



Child Nutrition Programs (CNP) Bulletin

September 30, 2024 - Child Nutrition Programs (CNP) Bulletin No. 17 - Verification

Verification is the process sponsors conduct annually to confirm selected students' eligibility for Free and Reduced-Price Meals in the National School Lunch Program (NSLP) and School Breakfast Program (SBP). *Verification is not required for children who have been certified for meals under Direct Certification or for school buildings operating the Community Eligibility Provision (CEP).*

Verification in School Year 2024-2025

- The Verification sample should be based on approved current school year applications as of October 1, 2024.
- Verification is not required for school buildings operating the Community Eligibility Provision (CEP).
- Whether you are currently participating in Michigan School Meals program or the National School Lunch Program (NSLP), **all** traditional claim schools and districts that collected free and reduced-price applications are required to conduct verification.
- Verification is still necessary for schools operating Michigan School Meals program and required because school meal applications are used to establish eligibility for Summer EBT and meal counting and claiming.

A [Verification](#) webpage with forms and instructions has been developed to support program sponsors through the process.

The Verification sample should be based on approved current school year applications as of October 1, 2024. The deadline for completing Verification of Eligibility for School Meals is November 15, 2024.

Improvement Plans

- In School Year 2024-2025, Improvement Plans are required for sponsors that had a significant number of non-responses and applications changed to paid based on the Verification results in School Year 2023-2024. Those sponsors that are required to complete and submit an Improvement Plan are listed at [Schools Required to Submit an Improvement Plan for Certification and Verification for SY 2024-2025](#).

Standard Sample

- In School Year 2024-2025, a Standard Sample is required for sponsors that had a significant number of non-responses to Verification in School Year 2023-2024. Those sponsors that are required to conduct a Standard Sample are listed at [Schools Required to Use Standard Sample Size for SY 2024-2025](#).

School Food Authority Verification Collection Report (SFA-VCR)

All SFAs must report verification activities and outcomes to the Michigan Department of Education (MDE) annually. The results of verification are reported in the School Food Authority Verification Collection Report (SFA-VCR). The web-based SFA-VCR is accessible through the [MIND 2.0 using the MILogin for Third Party](#).

The target date for opening the SFA-VCR is December 2024. The SFA-VCR must be submitted to MDE by February 1, 2025.

Questions regarding Verification may be directed to mde-schoolnutrition@michigan.gov or Natalee Mickelson at MickelsonN@michigan.gov.

Contact Us

Email: MDE-SchoolNutrition@Michigan.gov

If you or someone you know is interested in receiving the Child Nutrition Programs News and Updates and Bulletins, visit [Child Nutrition Programs News and Updates Subscription](#).

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain

program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: [USDA Program Discrimination Complaint Form](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.