

Topics to discuss

- School application
- Free and reduced application process
- Direct certification process
- Verification process
- Meal counting and claiming requirements



New web address

- New name for the School Nutrition Website
 - <http://dese.mo.gov/financial-admin-services/food-nutrition-services>
 - Web Applications button



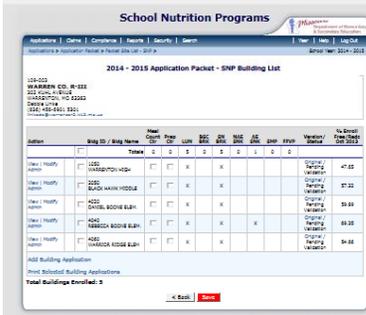
Attestation Statement



- Must be filled out with application.
- Last year of requirement



Web Applications – SNP Building List



Web Applications – SNP Building Application



- Building specific questions
- Grades at building
- Pricing
- Days and times of meals, etc...



FREE AND REDUCED PRICE APPLICATIONS & MEAL BENEFIT FORMS

Free and Reduced Applications

- The extension of free and reduced price meals to needy students is a requirement for all Local Education Agencies (LEAs) that participate in one or more of the Child Nutrition Programs.
- Students can be determined eligible for free meals through the Direct Certification method and free or reduced price meals by submission of an application.
- We provide a prototype of the Free and Reduced Price School Meals Family Application. Our office must approve any changes made to these forms before duplication and distribution.
- Handbooks are available at <http://dese.mo.gov/financial-admin-services/food-nutrition-services/handbooks>
 - Updated on a yearly basis



Free and Reduced Applications

- Letter to the parents
 - Send in enrollment packet
 - Attachment B



Free and Reduced Applications

It is important to remember:

- Parents have a right to not have their children receive free meals.
- Free and reduced price applications should be distributed because although eligible, some families do not apply for Food Stamps or Temporary Assistance.
- Every precaution must be taken by the LEA to protect the anonymity of students receiving free and/or reduced price meals. The distribution of the notices/letters to parents and Free and Reduced Price School Meals Family Application to households at the beginning of the year must be done in such a manner as to prevent overt identification and to ensure that no child is excluded from participation.



Free and Reduced Applications

- Processing Applications
 - Bottom section of application need to be completed by the school.
 - Batching applications can be done
 - Carryover of Previous Year's Eligibility
 - 30 **school** days



Free and Reduced Applications

- Income Eligibility Guidelines
 - Free meals is based on 130% of poverty level
 - Reduced meals is based on 185%
 - Appendix 2



Non-traditional situations

- Foster Children
- Child Residing in an Institution
- Child Away at School
- Temporary Approval (bye-bye)




Filing Applications

- Should be kept as a district
 - Reduces duplicate applications
 - Reviewed as a district
 - Easily retrievable
- Always have a current roster
 - Easily retrievable
 - Free, reduced price, paid, direct cert, verification




What the state will review

Statistical Sample Generator
95% & 99% Confidence Factor

STEP 1:
Calculate the number of eligible students to be reviewed, random starting point, and review Interval

Insert the Number of Free and Reduced-Price Eligible Students: 1000

	95% Confidence	99% Confidence
Number of Eligible Students' Determinations that MUST be Reviewed:	TOTAL 270	TOTAL 380
Random Starting Point:	START 3	START 1
Review Interval:	INTERVAL 3	INTERVAL 2

MO HealthNet

- Missouri Senate Bill 583-2010
 - Public and Charter LEAs
 - Non-public LEAs are encouraged to participate, but not required
 - RCCIs are excluded from this requirement



MO HealthNet – LEA Responsibilities

- Provide the Request for Information form
- If the Request for Information form is returned and checked **NO**
 - Send the family the MO HealthNet letter
 - New process this year
- Keep all forms that are returned to LEA
 - Separate the **NO** and the **YES**



Request for information form

REQUEST FOR INFORMATION
(complete one form per family)

Please answer the question below by checking the appropriate box. The following information is required pursuant to the General Assembly's 2010 request for information to determine whether or not all children in a family have health insurance.

Does each child in your family have health insurance?

YES
 NO

MO HealthNet (HealthCare) is considered health insurance.

If YES is checked the school district will provide the One Year Child Need Health Insurance Coverage Form for the family.

Completion of this form is not a condition of determining meal eligibility. The free and reduced price school lunch application will be reviewed regardless of your response to this Request for Information.

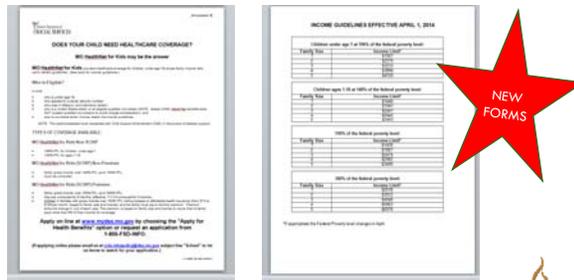
Submit this request with your Free and Reduced Price School Lunch Family Application or return to your school/district.

Head of Household / Parent/guardian: _____
 Home Address: _____ City: _____ State: _____ Zip: _____

- Form sent with ALL F/R applications
- Same as last year's form



New MO HealthNet forms



If a family responds NO, you need to send them these forms.

MO HealthNet for Kids Data Collection form

- Complete the MO HealthNet for Kids Data Collection form
 - Return Collection form to DESE, SFS (usually the end of November)
 - If information is updated after the initial due date, submit a revised form to DESE, SFS



Application Questions?





SCHOOL FOOD SERVICES
HTTP://DESE.MO.GOV/FINANCIAL-ADMIN-SERVICES/FOOD-NUTRITION-SERVICES/
(573) 751-3526

Department of Elementary and Secondary Education

DIRECT CERTIFICATION

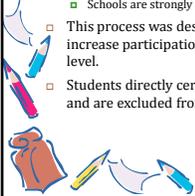
Direct Certification

- The MOSIS Direct Certification process all public LEAs is required to be downloaded/ updated at least three times a year.
- All non-public schools and Residential Child Care Institutions (RCCIs) are required to download/ update the zip code list at least three times a year.
- Both downloads will be updated monthly (around the 5th of each month)
- Public schools can still use the zip code list as a supplement, but remember, a public has to download the MOSIS list three times a year.



Direct Certification – MOSIS

- ❑ Missouri Dept of Social Services will provide a computerized listing of all the children in Missouri between the ages of zero (0) and twenty-one (21) that are receiving an eligible benefit.
- ❑ The list will be updated monthly.
- ❑ All LEAs are required to download at least 3 times a year, (August, October, January)
 - ❑ Schools are strongly encouraged to download Direct Certification on a monthly basis.
- ❑ This process was designed to simplify the application procedure for families, increase participation by eligible children, and reduce paperwork at the LEA level.
- ❑ Students directly certified are considered eligible for the entire school year and are excluded from Verification.



Direct Certification – Zip Codes

- ❑ Required to be downloaded at least 3 times (August, October, January) for all non-public schools
- ❑ Public schools will still have access to this file
- ❑ List will have all eligible students in the entire chosen zip code.
 - ❑ Manually have to check against roster



Notification Letter

MO00000000

Missouri Department of Education
Division of Student Services, Office of Special Education

Dear Parent/Guardian:

Please be advised that participating in the direct certification program allows participating schools the ability to verify students who are receiving benefits approved for Food Stamps or a Social Security Disability Insurance or are currently approved for the Food or Energy under the Supplemental Nutrition Assistance Program and the School Breakfast Program.

Each individual identified by name approved for the meals during the 2014-2015 school year, based on his/her eligibility for Food Stamps or Supplemental Assistance.

Name of Child	Name of School

If there are other children in your household who are not listed above, contact the school to determine if they are eligible for Free meals.

Please call 800-735-3276 for more information. If you have any questions, please contact your local school administrator.

Sincerely,
Director

Missouri Department of Education, Division of Student Services, Office of Special Education, 2014-2015 School Year, Direct Certification Program. This document is for informational purposes only. It is not intended to provide legal advice. For more information, please contact your local school administrator. Missouri Department of Education, Division of Student Services, Office of Special Education, 2014-2015 School Year, Direct Certification Program. This document is for informational purposes only. It is not intended to provide legal advice. For more information, please contact your local school administrator.



Direct Certification Questions?



VERIFICATION

Verification



- Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program.
- Verification must include either confirmation of income eligibility or confirmation that the child is included in a certified Food Stamp household or Temporary Assistance unit.



Verification

□ General Requirements

- Annually, each LEA must select and verify an exact sample of applications approved for benefits.
- LEAs must use either the standard sample size method or an alternate sample size method.
- The required sample size is based on:
 - The total number of approved applications on file on October 1 and
 - The non-response rate of the previous school year.
- The LEA must complete verification of the exact required sample size by November 15.
- The LEA must complete a verification summary report on our web application system by December 15.



Verification

□ Determining which method to use:

- Standard
 - LEAs that had a non-response rate of 20 percent or more for the prior school year.
 - The sample size is determined by selecting 3 percent or 3000 (whichever number is lower) of all approved applications.
 - The verification sample size is drawn from error-prone applications.
 - Error-prone applications are applications within \$100 monthly or \$1,200 annually of the maximum amount allowed for a household.



Verification

□ Other Sample Size Methods

- Alternate 1 (Random)
 - sample size is determined by selecting 3 percent or 3000, whichever is less, of all approved applications on file on October 1, selected at random.
 - Count the total number of approved applications on file October 1.
 - Multiply the total by .03 (3%)
 - Round decimals upward.
 - At least one application must be verified.
 - e.g., 310 applications x .03 = 9.3 applications, round to 10 applications. The LEA must verify 10 applications.
 - Randomly select the required number of applications.



Verification

Other Sample Size Methods

Alternate II (Focused)

- The sample size is determined by selecting 1 percent of all approved applications or 1,000 (whichever is less) with sample selected from error-prone applications; plus the lesser of .5 percent (half of 1 percent) or 500 applications approved on categorical eligibility (Food Stamp or Temporary Assistance). If there are not enough error-prone applications LEAs must select the remainder to be verified at random from additional applications (both income and case number applications) to complete the required sample size.



Confirming Official

When the applications are selected, a “*confirming official*” should confirm the accuracy of the original approval.

Confirming Official refers to an individual other than the original determining official who must review all applications selected for verification for correct initial approval prior to conducting any other verification activity.

-See application-



What if they are denied benefits?

- All households for whom benefits are to be reduced or terminated MUST be given 10 calendar days advance notice of the change.
- The first day of the advance notice period is the day the notice is sent.
- The notice MUST advise the household of the following:
 - The change in benefits.
 - The reasons for the change.
 - That an appeal MUST be filed within the 10-day advance notice period to ensure continued benefits while awaiting a hearing and decision.
 - The instructions on how to appeal.
 - That the household may reapply for benefits at any time during the school year.
 - That Food Stamp/Temporary Assistance households may submit an application containing household names and income information and provide written evidence of household income and the social security numbers of adult household members.



Follow-up Activities

The LEA must make at least one attempt to obtain the necessary verification information from households that fail to respond to the initial request for verification.

The attempt may be made through the mail, by telephone, by e-mail, or through personal contact. The LEA must document any attempts and the results.

If the LEA is unable to verify the household's eligibility status after the follow-up attempt(s), the household's benefits must be terminated through a written notice of adverse action.



Reporting Verification

The Verification Report is available in the School Food Services Web Application system. Click on the Applications Tab.



Reporting Verification

Select Verification Report.



Reporting Verification



- Completed on web applications
- Have to report some direct certification numbers
- Results of verification



Reporting Verification

- Report applications on October 1
- Students eligible count from October 31
- Must separate and report in the same categories:
 - Free Eligible-Not Subject to Verification
 - Free Eligible-Categorically Eligible
 - Free Eligible-Income Eligible Free
 - Reduced Price Eligible – Income Eligible Reduced Price
- The food stamp eligible students will be separated from temp/foster etc...



WHERE DO FOSTER CHILDREN GO?

On list from Department of Social Services, Children's Division:

- Free Eligible – Not Subject to Verification

On application but has letter from Department of Social Services, Children's Division:

- Free Eligible – Categorically Eligible

On application with no documentation:

- Free Eligible – Categorically Eligible



EXTENDED CATEGORICAL ELIGIBILITY TO ADDITIONAL CHILDREN IN THE HOUSEHOLD

Children eligible for free meals based on categorical eligibility are classified under the same category as the person who extended the eligibility.

- If the person who extended eligibility was directly certified, all children in the household are directly certified.
 - Report as Free Eligible - Not Subject to Verification
- If a child is listed on an application with a person having a Food Stamp/Temporary Assistance or FDIPIR case number, then all children in the household would be eligible for free meals.
 - Report as Free Eligible - Categorically Eligible



Verification Date Summary

- October 1 - Select Sample Size of Applications (Students as of October 31)
- November 15 - Verification Completed
- December 15 - Verification Report Due



VERIFICATION GUIDANCE

- Verification Guidance* will be updated. Located under Handbooks on the School Food Services website - <http://dese.mo.gov/financial-admin-services/food-nutrition-services/handbooks>
- USDA's Eligibility Manual for School Meals* is also located under Publications and provides guidance for verification.
- Emails to Authorized Representatives of the program will also be sent.



Verification Questions?



DOCUMENTS TO KEEP

Documents to Keep

- Approved/Denied Meal Benefit Forms
 - Correspondence or notes
- Direct Certification Documents
 - Printed copy of lists
 - Do not need to keep an application if family is on the Direct Certification list too
- All Verification Documents
 - Method of Selection Form
 - Notices of Selection
 - Documents Submitted by Household
 - Notification of Change in Benefit Level
 - Verification Summary Form



Documents to Keep



- Daily Participation Records
 - Supporting Documents
- Paid Lunch Equity Tool
- Non-program Tool
- Civil Rights Training



Documents to Keep

Kitchen Records:

- Menus
 - Production Records, Recipes
- Labels
 - CN (Child Nutrition)
 - Nutrition Facts
- Invoices
 - Repairs and Services Purchased
- Inventories of Food and Equipment
- Bid Documents



How will I be updated?

- USDA memos on School Food Services website
- Notifications emailed to Authorized Representative of the NSLP
- Administrative memos to Superintendents in public schools
- Future trainings and webinars





SCHOOL FOOD SERVICES
HTTP://DESE.MO.GOV/FINANCIAL-ADMIN-SERVICES/FOOD-NUTRITION-SERVICES/NEWS-AND-UPDATES
(573) 751-3526

Department of Elementary and Secondary Education



SCHOOL FOOD SERVICES
RECORDS UPDATE

Department of Elementary and Secondary Education

Topics to discuss

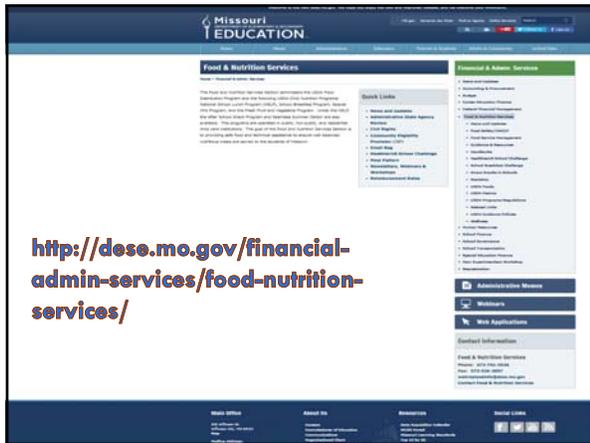
- New Website
- Paid Lunch Equity Tool
 - How often
 - How to complete
 - Where can the money come from
- Non Program Foods
 - What are they
 - USDA tool
- Updates from the reviewers



New web address

- New name for the School Nutrition Website
 - <http://dese.mo.gov/financial-admin-services/food-nutrition-services>
 - Web Applications button





<http://dese.mo.gov/financial-admin-services/food-nutrition-services/>



Paid Lunch Equity Tool

- To ensure that sufficient funds are provided to the food service account for paid lunches
- Paid Lunch Equity (PLE) is an **annual** calculation



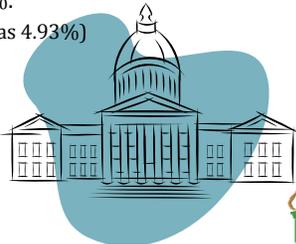
Paid Lunch Equity Tool

- Compare the average price for paid lunches to the difference between free and paid lunches.
 - Federal reimbursement for free (\$2.93) and paid (\$.28) meals



Paid Lunch Equity Tool

- 2013-14 lunch increase is calculated using 2% (inflation) plus 2.27% (consumer price index), for a total of 4.27%.
 - (last years total was 4.93%)



Paid Lunch Equity Tool

- Use the USDA Paid Lunch Equity Tool
(Fill in the "peach" colored areas)
- Will never be required to increase more than 10 cents per year
 - Tool always rounds down to 5 or 10 cents
 - Any extra amount, positive or negative, will be carried forward each year



Paid Lunch Equity Tool

- In Simpler terms, if your school charges less than \$2.65 for paid lunches -
 - must adjust weighted average lunch price
 - add non-federal funds to the non-profit school food service account.
 - Memo released March 20,2014
 - Guidance for SY 14-15



Weighted Average Lunch Price

- Data needed to calculate weighted average price for 2014-15
 - Unrounded price requirement for SY 2013-14 or SY 2010-11 weighted average price
 - All paid lunches for October 2013
 - Broken down to each paid lunch price



Unrounded Price Requirement

Must use the unrounded adjusted average paid lunch price requirement from SY 2013-2014 when calculating the weighted average paid lunch price increase for SY 2014-2015.

For example if the unrounded SY 2013-2014 requirement was \$2.08 but rounded down to \$2.05, the calculation of the SY 2014-2015 requirement is based on the \$2.08 unrounded SY 2013-2014 requirement.



Paid Lunch Equity Tool

Open Tool



Paid Lunch Equity Tool

- Data needed to calculate non-federal sources
 - SY 2013-14 weighted average price
 - All paid lunches served in SY 2013-14
 - The total dollar amount of SY 2013-14 non-Federal contribution (if any)



Non-Federal Sources

Open Tool



Non-Federal Sources

Three-month excess balance

- Schools can ask for a waiver from the PLE tool
- 127 schools were notified last year
 - Doubled from last year



Non-Federal Sources - Unallowable

- Money from non program foods
 - A la Carte items
 - Catering
 - Adult meals
 - Vending, school store, etc...
- In-kind contributions
 - Charging for janitorial services, café monitors, office supplies, utilities that were provided without cost prior to July 1, 2011



Non-Federal Funds

- How do we report nonprogram funds?
 - School Food Services, Financial Report
 - Part 1- Revenues and Expenditures
 - 4. "Adjustment to Balance"



Non-Federal Funds- Exemption

- Schools can ask the state for an exemption.
 - Must document meeting all the targets/goals
 - See handout



Paid Lunch Equity Tool

- Each year print a copy of the PLE Tool and keep in your records



Paid Lunch Equity Questions?



REVENUE FROM NON-PROGRAM FOODS

Non-Program Foods

- Biggest change, SP 13-2014
 - Previously, regulations allowed the sale of non-program food in the food service area if the revenue from these sales accrued to the benefit of the nonprofit school food service account or approved organization approved by the school
 - Now, all revenue from the sale of non-program foods sold in schools at any time or location on the school campus must accrue to the food service account and is no longer allowed to benefit student organizations.



Non-Program Foods

- It is still possible for the school food service to purchase goods for other entities
 - Make sure the purchase cost is paid in full, including any labor costs
 - Example, a sports team could pay the school food service for the full cost of food purchased through an existing contract and any labor it incurs in ordering the food.
 - The sports team can then sell the food at the event and keep the revenue from those sales.



Non-Program Foods Tool

- Must be done every year (annually)
- SP 39-2011
 - Tool available
 - Question and Answers
- To ensure that revenue from the sale of non-program food is at least equal to the cost of the food



What is Nonprogram Foods?

- Food sold outside of program meals, but purchased with funds from the school food service account
 - A la carte items
 - Adult meals
 - Items purchased for fund raisers, vending, school stores, etc...
 - Catering



Nonprogram Food Revenue Tool

- Cost of program food
 - reimbursable meals
- Cost of non-program food
 - a la carte, vending...
- Total non-program food revenue
- Total revenue
 - federal and state reimbursement, student payments for reimbursable meals, a la carte, income from catering, adult meals, vending, etc...



USDA FOOD AND NUTRITION SERVICE

Nonprogram Revenue Calculator	
Enter the cost for reimbursable meal, cost of nonprogram food and total revenue	
Cost for Reimbursable Meal Food	\$ 450,000
Cost of Nonprogram Food	\$ 50,000
Total Food Costs	\$ 500,000
Total Nonprogram Food Revenue	\$ 90,000
Total Revenue	\$ 1,000,000
Minimum portion of revenue from nonprogram funds	10%
Minimum Revenue Required from the Sale of Nonprogram Foods	\$ 100,000
Additional Revenue Needed to Comply	\$ 10,000

Click on the hoverlink to view a definition of the term.

Non-program Foods Revenue Tool

- Must keep at the school
- Will be looked at on 3 year review




Nonprogram Foods Questions?



Resource Management Tool

A screenshot of a web-based Resource Management Tool interface. The interface is divided into several sections with various input fields, checkboxes, and text boxes. The text is small and difficult to read. A small green torch icon is located in the bottom right corner of the slide.

Schools will complete during review process

-See copy

Comments from the reviewers

- Application approval date
- Methods of Collection form
 - Mandatory for everyone
- New non discrimination statement
- Poster identifying a reimbursable meal
- Dates and deadlines



Approving Applications

- Memo SP 11-2014
 - A school could establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it.
 - Application must be complete and contain all required information
 - Can be used for income based applications as well as for homeless/migrant applications.
 - Must notify the State agency
 - On the methods of collection form



Edit Checks & Participation Records

- Free, reduced, and Paid daily counts
- Edit Checks
 - ADA
 - Attend factor
- Adult meals



Methods of Collection Form

- Mandatory for all schools to complete with application agreement.
- 6 Sections related about the accounting system
- See copy





SCHOOL FOOD SERVICES
HTTP://DESE.MO.GOV/FINANCIAL-ADMIN-SERVICES/FOOD-NUTRITION-SERVICES/
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