

**MDE Policies – School Nutrition Programs  
SUMMARY**

School Year 2017-18

Link to Policy List: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_6569-19613--,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_6569-19613--,00.html)

Number	Title	Issue Date	Summary & Notes
Administrative Memo #8	<a href="#">Verification of Eligibility for School Meals</a>	September 29, 2017	<ul style="list-style-type: none"> <li>• This annual memo reminds SFAs of verification requirements.</li> <li>• Verification sample must include students as of October 1 (or earlier, if doing rolling verification option allowed by USDA); verification must be completed by November 15, 2017.</li> <li>• Verification results reporting will open December 2017 and be due by February 1, 2018.</li> </ul>
Administrative Memo #7	<a href="#">School Food Authority Self-Monitoring for the National School Lunch Program, School Breakfast Program, and Afterschool Snack Program</a>	September 22, 2017	<ul style="list-style-type: none"> <li>• This annual memo reminds SFAs of monitoring requirements for NSLP, SBP, and ASSP.</li> <li>• Blank monitoring forms provided at end of memo.</li> </ul>
Administrative Memo #6	<a href="#">Guidance for Direct Certification Requirements for Public and Nonpublic Schools Participating in the National School Lunch and School Breakfast Programs</a>	September 18, 2017	<ul style="list-style-type: none"> <li>• Provides guidance for direct certification (list must be pulled at least 3x/year).</li> <li>• Nonpublic schools must upload their info into MSDS before they can access the direct cert. report (follow CEPI instructions).</li> <li>• Adds information on Medicaid matching for Free and Reduced-Price schools meals, new in the 17-18 SY.</li> <li>• When a student is Directly Certified, SNAP (S), TANF (T), Foster Child (F) – these take priority – but if none of these is met, Medicaid Free (M) or Medicaid Reduced (R) is placed on direct cert. list.</li> <li>• Seventeen of 40 MI Medicaid programs were included in matching project (they offered household size and income data).</li> </ul>
SNP Bulletin 1417	Hiring Standards for New School Nutrition Program Directors	October 5, 2017	<ul style="list-style-type: none"> <li>• Promotes MDE-wide memo directed at school administrators, which reminds SFAs they must follow USDA professional standards hiring requirements.</li> <li>• Failure to work with MDE may result in fiscal action; if not already done so, SFAs with problems meeting the hiring standards should work with Howard Leikert (LeikertH@michigan.gov) or Linda Stull (StullL@michigan.gov).</li> </ul>
SNP Bulletin 1317	Direct Certification and Verification Frequently Asked	October 5, 2017	Offers key FAQs surrounding direct certification and verification (due 11/15/17), including:

	Questions		<ul style="list-style-type: none"> <li>The 9/19/17 direct cert report included Medicaid free eligibility.</li> <li>The 10/6/17 direct cert report was updated with Medicaid reduced price eligibility, and will be back-dated to 9/19/17.</li> </ul>
Administrative Memo #5	<a href="#">Fiscal Requirements for Operating a School Meals Program</a>	August 28, 2017	<p>Provides SFAs with financial program guidance on requirements, including:</p> <ul style="list-style-type: none"> <li>SFAs must establish a restricted account where all revenue from all SFS food service ops are deposited and retained in the non-profit food service account (NSFSA).</li> <li>All purchases from NSFSA must meet federal cost principles (necessary, reasonable, allocable).</li> <li>NSFSA account usage restrictions.</li> <li>Formal <i>Excess Fund Spend Down Plans</i> must be submitted to MDE via GEMS/MARS if more than three months' average fund balances accrue in the NSFSA; SFAs are advised to have a plan in place before being formally notified of excess fund balances by MDE.</li> <li>SFAs must get written approval for equipment and other capital requests from MDE if not on the pre-approved list.</li> </ul>
Administrative Memo #4	<a href="#">Uncollectable Meal Charge Compliance Requirements for Participation in School Nutrition Programs</a>	August 3, 2017	<ul style="list-style-type: none"> <li>SFAs must have written policies on charging and addressing bad debt to the non-profit food service account (NSFSA).</li> <li>These policies will be requested during the Resource Mgmt. review of SNP.</li> <li>Inactive uncollectable meal charges must be written off as bad debt by 12/31 of each year.</li> <li>During the grace period, collection and legal costs for these debts are billable to NSFSA; after written off as bad debt they are unallowable NSFSA costs.</li> </ul>
Administrative Memo #3	<a href="#">Meal, Snack, and Milk Reimbursement Rates to School Food Authorities</a>	August 2, 2017	<ul style="list-style-type: none"> <li>This annual memo published reimbursement rates for July 1, 2017 through June 30, 2018.</li> <li>Addresses SBP, NSLP, Afterschool Snacks, Special Milk reimbursements.</li> <li>Includes commodity entitlement, severe need for breakfast, extra lunch funding.</li> </ul>
Administrative Memo #2	<a href="#">Outreach to Households on the Availability of the School Breakfast Program</a>	July 31, 2017	<ul style="list-style-type: none"> <li>SFAs participating in SBP (including RCCIs) must inform families of the availability of breakfast (1) just prior to the school year starting, (2) throughout the year via various means, and (3) via posting on school website.</li> </ul>
Administrative Memo #1	<a href="#">60 Day Deadline for Claim Submission and Late Claim Exceptions</a>	July 17, 2017	<ul style="list-style-type: none"> <li>Provides deadlines by month for claims for reimbursement for USDA NSLP, SBP, Special Milk, and Afterschool Snack Programs.</li> <li>It is preferred that claims are submitted by the 10<sup>th</sup> of the following month, but SFAs have 60 days from the end of the month to claim.</li> </ul>

10/31/2017

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