



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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GOVERNOR

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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

June 23, 2009

**MEMORANDUM**

TO: Intermediate and Local School District Superintendents, Public School Academy Directors, and Business Managers

FROM: Carol Wolenberg, Deputy Superintendent *aw*

SUBJECT: Reporting Free and Reduced Eligibility, Fall 2009

The Michigan Department of Education (MDE), in coordination with the Center for Educational Performance and Information (CEPI), will be initiating changes in the way Local Education Agencies (LEAs) report Free Meal/Milk Program or Reduced Price Meal Program eligibility data.

This memo is intended to alert districts that reporting procedures will change beginning in October 2009. The change in reporting free and reduced eligibility is intended to provide a single source of data that impacts such important programs as Adequate Yearly Progress (subgroup identification of economically disadvantaged students), eligibility for a district's E-Rate Program, Section 31a of the State School Aid Act, and the Carl D. Perkins Vocational and Technical Education Act.

Previously, this data was collected from three separate sources: October reimbursement claims from the Child Nutrition Program (CNP); the Michigan Electronic Grants System (MEGS); and Field 31, supplemental nutrition eligibility in the Single Record Student Database (SRSD). The new process will replace the MEGS and SRSD collections; it will not replace the CNP claim structure for districts that participate in CNP.

Free and Reduced data collection changes will include:

- The SRSD will no longer be used to collect Field 31, supplemental nutrition eligibility.
- The new Michigan Student Data System (MSDS) will be used for a separate submission as of October 30, 2009.
- The Free and Reduced Eligibility data collection will open on or about October 1, 2009, and will close on November 12, 2009.

Over the next few months, CEPI and MDE will send additional information via e-mail regarding the new MSDS application, training, and changes in the reporting of free and reduced eligibility data.

If you have program-related questions, the MDE contact is Dawn Harris at 517-373-4335 or harrisd6@michigan.gov. For MSDS questions, please send an e-mail message to CEPI Customer Support at CEPI@michigan.gov or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code, and district name (if applicable) along with your message.

cc: William Mayes, MASA  
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