

**From:** Bushong, Linda (MDE) **On Behalf Of** Leikert, Howard J (MDE)  
**Sent:** Tuesday, April 03, 2012 4:07 PM  
**To:** MDE-SchoolNutrition  
**Subject:** Tuesday News from MDE 040312

All of us at the School Nutrition Programs unit are aware of the intense interest in all of the aspects related to the Healthy Hunger Free Kids Act (HHFKA) and the desire for training. We are developing a training plan that we will announce in the near future. However, as many of you are aware, the United States Department of Agriculture (USDA) has not provided complete guidance at this point so it is difficult providing full and accurate information on all of the different aspects of the HHFKA. We ask for patience as we work through all of the challenges in effectively communicating and training the required information. This week's Tuesday News has some information that I know many of you have been waiting for so here we go:

- 1) Paid Lunch Equity (PLE) – Part of the HHFKA requires districts to raise prices when their weighted average price does not reach a certain price. For School Year 2012-2013, the target average price is \$2.51. All districts participating in the NSLP were required to fill out the PLE tool last year and keep it on file. The USDA has now issued the new PLE tool and guidance. The new USDA memo related to PLE tool is available at the following link: [http://www.fns.usda.gov/cnd/governance/Policy-Memos/2012/SP22-2012\\_os.pdf](http://www.fns.usda.gov/cnd/governance/Policy-Memos/2012/SP22-2012_os.pdf). Attached is the new PLE tool which is an extensive Excel spreadsheet. It is rather complex and I encourage you to read both the memo and the instructions which are on the first tab of the Excel workbook. The first tab of the Excel sheet gives you instructions and guidance on what information you will need to fill out the PLE tool. Note that it allows for using Non-Federal Funds to be used in place of raising prices and also gives credit for those districts that raised their prices more than what was required. Filling out this form will take some time. Gather the information you need and go through the instructions step by step. Completing this spreadsheet for the 2012-2013 school year is REQUIRED as was the PLE tool last year.
- 2) New Meal Pattern – Our Consultant, Linda Stull, gave a very well received presentation at one of the county meetings on the new meal pattern. While attending a live presentation is often more beneficial, the same presentation (recorded by me) can be found online at [http://www.mistreamnet.com/vidflv.php?who=mde.nutrition.final\\_rule.020712](http://www.mistreamnet.com/vidflv.php?who=mde.nutrition.final_rule.020712). The materials for this presentation can be found at <http://www.fns.usda.gov/cnd/governance/legislation/dietaryspecs.pdf>, and at <http://www.fns.usda.gov/cnd/governance/legislation/comparison.pdf>. Print these out before watching the webcast.
- 3) A New Meal Pattern Clarification – The question was asked if a cup (8 oz) of fruit juice was served under the new meal pattern, would it count? There is

no maximum for fruit and vegetable offerings, therefore juice can be offered in any portion provided the school does not exceed the weekly calorie requirements. However, juice can only credit for half of the daily fruit requirement. So if a high school served 8 oz of juice, they only get credit for 4 oz and would be expected to offer another ½ cup of fruit.

- 4) Summer Food Service Program (SFSP) - It's never too early to start thinking about summer. The 2012 Summer Food Service Program application will be available by the end of this week in MEGS+. When it is available, you will click on the following link: <https://mdoe.state.mi.us/MEGSPlus/>. Utilize the attached MEGS+ Quick Guide for assistance in filling out your 2012 SFSP application. The SFSP application will close on May 1, so be sure to apply as soon as possible. If you do not have access to MEGS+, you may need to update the attached security agreement to include SFSP. For more information, please call 517-373-3347 or visit [www.michigan.gov/sfsp](http://www.michigan.gov/sfsp).
- 5) Community Eligibility Option (CEO) – This current school year, Michigan has been a pilot state for the CEO which allows districts to serve all students in a school free breakfast and lunch. A building's direct certification rate as of April 1 each year is used to determine eligibility to participate in the Community Eligibility Option (CEO). On the School Nutrition website ([www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition)), the box titled "Community Eligibility Option" has links to the information that follows. The CEO will allow schools/districts with a direct certification rate of 40% or more to serve ALL students in participating schools FREE lunches AND breakfasts. Please thoroughly review all of the information available at our website. If you do have questions, reply to this email. We may not be able to respond to each individual question; however, we will send periodic answers to FAQs. Please carefully evaluate this exciting option. Details will follow shortly on how to apply for School Year 2012-2013. Thank you for your time and interest. We look forward to hearing from schools choosing to participate in the CEO!
- 6) Fresh Fruit and Vegetable Program (FFVP) – We are changing the platform on which you will apply for this year's FFVP so our ability to post the application has been delayed. We expect to have the application live on April 16 which will allow districts a couple of weeks to apply. The FFVP grant program's criteria for awarding grants is heavily based on free and reduced percent eligibles. It is important for schools that apply for this grant to be committed to operating the FFVP throughout the school year. In the past, many schools receive the grant but do not start offering fruits and vegetables until later in the school year. Starting this year, we will emphasize schools that apply and are awarded this grant be committed to starting FFVP at or near the beginning of the 2012-2013 school year.
- 7) Training Plans – Our department is currently planning for a day long training session that will be presented at various locations across the state in June. This training will cover the "hot topics" including the new meal pattern, Paid Lunch Equity, Non-Program Revenues, Local Wellness Policy, Competitive

Food Rules, Menu Certification (6 cent rule) and its impact on 2012-2013 CRE reviews. We will notify you all when are plans are more fully developed. We realize June is late but there is significant information that we are waiting on from USDA before we present all of the requirements for next year.

Please read this information carefully. There is a lot of important guidance in this week's News. Thank you for the work you do and your patience and efforts as we implement the many changes of the HHFKA.

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517-373-4022 Fax

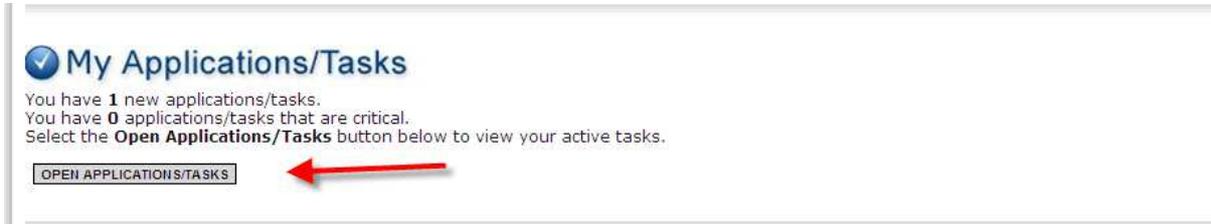
***Each April, Michigan celebrates the Month of the Young Child. Go to [www.miaeyc.org](http://www.miaeyc.org) to learn more.***

## Quick Guide to Complete a MEGS+ 2012 CNP: Summer Food Service Program Application

1) Access MEGS+ at: <https://mdoe.state.mi.us/megsplus/>



2) A Level 3 Authorized Official must initiate the application by clicking the Open Applications/Tasks button.



3) Click on your sponsor name located under the Identifier section for application options.



4) Click on the View/Edit button to edit your current fiscal year application.

**Frankfort-Elberta Area Schools - 10025**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

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**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

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Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

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 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.



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 **Change Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

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 **View Management Tools**

Select the **View Management Tools** button below to perform actions such as adding people to this document or viewing the d history.

\*\*Throughout the application pages, you may notice that information from your previous year's SFSP application may have rolled over. Be sure to review and update any and all information in your application before you save and submit.\*\*

5) Click on the Sponsor Information link.

Please complete all required forms below.

**Forms**

Status	Page Name	Notes	Created By	Last Modified By
<b>Application Agreement Materials</b>				
	<a href="#">General Instructions</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement Addendum for NSLP Sponsors</a>			
<b>Sponsor / Site Information</b>				
	<a href="#">Sponsor Information</a> 		2/22/2012 12:50:55 PM	2/22/2012 12:54:36 PM
	<a href="#">Site Listing</a>			
<b>Program Forms</b>				
	<a href="#">Eligible for Commodities</a>		2/22/2012 12:51:03 PM	2/22/2012 1:43:42 PM
	<a href="#">Meal Pattern Exceptions Form</a>		2/22/2012 12:51:03 PM	2/22/2012 1:44:24 PM

- 6) Review and update each question on the Sponsor Information page.
- 7) At the bottom of each page, certify that all of the above data is complete and correct. Click on the Save button located on the floating menu bar always at the top of the page.

13.  I certify that the above data is complete and correct. \*

[SAVE](#) [PRINT VERSION](#) [ADD NOTE](#) [GLOBAL ERRORS](#) [SHOW HELP](#)

- 8) Once the sponsor information is completed and saved, click on the View/Edit Menu link located at the top of the Sponsor page.

[Main Menu](#) > [Application Menu](#) > [View/Edit](#) > [Sponsor Information](#)

### Frankfort-Elberta Area Schools - 10025

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

- 9) To update information for each site or to add a site, click on Site Listing.

### Frankfort-Elberta Area Schools - 10025

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

[Details](#)

Please complete all required forms below.

**Forms**

Status	Page Name	Notes	Created By	Last Modified By
<b>Application Agreement Materials</b>				
	<a href="#">General Instructions</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement</a>			
	<a href="#">Sponsor Agreement and Non-Pricing Policy Statement Addendum for NSLP Sponsors</a>			
<b>Sponsor / Site Information</b>				
	<a href="#">Sponsor Information</a>		2/22/2012 12:50:55 PM	2/22/2012 12:54:36 PM
	<a href="#">Site Listing</a>			
<b>Program Forms</b>				

10) Click on the Add a Site link to add a new site, or click on an existing site's name to update the site's information.

[ADD SITE](#) 

Search Site Name / Agreement Number:

Agency Name	Agreement Number	Active	Delete Site	Meals	Effective Month	Last Update	Last Update By
<a href="#">Village Of Benzonia Academy Park</a> 	10SFP0006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:39:09 PM	
<a href="#">Benzie Central High School</a>	10SFP0005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:34:23 PM	
<a href="#">Frankfort High School</a>	10SFP0003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Breakfast Lunch		2/22/2012 1:32:46 PM	

11) Review and update all information for each active site. Be sure to save prior to moving on to additional sites.

**SITE INFORMATION** 

**Instructions:**

- Please complete this page, and click the **Save** button.

**Site Information**

1. a. Site Agreement Number:

b. License Number: (Only required for RCCI)  \* Invalid License Number

c. License Number Expiration Date: (Only required for RCCI)  \*

2. Site Name:  \*

12) Once all the site information has been completed click on the View/Edit Menu link located on the top of the Site Information page.

**Frankfort-Elberta Area Schools - 10025**

**Quick Links:** [View/Edit](#)  | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

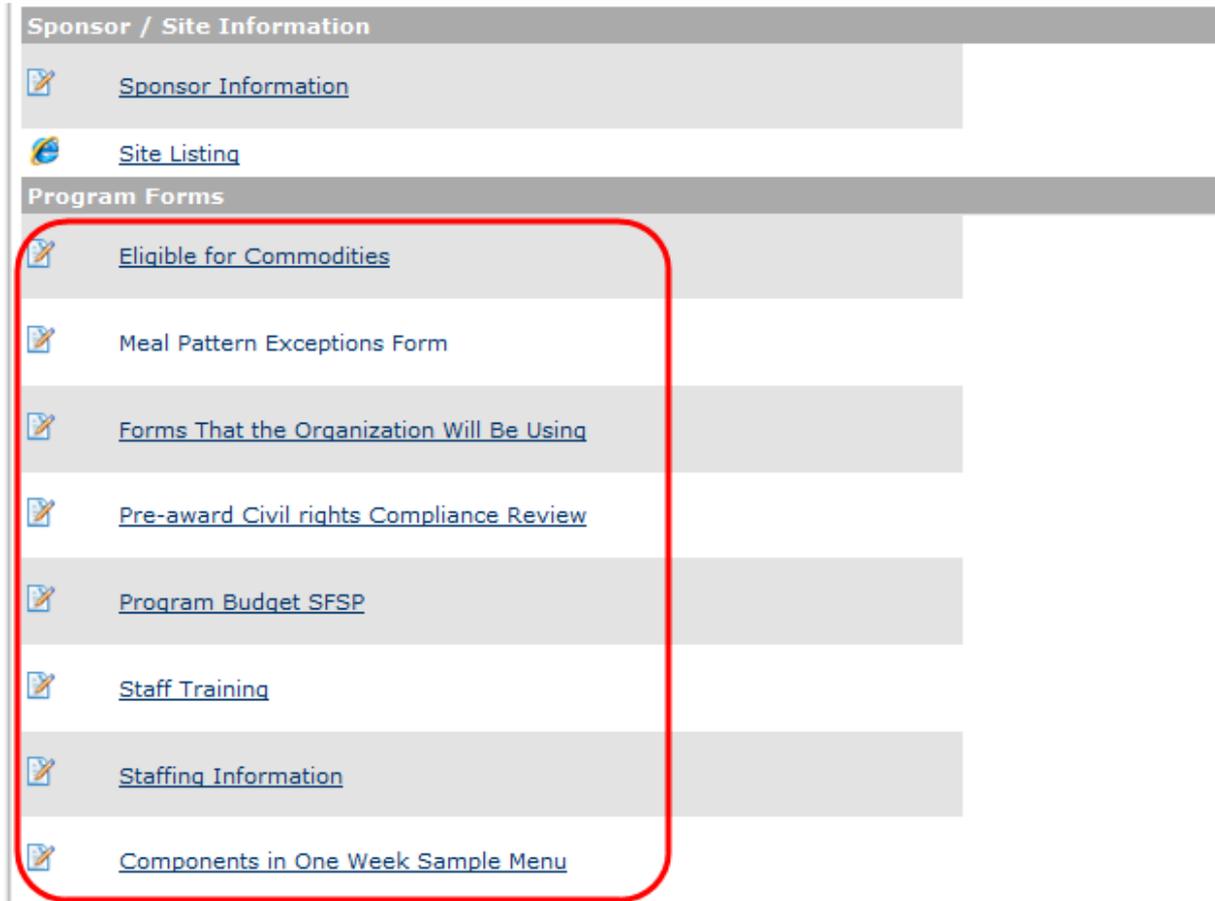
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**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

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**Created By:** 2/22/2012 12:50:59 PM  
**Modified By:** 2/22/2012 1:39:09 PM

13) Scroll to Program Forms section and complete *each* required form.



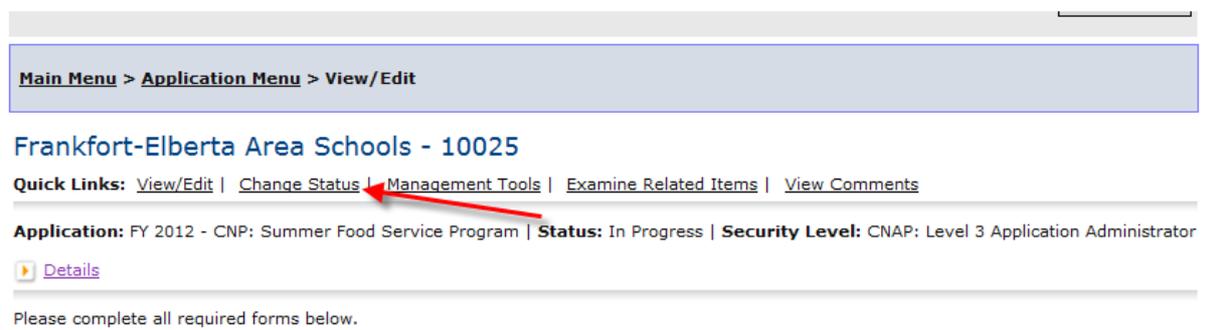
**Sponsor / Site Information**

- [Sponsor Information](#)
- [Site Listing](#)

**Program Forms**

- [Eligible for Commodities](#)
- [Meal Pattern Exceptions Form](#)
- [Forms That the Organization Will Be Using](#)
- [Pre-award Civil rights Compliance Review](#)
- [Program Budget SFSP](#)
- [Staff Training](#)
- [Staffing Information](#)
- [Components in One Week Sample Menu](#)

14) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.



**Main Menu > Application Menu > View/Edit**

**Frankfort-Elberta Area Schools - 10025**

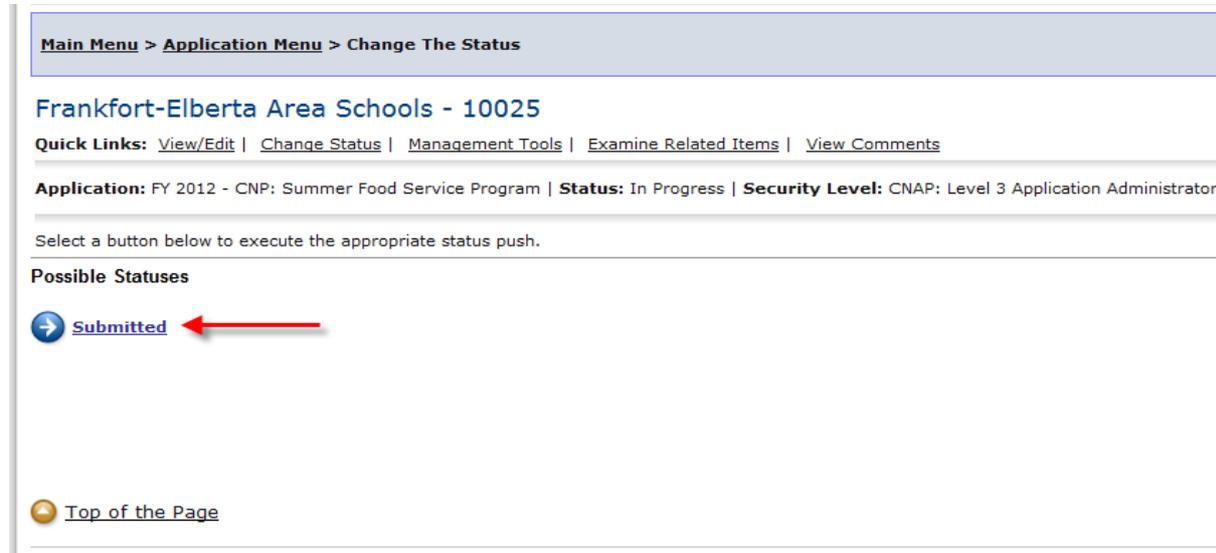
**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

[Details](#)

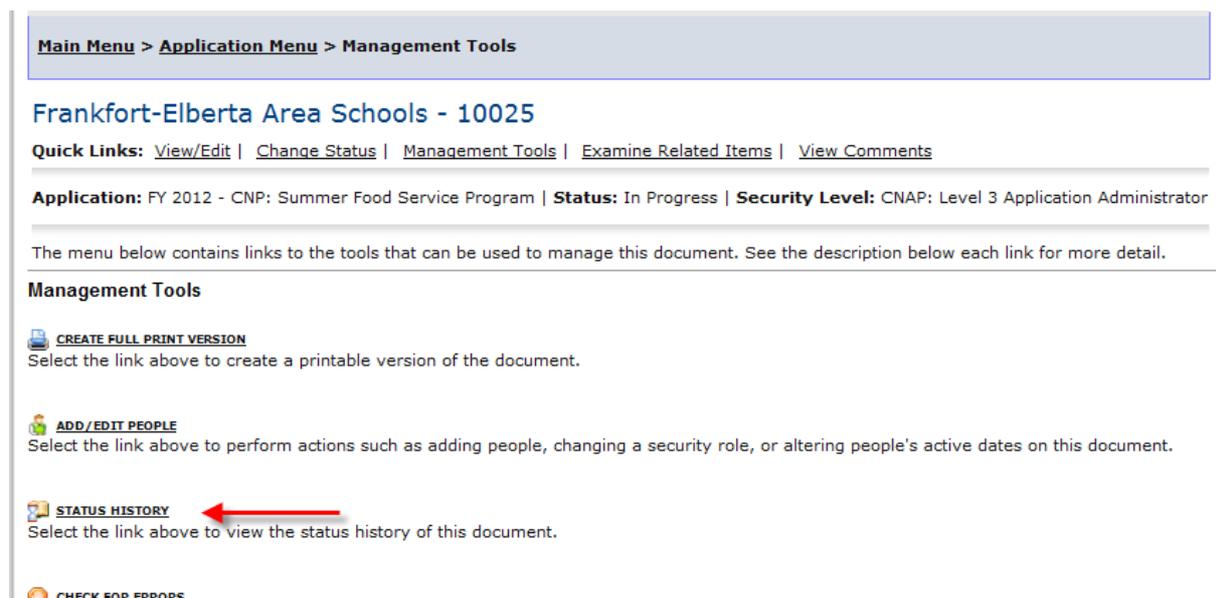
Please complete all required forms below.

15) Click the Submitted button.



The screenshot shows a web interface for the application. At the top, there is a breadcrumb trail: **Main Menu > Application Menu > Change The Status**. Below this is the title **Frankfort-Elberta Area Schools - 10025**. A **Quick Links** bar contains: [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#). The application details are: **Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator. A message says: "Select a button below to execute the appropriate status push." Under the heading **Possible Statuses**, there is a button labeled **Submitted** with a blue arrow icon pointing right. A red arrow points to this button. At the bottom left, there is a **Top of the Page** button with a circular arrow icon.

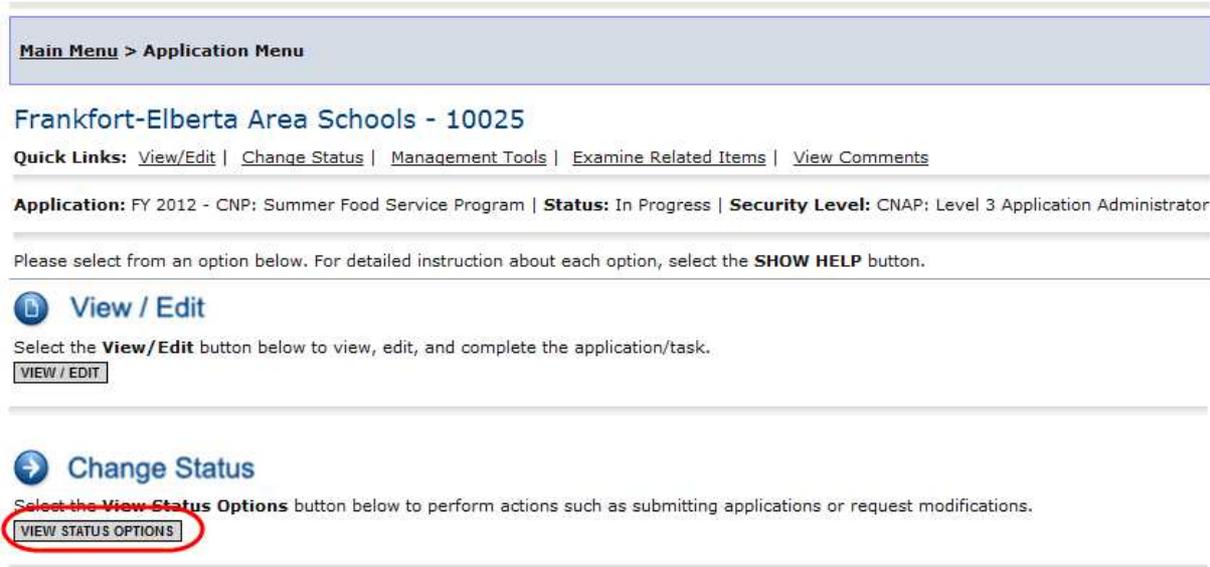
- 16) If your application has errors, you will be required to fix them at this point prior to your application being submitted. This may require you to make changes in more than one place. If this is the case, use your View/Edit menu to identify, access, and fix errors.
- 17) Once all of your errors have been corrected (if applicable), repeat steps 14 and 15.
- 18) Follow the prompts to completion. You may utilize 'Management Tools' from the Application Menu or the Quick Links menu bar to track the status history of your application as well as various administrative tasks.



The screenshot shows the **Management Tools** section of the application. The breadcrumb trail is: **Main Menu > Application Menu > Management Tools**. The title is **Frankfort-Elberta Area Schools - 10025**. The **Quick Links** bar is the same as in the previous screenshot. The application details are the same. A message says: "The menu below contains links to the tools that can be used to manage this document. See the description below each link for more detail." Under the heading **Management Tools**, there are three items: 1. **CREATE FULL PRINT VERSION** with a printer icon and the instruction: "Select the link above to create a printable version of the document." 2. **ADD/EDIT PEOPLE** with a person icon and the instruction: "Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document." 3. **STATUS HISTORY** with a document icon and the instruction: "Select the link above to view the status history of this document." A red arrow points to the **STATUS HISTORY** link. At the bottom left, there is a **CHECK FOR ERRORS** button with a circular arrow icon.

## Amendments and Modifications

- 1) In order to initiate any modifications or amendments to the application, you must first go to 'Change Status' and click on "View Status Options."



**Main Menu > Application Menu**

**Frankfort-Elberta Area Schools - 10025**

**Quick Links:** [View/Edit](#) | [Change Status](#) | [Management Tools](#) | [Examine Related Items](#) | [View Comments](#)

**Application:** FY 2012 - CNP: Summer Food Service Program | **Status:** In Progress | **Security Level:** CNAP: Level 3 Application Administrator

Please select from an option below. For detailed instruction about each option, select the **SHOW HELP** button.

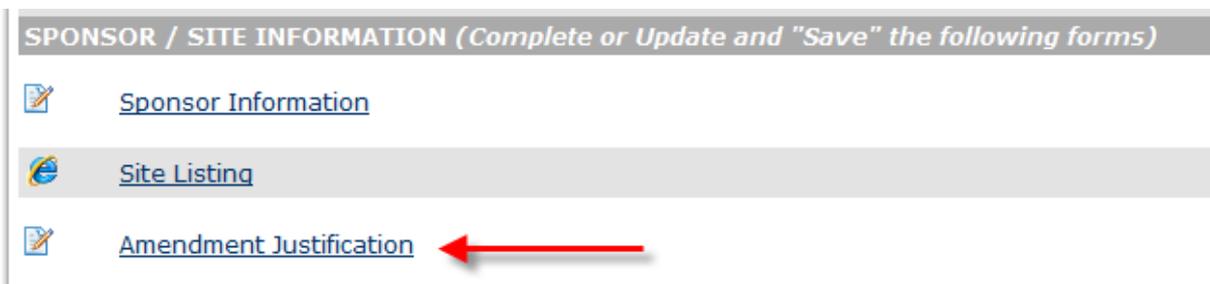
 **View / Edit**

Select the **View/Edit** button below to view, edit, and complete the application/task.

 **Change Status**

Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.

- 2) Click on the status you wish to initiate to the application. Possible status may include:
  - a. Modifications in Progress
  - b. Amendment in Progress
- 3) Initiating a status change will bring you to the View/Edit Menu. Make the required modification or desired amendment. Be sure to save each page as necessary.
- 4) If making an amendment, you will be required to complete an Amendment Justification in order to provide a detailed description of the change that you are making to the application. This justification is required in order to re-submit your application.



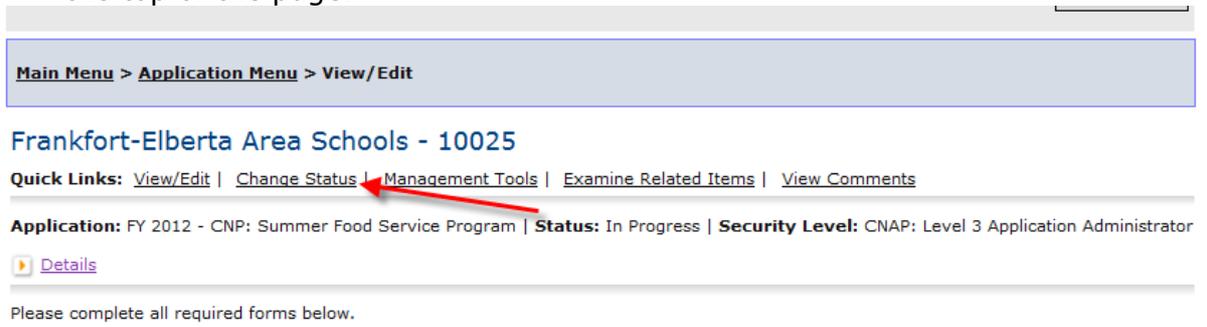
**SPONSOR / SITE INFORMATION (Complete or Update and "Save" the following forms)**

 [Sponsor Information](#)

 [Site Listing](#)

 [Amendment Justification](#) 

- 5) Once your changes have been made and Amendment Justification has been completed (if applicable), your application is now ready to re-submit.
- 6) To submit your application, click on Change Status in the Quick Links menu bar at the top of the page.



- 7) Click the Submitted button. The available status may also read:
  - a. Modifications Submitted
  - b. Amendment Submitted



- 8) If your application has errors, you will be required to fix them at this point prior to your application being submitted. This may require you to make changes in more than one place. If this is the case, use your View/Edit menu to identify, access, and fix errors.
- 9) Once all of your errors have been corrected (if applicable), repeat steps 6 and 7.



**Michigan Department of Education  
Child Nutrition Programs - Security Authorization Form**

School District/Organization/Institution Name	Agreement Number
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**1. Designated Michigan Education Information System (MEIS) Applications**  
Check boxes below for which Level 3 "Enter/Certify" access rights are being requested.

<p><b>a. MICHIGAN ELECTRONIC GRANTS SYSTEM PLUS (MEGS+)</b></p> <p><input type="checkbox"/> School Meals Program</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program - Centers</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program – Family Day Care Home (FDCH) Sponsor</p> <p><input type="checkbox"/> Summer Food Service Program</p> <p><input type="checkbox"/> Summer Camp Special Milk Program</p> <p><input type="checkbox"/> The Emergency Food Assistance Program</p> <p><input type="checkbox"/> Commodity Supplemental Food Program</p>	<p><b>b. CLAIM FORM</b></p> <p><input type="checkbox"/> School Meals Program</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program - C Claim</p> <p><input type="checkbox"/> Child &amp; Adult Care Food Program - FDCH Claim</p> <p><input type="checkbox"/> Summer Food Service Program</p> <p><input type="checkbox"/> Summer Camp Special Milk Program</p> <p><input type="checkbox"/> The Emergency Food Assistance Program (MiND)</p> <p><input type="checkbox"/> Commodity Supplemental Food Program (MiND)</p> <p><input type="checkbox"/> Fresh Fruit and Vegetable Program (MiND)</p>
<p><b>c. LEARS - VERIFICATION SUMMARY REPORT</b></p> <p><input type="checkbox"/> School Meals Program</p>	<p><b>d. YEAR END REPORT - SM-4012-A/R</b></p> <p><input type="checkbox"/> School Meals Program</p> <p>The Year End Report is not required for schools operating the Special Milk Program ONLY.</p>

**2. Designated Individual (CANNOT BE A FOOD SERVICE MANAGEMENT COMPANY EMPLOYEE)**  
I agree to protect my user ID and password from unauthorized use and understand that all activity under my user ID is my responsibility. I further understand that by reporting Child Nutrition Program data on MEIS, I am certifying the data is true and correct, records are available to support it, and it is in accordance with the terms of the existing Agreement.

Signature	Date	* A _____ MEIS Account Number
Print Name	Title	Telephone Number
Email Address		

\* If you HAVE already established a MEIS account, enter the existing account number above. DO NOT CREATE ANOTHER ONE.  
\* If you do NOT have a MEIS account number, go to: <http://michigan.gov/meis> and click on the MEIS logo box at the top of the screen. Click on "Create a MEIS Account" and follow instructions.

Check if you are a:  **Replacement Designee** \_\_\_\_\_  
Name of Former Designated Individual to be Removed from Security Access

**3. Authorization by Superintendent, Administrator, or Institution Official or Owner**  
**Public School Academies: Signature of the School Board President is required**

I attest that the above named individual is authorized to initiate and electronically submit Child Nutrition Program applications to the Michigan Department of Education and to grant Level 1 "Read Only" or Level 2 "Enter/Edit" access rights to other individuals within the organization.

Signature of Superintendent/Administrator/Institution Official or Owner (Public School Academy: School Board President)	Title
Print Name	Date

**4. Mail or fax form to:** Ruby Zavala, Michigan Department of Education, GCSS, P.O. Box 30008, Lansing, MI 48909  
Fax: (517) 373-4022

This form must be submitted for **each** individual requesting Level 3 "Enter/Certify" security access rights to any of the Child Nutrition Program applications on the Michigan Education Information System (MEIS). Each organization may designate a maximum of two individuals and must submit a separate form for **each** individual to obtain Level 3 access.