



Child Nutrition Programs (CNP) Bulletin

**August 24, 2021 - Child Nutrition Programs (CNP)
Bulletin No. 1 - Determining Student Free and
Reduced-Price Meal Eligibility for School Year 2021-
2022 and Michigan Student Data System Collections.**

Determining Student Free and Reduced-Price Meal Eligibility for School Year 2021-2022 and Michigan Student Data System Collections.

For School Year 2021-2022 (SY 21-22) schools will be able to participate in the National School Lunch Program Seamless Summer Option (NSLP-SSO). NSLP-SSO allows all students in the school to eat at no cost. While this is an important step to provide flexibility to feed students, districts must continue to identify free and reduced-price eligible students at the local level.

On August 19, 2021, the Michigan Department of Education (MDE), released the [Critical Funding Ramifications of Collecting Family Income Data](#) memorandum to remind school administrators of the importance of collecting family income data.

Whether you are participating in traditional NSLP or NSLP-SSO, it is important that all public schools continue to run the direct certification report and to collect and process free and reduced-price applications and household information reports. These data are reported in the fall general collection and are used by multiple State of Michigan offices for categorical funding allocations and in a multitude of state and federal reports.

The Michigan Department of Education School Nutrition Programs unit has developed the [Determining Student Free and Reduced-Price Meal Eligibility for SY 21-22: Frequently Asked Questions](#) [handout](#) to support local districts decide how to gather family income data.

Please also refer to the [Supplemental Nutrition Eligibility Component Overview](#) [handout](#) for more detailed information on Supplemental Nutrition Eligibility (SNE).

MDE Income-Based Form Prototypes

[Free and Reduced-Price School Meals Application Materials](#)

[Community Eligibility Provision \(CEP\) Forms and Instructions](#)

For translated versions of the NSLP-SSO Letter to Households or CEP Household Information Reports and Letters to Households in Arabic, Bengali, or Spanish, please email MDE-SchoolNutrition@michigan.gov.

Verification

School districts that are participating in the traditional NSLP or NSLP-SSO for SY 21-22 and have approved school meal applications on file are required to conduct verification. Verification begins October 1 and concludes on November 15.

Nonpublic Schools

Nonpublic schools participating in either traditional NSLP or NSLP-SSO should continue to run the direct certification report and to collect and process free and reduced-price applications and household information reports. Information on direct certification for nonpublic schools is posted on the [CEPI Nonpublic School](#) webpage.

Non-public schools participating in the NSLP cannot access the Direct Certification Report until student enrollment data are uploaded to the Michigan Student Data Systems (MSDS). The [CEPI website](#) has the most current Direct Certification information for public and non-public schools.

Nonpublic schools that are participating in the NSLP or NSLP-SSO and have approved school meal applications on file are required to conduct verification, which begins on October 1 and concludes on November 15.

Direct Certification

The table below includes all of the direct certification refresh dates for SY 21-22. In addition to the direct certification refresh dates, all of the Center for Educational Performance and Information (CEPI) report collection windows and deadlines are posted to the [CEPI calendar](#).

Refresh Date	Description
8/10/2021	DC refresh includes Early Roster records submitted by 8/9/2021

8/26/2021	DC refresh includes Early Roster records submitted by 8/23/2021
9/9/2021	DC refresh includes Early Roster records submitted by 9/6/2021
9/23/2021	DC refresh includes Early Roster records submitted by 9/20/2021
10/7/2021	DC refresh includes SRM, and Nonpublic Early Roster records submitted by 10/4/2021
10/21/2021	DC refresh includes SRM and Nonpublic Early Roster records submitted by 10/18/2021
11/15/2021	DC refresh includes SRM and Nonpublic Early Roster records submitted by 11/10/2021
12/6/2021	DC refresh includes SRM and Nonpublic Early Roster records submitted by 12/2/2021
12/16/2021	DC refresh includes SRM and Nonpublic Early Roster records submitted by 12/13/2021
1/13/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 1/10/2022
1/27/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 1/24/2022
2/10/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 2/7/2022
2/28/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 2/23/2022
3/21/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 3/16/2022
4/11/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 4/6/2022
4/21/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 4/18/2022
5/12/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 5/9/2022
5/26/2022	DC refresh includes SRM and Nonpublic Early Roster records submitted by 5/23/2022

Most districts and nonpublic schools are required to run the Direct Certification a minimum of three times during the school year as follows:

- At or around the beginning of the school year
- Three months after the initial effort
- Six months after the initial effort

Exceptions: CEP Schools, Special Milk program, and Residential Child Care Institutions.

Direct Certification template letters are posted to the SNP [Direct Certification](#) page.

MSDS Collections

The table below shows the opening and closing dates for SY 21-22 collections where student enrollment and eligibility is reported. For more information on these collections, visit the MSDS [Data Collections website](#).

Date	Description
6/7/2021	Early Roster Collection Opens
9/27/2021	Fall General Collection Opens
9/27/2021	Early Childhood Fall Collection Opens
9/27/2021	SRM Collection Opens
10/6/2021	Fall Count Day
11/10/2021	Fall General Collection Submission Certification Deadline
11/17/2021	Fall General Collection Recertification Deadline
11/17/2021	Early Childhood Fall Collection Certification Deadline
12/15/2021	Early Childhood Spring Collection Opens
2/2/2022	Spring General Collection Opens
2/9/2022	Early Childhood Spring Certification Deadline
2/9/2022	Spring Count Day
3/16/2022	Spring General Collection Submission Certification Deadline
3/23/2022	Spring General Collection Recertification Deadline
4/6/2022	Early Childhood EOP Collection Opens
5/2/2022	EOY General Collection Opens

5/25/2022	Early Roster Collection Closes
6/30/2022	EOY General Collection Certification Deadline
6/30/2022	SRM Collection Closes
8/24/2022	Early Childhood EOP Certification Deadline

Questions regarding student eligibility may be directed to Natalee Mickelson at MickelsonN@michigan.gov.

Contact Us

Email: MDE-SchoolNutrition@Michigan.gov

Nutrition Gateway: The Michigan Department of Education [Nutrition Gateway](#) 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.

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#) (AD-3027) found online at: [How to File a Complaint](#), 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.

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USDA Civil Rights Complaint Links:

https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf

<https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>

Links Used in This Document:

https://www.michigan.gov/documents/mde/Family_Income_Data_733196_7.pdf

https://www.michigan.gov/documents/mde/Determining_F-R_Eligibility_SY_21-22_FAQ_730141_7.pdf

https://www.michigan.gov/documents/mde/SNE_Document_665765_7.pdf

https://www.michigan.gov/mde/0,4615,7-140-66254_50144-519533--,00.htm

https://www.michigan.gov/mde/0,4615,7-140-66254_80468_96102-511791--,00.html

<https://www.michigan.gov/cepi/0,4546,7-113-72325---,00.html>

<https://www.michigan.gov/cepi>

<https://www.michigan.gov/cepi/0,4546,7-113-72089---,00.html>

https://www.michigan.gov/0,4615,7-140-66254_50144-518556--,00.html

https://www.michigan.gov/cepi/0,4546,7-113-986_50502---,00.html

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

https://public.govdelivery.com/accounts/MIMDE/subscriber/new?topic_id=MIMDE_229