

**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 [MIND 2.0 Login](#).<sup>i</sup>
- 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 2022 Michigan Electronic Grants System Plus (MEGS+) School Nutrition Programs (SNP) application under the MIND security agreement section.

**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 2021 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 conduct verification:**

- 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 22, 2021. 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, 2021**.
- Report the number of **students** in Column B **as of the last operating day in October 2021**.

**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, 2021**. **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 2021** 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, 2021**.

**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 2021**.

**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, 2021**.

**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 2020**.

**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.**

**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, 2021.

**5-3:** Click on the radio button next to the type of verification process used.

- Standard (3% error-prone)
- Alternate one (3% selected randomly)
- Alternate two (1% of error prone applications plus lesser one-half of one percent applications with SNAP/TANF/FDPIR case numbers)

**5-4:** Report the total number of error-prone applications on file as of October 1, 2020.

- 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, 2021, 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, 2021. 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, 2022.** Questions regarding the SFA-VCR should be directed to:

- Natalee Mickelson, School Nutrition Programs, by email at [MickelsonN@michigan.gov](mailto:MickelsonN@michigan.gov) or by phone at 517-241-5372.
- Office of Health and Nutrition Services, School Nutrition Programs at [MDE-schoolnutrition@michigan.gov](mailto:MDE-schoolnutrition@michigan.gov) or by phone at 517-241-5374.

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<sup>1</sup><https://mdoe.state.mi.us/mind/login.aspx>