collection for nonpublic schools to report eligible students so they can receive Pandemic-EBT benefits. The [P-EBT Food Assistance Benefits for Non-Public Schools](#)<sup>vi</sup> webpage was developed to support nonpublic school sponsors.

If you have shared-time students that were reported through a public school, contact the public school to ensure the proper Supplemental Nutrition Eligibility, or SNE

Free or Reduced-Price designation was reported for those students in MSDS. It is important to confirm that there was data reported for both the SNE and address field as these fields are used to determine student eligibility and to know where to mail cards.

If you submit students into the Michigan Student Data System independently, you need to complete the following step:

1. Ensure all enrolled students are entered in the Early Roster collection.
2. Verify that these students all have a Unique Identification Code, or UIC.
3. Report the address for these students in the Personal Demographics tab.
  - This address will be used to mail the card.
  - It is essential that both the directly certified students and students who are eligible via an application to have correct addresses on file.
4. Verify that all students have a Unique Identification code, or UIC.
5. Once those updates are made in the Early Roster Collection, the next step is to report students with benefits from an application or through extended eligibility into the Nonpublic School Nutrition Eligibility Collection.

Unfortunately, nothing from the Early Roster collection pulls into the Nonpublic SNE collection as they are completely different collections. In order to distribute the P-EBT food assistance benefits to these application eligible nonpublic students, and extended eligibility students, they need to be reported in the Nonpublic School Nutrition Student Eligibility Collection.

The collection dates are the same as the student record maintenance deadlines in the CEPI calendar. The next collection dates are May 26 and June 9.

### **P-EBT and Early Childhood Programs**

It will be common for most Early Childhood Program students to see a delay in P-EBT benefit and card delivery. We have already pushed through the Great Start Readiness Program (GSRP) students because of mandatory reporting requirements in the Early Childhood Program Collection. Students in Headstart, GSRP/Headstart Blend and Early Headstart classrooms are also eligible for P-EBT because they are considered Categorically Eligible to receive Free and Reduced-Price Meals.

For Early Childhood Programs students not submitted as part of the Early Childhood Program Collection, CEPI has decided the solution is to submit eligible students now using the End of Year Collection. The collection is open through August, but districts can enter and certify prior to deadline. Accurate addresses must be submitted for all students. Students in Headstart, GSRP/Headstart Blend and Early

Headstart classrooms will be automatically flagged for P-EBT. The next MSDS refresh deadlines are May 26 and June 9, 2020.

Benefits and cards for Early Childhood students that were entered in MSDS started distributing May 18 and will continue through the end of the month.

All questions regarding P-EBT may be directed to the School Nutrition Programs Unit at [mde-schoolnutrition@michigan.gov](mailto:mde-schoolnutrition@michigan.gov).

## **Excess Fund Balance Spend Down Plan of Action Carryover**

Districts may not have the opportunity to spend excess fund balances by the June 30, 2020, deadline due to school closures and the Stay Home, Stay Safe executive order. A carryover extension can be requested to complete the spend down plan of action activities that remain outstanding. Carryover extensions allows School Food Authorities (SFA) to “carry over” a portion of, or the entire excess fund balance for up to one additional year – until June 30, 2021.

SFAs can request a carryover only after the original excess fund balance spend down plan of action has been approved. If your spend down plan of action is not yet approved, please work with us to get it approved as soon as possible prior to requesting a carryover extension.

The request should be uploaded using the [GEMS/MARS](#)<sup>vii</sup> system by June 15, 2020, since we need time to process the carryover approval prior to the June 30, 2020, deadline. The written request should include:

- Reason for the carryover request
- Date SFA anticipates implementing the plan
- Date SFA plans to have the excess funds spent in full
- Amount of the carryover

Also be sure to check out our newly designed [All About Excess Fund Balances](#)<sup>viii</sup> or a quick guide to Excess Fund Balance guidance and policy. Our February 25 Excess Fund Balance Webinar Recording can also be found on our [Fiscal and Administrative Services Team \(FAST\) Website](#)<sup>ix</sup> in the Net Cash Resources section.

For further information, contact [MDE-Fiscal@michigan.gov](mailto:MDE-Fiscal@michigan.gov) or 517-241-5380.

## **Training Requirement for School Food Authority (SFA) Personnel Overseeing Food Service Management Company (FSMC) or Vended Meal Contracts**

The United States Department of Agriculture (USDA) requires educational and training requirements, known as Professional Standards, for food service directors (FSDs) operating the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). USDA guidance states that because the SFA maintains oversight of the school meal programs when contracting meal services, training standards also apply to the SFA person overseeing the contract. For additional information visit [Food Service Administrative Memo No. 8 - School Year 2019-2020](#).<sup>x.</sup>

## **Reminders and Due Dates**

### **Local Wellness Policy Triennial Assessment Waiver**

The Michigan Department of Education is pleased to announce a nationwide waiver for the Local Wellness Policy Triennial Assessment. The intent of this waiver is to support Local Education Agencies (LEA) unable to complete a triennial assessment of the local school wellness policies by June 30, 2020, due to school closures as a result of COVID-19.

At a minimum, assessments must be conducted once every three years as described in 7 CFR 210.31(e); this is referred to as the triennial assessment. Resources regarding Local Wellness Policy and the triennial assessment, including the MDE Triennial Assessment template, can be found at [LWP Resources](#).<sup>xi.</sup>

The first Local Wellness Policy Triennial Assessment is due June 30, 2020. LEAs have two options for adhering to this deadline. First, LEAs that are prepared to complete their assessment by June 30, 2020, are encouraged to do so. Second, LEAs may choose to accept the new deadline and instead complete their first triennial assessment by June 30, 2021.

LEAs wishing to accept this new deadline of June 30, 2021, must notify the Michigan Department of Education, Office of Health and Nutrition Services, by June 15, 2020. Please complete the [Local Wellness Policy Triennial Assessment Waiver](#)<sup>xii.</sup> survey to accept this waiver. Completion of this survey indicates approval of the assessment deadline extension to June 30, 2021.

This waiver along with other Unanticipated School Closure waivers for Michigan can be found at [Michigan USC Waivers](#).<sup>xiii.</sup>

Please contact the School Nutrition Programs unit at 517-241-5374 or [MDE-SchoolNutrition@michigan.gov](mailto:MDE-SchoolNutrition@michigan.gov) or your program analyst with any questions regarding the triennial assessment.

## **Updates, Guidance, and Regulation Information from the United States Department of Agriculture (USDA) Food and Nutrition Services**

### **Twenty-Third Release of the Child Nutrition Database (CN23)**

The 23rd Release of the Child Nutrition Database (CN23) is now available for software companies that have received approval from the U. S. Department of Agriculture (USDA) for their nutrient analysis software or are in the process of becoming USDA-approved. CN23 contains updated food product nutrient data from 20 food manufacturers, as well as new or updated nutrient data for 29 USDA Foods. To download a copy of CN23, visit the USDA Food and Nutrition Service's (FNS) [Team Nutrition website](#).<sup>xiv</sup>

#### **Action Steps for Nutrient Analysis Software Companies:**

To maintain USDA approval, software companies must submit their nutrient analysis and certification of compliance software, updated to include CN23, to the USDA Software Evaluation Team by **Wednesday, July 1, 2020**. Instructions for submitting software to USDA is being provided directly to USDA-approved software companies. New companies seeking approval should contact the USDA Software Evaluation Team at [cnpntab@usda.gov](mailto:cnpntab@usda.gov).

FNS recommends that companies also send a copy of their updated software to their customers by July 1, 2020.

#### **Action Steps for State Agencies, School Food Authorities (SFAs), and Local Schools:**

After July 1, 2020, State agencies, SFAs, and local schools should verify with their nutrient analysis software company to ensure that the software includes the most current version of the Child Nutrition Database (version CN23).

For further information, visit [USDA Team Nutrition's Child Nutrition Database Web Site](#).<sup>xv</sup>

### **New Nutrition Facts Label**

The U.S. Food and Drug Administration announced the launch of the "[New Nutrition Facts label What's In It For You?](#)"<sup>xvi</sup> education campaign. This campaign is designed to increase awareness of the new Nutrition Facts label for packaged foods, which reflects updated scientific information, including the link between diet and chronic

diseases such as obesity and heart disease. It is intended for the general population and sub-populations at increased risk of nutrition-related chronic disease.

The Nutrition Facts label educational campaign is part of the agency's comprehensive, multi-year [Nutrition Innovation Strategy](#),<sup>xvii</sup> which is designed to empower consumers with information to make informed food choices and encourages industry innovation toward healthier foods that consumers are seeking. The FDA is promoting the new Nutrition Facts label education campaign using fun new videos of food products receiving a make-over, posting their new looks via social media, and as part of a fashion show, modeling their new Nutrition Facts labels on the runway.

Along with promotional campaign materials to raise awareness with consumers, the FDA has developed additional new education materials such as new web-pages, fact sheets, downloadable materials, an interactive label website, online informational videos, middle and high school curricula, and continuing medical education modules.

This new content is expected to be used by consumers, healthcare professionals, registered dietitians, teachers and community leaders to assist consumers in making informed dietary choices for themselves and their families. The FDA is collaborating with other federal agencies, public health and consumer groups, professional associations, and industry groups to increase public awareness.

For additional information:

- [The New Nutrition Facts Label: What's In It For You Campaign Landing](#)<sup>xviii</sup>
- [What's New with the Nutrition Facts Label?](#)<sup>xix</sup>
- [Social Media Toolkit](#)<sup>xx</sup>

## Training Corner

### Michigan Nutrition Training Corner

During this time of necessary social distancing, it is very important for the field to have access to all the virtual trainings available to them, to help them continue to do their jobs. If you are offering an online/virtual training, please fill out and submit this questionnaire: [I want my training added to the MI Nutrition Training Calendar](#).<sup>xxi</sup> Be sure to fill out ALL of the information including NA if the question does not apply. Trainings cannot be added to the calendar without the complete information.

Please visit the [Michigan Nutrition Training Calendar](#),<sup>xxii</sup> a one-stop-shop calendar that lists child nutrition trainings across the state. The more trainings listed, the better the calendar will be for our Child Nutrition Programs!

If you have questions, contact [MDE-MINutritionTraining@michigan.gov](mailto:MDE-MINutritionTraining@michigan.gov).



[How to Access the MI Nutrition Training Calendar](#)<sup>xxiii</sup>

## School Nutrition Programs Training - Update

During this time of necessary social distancing, MDE has canceled scheduled in-person trainings for the time being. Instead, MDE will begin offering virtual training on various topics. Please check back periodically at the [MDE Training Website page](#)<sup>xxiv</sup> to see what is planned.

## Questions of the Week

**Question:** I have had parents tell me when I call the number on the back of my card the balance says zero dollars available. What is wrong?

**Answer:** When the card is set up you have to select prompt 1 for food stamps/cash. The WIC prompt and SEBTC prompt will not provide the participant with their balance. Have them call the number again and select prompt 1 for food stamps/cash prompt.

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**Question:** When does Unanticipated School Closure Summer Food Service Program (USC SFSP) end?

**Answer:** The USC SFSP will end on June 30, 2020. After that date, all programming must switch to Traditional Summer Food Service Program (SFSP), which a separate application in MEGS+ must be completed. For questions on the SFSP program, please email [mde-sfsp@michigan.gov](mailto:mde-sfsp@michigan.gov).

## Contact Us

Email: [MDE-SchoolNutrition@Michigan.gov](mailto:MDE-SchoolNutrition@Michigan.gov)

Nutrition Gateway: The Michigan Department of Education [Nutrition Gateway](#)<sup>xxv</sup> provides Child Nutrition Program (CNP) agencies a singular system to access annual CNP applications (MEGSplus), monthly claims (MIND) and periodic administrative reviews (GEMS/MARS) through an integrated dashboard and portal.

If you or someone you know is interested in receiving the School Nutrition News and Updates and SNP Bulletins, visit [School Nutrition News and Updates Subscription](#).<sup>xxvi</sup>



## USDA Nondiscrimination Statement

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#),<sup>xxvii</sup> (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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- i. [https://www.michigan.gov/mde/0,4615,7-140-66254\\_99536-526602--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_99536-526602--,00.html)
- ii. [https://www.michigan.gov/mde/0,4615,7-140-66254\\_99536-526599--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_99536-526599--,00.html)
- iii. [https://www.michigan.gov/documents/mde/COVID-19\\_P-EBT\\_FAQs\\_688075\\_7.pdf](https://www.michigan.gov/documents/mde/COVID-19_P-EBT_FAQs_688075_7.pdf)
- iv. [https://www.michigan.gov/documents/mde/P-EBT\\_FAQ\\_for\\_Schools\\_Website\\_688380\\_7.pdf](https://www.michigan.gov/documents/mde/P-EBT_FAQ_for_Schools_Website_688380_7.pdf)
- v. [https://www.michigan.gov/documents/mde/Template\\_letter\\_for\\_new\\_F-R\\_applications\\_688428\\_7.docx](https://www.michigan.gov/documents/mde/Template_letter_for_new_F-R_applications_688428_7.docx)
- vi. [https://www.michigan.gov/mde/0,4615,7-140-66254\\_99536-526599--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_99536-526599--,00.html)
- vii. <https://mdoe.state.mi.us/GEMS/user/login.aspx?Mode=Logout>

viii. [https://www.michigan.gov/documents/mde/All\\_About\\_Excess\\_Fund\\_Balances\\_683315\\_7.pdf](https://www.michigan.gov/documents/mde/All_About_Excess_Fund_Balances_683315_7.pdf)

ix. [https://www.michigan.gov/mde/0,4615,7-140-66254\\_72817---,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_72817---,00.html)

x. [https://www.michigan.gov/documents/mde/Admin\\_Memo\\_No.\\_8\\_690321\\_7.pdf](https://www.michigan.gov/documents/mde/Admin_Memo_No._8_690321_7.pdf)

xi. [https://www.michigan.gov/mde/0,4615,7-140-66254\\_50144-194546--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_50144-194546--,00.html)

xii. <https://www.surveymonkey.com/r/NBSBR76>

xiii. [https://www.michigan.gov/mde/0,4615,7-140-66254\\_34491-523051--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_34491-523051--,00.html)

xiv. <https://www.fns.usda.gov/tn/child-nutrition-database>

xv. <https://www.fns.usda.gov/tn/child-nutrition-database>

xvi. <https://www.fda.gov/food/nutrition-education-resources-materials/new-nutrition-facts-label>

xvii. <https://www.fda.gov/food/food-labeling-nutrition/fda-nutrition-innovation-strategy>

xviii. <https://www.fda.gov/food/nutrition-education-resources-materials/new-nutrition-facts-label>

xix. <https://www.fda.gov/food/new-nutrition-facts-label/whats-new-nutrition-facts-label>

xx. <https://www.fda.gov/food/new-nutrition-facts-label/social-media-toolkit-new-nutrition-facts-label>

xxi. <https://mdoe.state.mi.us/gems/public/QuestionnaireHome.aspx?code=i4a9scdr>

xxii. <https://mdoe.state.mi.us/gateway/Authentication/TrainingCalendar>

xxiii. [https://www.michigan.gov/documents/mde/Michigan\\_Nutrition\\_Training\\_Calendar\\_Access\\_678629\\_7.pdf](https://www.michigan.gov/documents/mde/Michigan_Nutrition_Training_Calendar_Access_678629_7.pdf)

xxiv. [https://www.michigan.gov/mde/0,4615,7-140-66254\\_50144\\_94240\\_94245-508154--,00.html](https://www.michigan.gov/mde/0,4615,7-140-66254_50144_94240_94245-508154--,00.html)

xxv. <https://mdoe.state.mi.us/gateway/Authentication/Login>

xxvi. [https://public.govdelivery.com/accounts/MIMDE/subscriber/new?topic\\_id=MIMDE\\_229](https://public.govdelivery.com/accounts/MIMDE/subscriber/new?topic_id=MIMDE_229)

xxvii. [https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain\\_combined\\_6\\_8\\_12.pdf](https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf)