

School Nutrition News From MDE

December 20, 2018

The information in this document helps support Goal 4, Strategy 4.1, of [MDE's Top 10 in 10 Initiative](#)ⁱ by helping to ensure students receive important nutritional resources to help them learn and grow.

School Food Authority Verification Collection Report (SFA-VCR)

The SFA-VCR is open. Note the deadline for completing the SFA-VCR is February 1, 2019. The web-based SFA-VCR is accessible through the [Michigan Nutrition Data System \(MiND\)](#).ⁱⁱ The instructions for completing the SFA-VCR are attached.

60-Day Claim Submission Deadline Requirements

There is new guidance from USDA on the 60-day claim submission deadline requirements. We will be forwarding the information after the first of the year. In the meantime, for guidance, please refer to Food Service Administrative Memo No. 3 School Year 2018-2019 - [Claim Submission 60-Day Deadline Schedule and Late Claim Exception Options](#).ⁱⁱⁱ

Grant Opportunities for Salad Bars

Salad bar grant opportunities for schools are available by visiting [Salad Bars to Schools](#).^{iv} See the attached article, *A Fresh Partnership*, by Phil Chase, Assistant Director of Office of Health and Nutrition Services, for more information.

December Monthly Training Topic

Attached is the December monthly training topic: School Food Authority On-site Monitoring. We hope you find this information helpful.

Happy Holidays

In order to continue to provide excellent customer service during the next two weeks, there will be a limited number of School Nutrition Programs staff working through the holiday period. If you have an emergency and your analyst is not available, contact our main phone line at 517-241-5374. Please note the office will be closed December 24, 25, 31, 2018, and January 1, 2019.

School Nutrition Programs
Office of Health and Nutrition Services
Michigan Department of Education
517-241-5374
www.michigan.gov/schoolnutrition

Our collective efforts can help make Michigan a Top 10 education state in 10 years! Here are the goals and strategies: <http://mi.gov/top10in10/>



ⁱ <https://www.michigan.gov/mde/0,4615,7-140-80635---,00.html>

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

ⁱⁱⁱ https://www.michigan.gov/documents/mde/Admin_Memo_No_3_631001_7.pdf

^{iv} <http://www.saladbars2schools.org/>

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

**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.

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 2019 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 2018 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 19, 2018. 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 517-241-5372 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, 2018**.
- Report the number of **students** in Column B **as of the last operating day in October 2018**.

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, 2018. 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 2018** 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, 2018**.

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 2018**.

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, 2018**.

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 2018**.

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, 2018.

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, 2018.

- 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, 2018, 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, 2018. 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, 2019. 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 517-241-5372.
- Office of Health and Nutrition Services, School Nutrition Programs at MDE-schoolnutrition@michigan.gov or by phone at 517-241-5374.

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

**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.

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 2019 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 2018 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 19, 2018. 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 517-241-5372 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, 2018**.
- Report the number of **students** in Column B **as of the last operating day in October 2018**.

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, 2018**. **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 2018** 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, 2018**.

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 2018**.

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, 2018**.

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 2018**.

T-1: Total Free eligible students reported (this will be totaled automatically).

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

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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, 2018.

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, 2018.

- 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, 2018, 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
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- 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:

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- Line 3: Responded, Changed to Paid
- Line 4: Not Responded, Changed to Paid

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- 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, 2018. 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:

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- Office of Health and Nutrition Services, School Nutrition Programs at MDE-schoolnutrition@michigan.gov or by phone at 517-241-5374.

A Fresh Partnership *The New Salad Bar at Michigan School for the Deaf*

By Phil Chase, Assistant Director, Office of Health and Nutrition Services, Michigan Department of Education

On May 31, 2018, I was invited to the Michigan School for the Deaf (MSD) to participate in the unveiling of a new salad bar for a hungry lunchtime crowd of eager students. This was made possible through a partnership between the United Fresh Start Foundation and Blue Cross Blue Shield of Michigan. It was a beautiful sight—bright lettuce greens, ripe tomatoes, chopped vegetables, salad toppings, dressings, and a colorful assortment of mixed fruit. Any restaurateur would have been proud to present such an array of attractive and fresh options to patrons. I was doubly proud, then, that it was brought to the deserving kids like the ones I met that day.

As a former teacher, I was also very pleased to see that the creative teaching staff had planned a thoughtful lesson in fitness, healthy eating, and digestion before the lunch line was opened. This was taught in close cooperation with Brittany Damerow, the school's director of dining services and Registered Dietitian. I saw students understanding the role fresh fruit and vegetables play in maintaining their energy throughout the day, so that they can learn and participate better until the day's end. It is vitally important that we provide students with the tools and information they need to make healthy choices, and as they reflect on their own needs and personal growth. Building self-awareness, critical reflection, and a desire for positive choices is just as true for nutrition as it is for cognition. And I must say, kudos to the instructional staff at MSD for recognizing this, and for partnering with food service staff in a way that is truly noteworthy. Imagine—a salad bar as a teaching tool.

As I spoke with Andrew Marshall, the director of foundation programs and partnerships with the United Fresh Start Foundation, I learned that MSD was only the latest in number of schools across Michigan—and across the nation—who have benefited from their partnerships in bringing healthy foods to kids. These new salad bars are provided through the national *Salad Bars to Schools* initiative, with the United Fresh Start Foundation, National Fruit and Vegetable Alliance, Whole Kids Foundation, and Chef Ann Foundation as founding partners. Schools can sign up to have a salad bar funded and installed by completing an easy application at www.saladbars2schools.org. As I learned about the straightforward approach schools can take to apply for funding and learn best practices for displaying fresh fruits and vegetables, I asked myself: *why don't more schools do this?*

With Blue Cross Blue Shield of Michigan's funding, 54 schools across the state are now using a salad bar approach to incorporate healthier, fresh foods into a school lunch program while simultaneously empowering students to try new fruits and vegetables through nutrition education. MSD was one of 20 this year alone. While those are encouraging numbers, we need to see more schools adopt this approach. After the event, Shannon Carney Oleksyk of Blue Cross Blue Shield of Michigan provided me with some resources highlighting her organization's commitment to reducing childhood obesity and respond to our federal nutritional guidelines that call for more fresh fruits and vegetables to be made available to students, emphasize a colorful variety of options to attract kids' appetites, and require least a ½ cup serving of fruit or vegetable at lunch. A salad bar like the one I saw kids dive into at MSD seems like an ideal approach. I strongly encourage applications to be submitted to www.saladbars2schools.org if your school needs a salad bar, and I advise schools to take a look at Shannon's resources at <https://www.bcbsm.com>. Click on "About Us" and select

“Why Choose Us?” Then find the “Grants and Contributions” link under the “Healthy Communities” heading.

In the first part of my career as an educator—when I was a language teacher for middle-school students in New York and Michigan—I quickly learned that no avenue can be spared when the education of this nation’s young people is at stake. A teacher must try every approach, practice every technique, and use every resource to inspire, enlighten, and captivate the minds of his or her students. Similarly, if we are to fulfill our mission to feed the whole child throughout the whole year, we need every arrow in our quiver, and every weapon in our arsenal. The partnership of organizations like United Fresh Start Foundation and Blue Cross Blue Shield of Michigan, supported in turn as they are by a wide network of other organizations with nutrition and health outcomes, as well as local growers and distributors, is a resource that we cannot afford to ignore. Watching the kids at MSD who flocked Brittany’s salad bar as soon as the lesson ended and lunch was announced was fascinating. They needed no convincing. Their minds were engaged, just as much as their appetites. Now that’s good teaching—and good eating.

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

The Monthly Training Topic for December is School Food Authority On-site Monitoring. We hope you find this information helpful.

School Food Authority On-site Monitoring

School Food Authorities (SFAs), including Residential Child Care Institutions (RCCIs) with day programs, having more than one building operating the National School Lunch Program (NSLP) and the School Breakfast Program (SBP) must perform an on-site review prior to February 1 of each school year.

Each on-site review must evaluate the lunch and breakfast counting and claiming system used by the building and the general areas. At a minimum, the SFA and RCCI must monitor 50 percent of the schools operating the SBP under its jurisdiction every two years.

SFAs with only one building are not required to conduct on-site reviews. However, as a best practice, the Michigan Department of Education (MDE) School Nutrition Programs encourages SFAs with only one building to conduct a self-monitoring review.

If the SFA participates in the Afterschool Snack Program (ASSP), reviews must be completed two times per year. The first review must be conducted during the first four weeks that the snack program is in operation. The second review must be done during the second half of the school year.

Below is a table that summarizes what must be assessed for Self-Monitoring Reviews in each program:

NSLP and SBP	ASSP
Application Approval/Direct Certification/Benefit Issuance	Area Eligibility Meal Count System
Meal Count Systems	Non-Area Eligibility Meal Count System
Edit Checks	General Operations
Meal Planning/Food Production	Meal Patterns/Food Production
Food Safety Practices	Compliance with Civil Rights Requirements
Compliance with Civil Rights Requirements	

For further information regarding Self-Monitoring Reviews for these programs, please refer to Administrative Memo No.7 (School Year 2017-2018) with prototype checklists available under the Compliance Reviews section of the School Nutrition Programs website. To view, visit [Administrative Reviews](https://www.michigan.gov/documents/mde/Administrative_Memo_No_7_Self-Monitoring_for_the_NSSLP_SBP_and_Afterschool_V3_601639_7.pdf)¹.

¹ https://www.michigan.gov/documents/mde/Administrative_Memo_No_7_Self-Monitoring_for_the_NSSLP_SBP_and_Afterschool_V3_601639_7.pdf