CYCLE 2 CHILD NUTRITION DATA

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ADE Child Nutrition Unit

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Thank YOU in Advance!!

Each Year Your Help and Assistance
is Always Appreciated!!

Cycle 2 Enrollment and Eligibles Data Impacts the Distribution of

Approximately 165 million Federal Dollars to Schools

Approximately 170 million **State** Dollars in Special Needs Education Funding

Thank YOU!!

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ADE Commissioner's Memos:

FIN-15-022

Cycle 2 Report: October 1, 2014
Enrollments and Free/Reduced Eligibles

FIN-15-023

October 1 Pre-School Reports for Enrollment
and Free/Reduced Eligibles

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Cycle 2 Student Data

- Child Nutrition Program Data Collection
a. Enrollment
    a. K-12 Enrollment rpt 331,431
    b. Pre-K Enrollment rpt 336, 436
    c. Other Students *(Adult Education, State Line Border Students, i.e. Texarkana, Texas attending public in Texarkana, Arkansas)*
b. Eligibility of Students – determined each school year and based on source documents
    a. Free
    b. Reduced
    c. Paid

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Source Documents

- Household Income Application

- Direct Certification List

- Homeless List

- Migrant List

- Runaway List

- Head Start or Even Start Lists, if applicable

- Foster Child List

Meal Status of Student

- NO STUDENT SHALL BE CODED Free or Reduced Status WITHOUT a **Source Document** authorizing the code.

- Source Documents for Cycle 2 reports this year must be dated between July 1, 2015 and October 1, 2015.

- New enrollments entered into the system after October 1 should not be in the Cycle 2 pull as of October 1.

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Preparation for Cycle 2 Submission

This requires:

1. Possibly Suspending the eSchool DATA ENTRY on students current as of October 1 – *District Decision*

2. Communication between the eSchool Coordinator(s) and Child Nutrition (CN) student eligibility Determining Official.

3. Must Balance district Enrollment as of October 1 and CN Master Roster of Student Eligibles based on source documents

4. No changes should be made to current students until after Cycle 2 is *submitted* and all reports printed. Districts can register new students, but recommended to NOT CHANGE EXISTING STUDENT RECORDS.

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Preparation for Cycle 2 Submission

- Child Nutrition (CN) Source Documents must be matched with eSchool Student Enrollment and Eligibility Codes

- Eligibility Codes in eSchool 01=Free, 02=Reduced, 03=Paid, 04=Directly Certified SNAP

- 04 is with the Direct Certification and INCLUDES ONLY directly certified students and extended household members.

- 04 is not used in CN point of service software to avoid overt identification of SNAP eligibility. Children should be coded as free in point of service.

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Consequences of Not Balancing with Source Documents

- In addition to a *corrective action plan* to prevent this problem in the future, the Superintendent's written justification must include:
  - Data corrections of meal status by student
- ADE, Child Nutrition will provide letter with instructions. Assistant Commissioner must approve any changes to Free/Reduced eligibles or enrollment reported in Cycle 2.
- In some cases data submission problems may require an audit of 100% of all source documents by ADE CNU

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Please REMEMBER:

- All Cycle 2 district and school level reports must be reconciled, then printed and submitted at the SAME TIME AND DATE.

Note: When changes are made to student eSchool data after Cycle 2 is submitted to Child Nutrition, the revised reports must be sent to Child Nutrition with justification of the change.

- Technology Coordinators: Please DO NOT SEND Copies of the Cycle 2 Reports Directly to ADE CNU without all of the required documents. Give them to Bookkeeper or CN Director to submit with the September Claim for Reimbursement form.

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Please REMEMBER:

The following must be submitted by the district child nutrition program at the SAME TIME:

1. **September On-Claim for Reimbursement sent to be approved, then mail, fax or email the following:**
2. School Data – rpt 431 (K-12)
3. School Data – rpt 436 (Pre-K)
4. District Data - rpt 331 (K-12)
5. District Data - rpt 336 (Pre-K)
6. Other Student District Report - on Commissioner's Memo

Donna.ratliff@arkansas.gov

Prevention of Problems

- What Happens when all documents are not mailed/faxed or emailed together?
  - **Claims for meal reimbursement are due by the 10th of each month. September is exception because of Cycle 2**
  - **District September Claim for Reimbursement CANNOT be processed until all documents are received.   If the Cycle 2 reports are not submitted when the claim is approved in the online claim system, the claim is put in "Do NOT Process or Pay, Missing Information"**
  - **ADE CNU will work with you on any information needed**
  - **Superintendent receives call about problem if all documents are not received by November 15.**

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Prevention of Problems

Prevention on the front end will help eliminate problems

- Possible Problems
  - Cycle 2 Computer Submission does not match printed 331,431, 336, & 436 reports submitted with Claim for Reimbursement
  - eSchool records do not match Child Nutrition source document records

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Prevention of Problems

Computer Submission does not match printed 331, 431, 336, & 436 reports submitted with Claim for Reimbursement

- Data Comparison Analysis between eSchool data and CNU Master Roster of Source documents identifies discrepancies in computer submissions and other data problems.

Failure to Freeze Current Student Status:

Results: To prevent discrepancies, please be sure all school data entry persons understand the importance of NOT Changing Current Student's status until after eSchool and District CN Staff reconcile, print and electronically submit the Cycle 2 report.

Consequence: Technology and CN Staff have to identify each student changed and provide a report for the Superintendent's letter to justify the change. **Do not submit name of the student.** This takes a lot of time and work to find the information, when and where this happened.

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Prevention of Problems

eSchool records do not match Child Nutrition source document records on CN Master Roster

For example:

- **Incorrect codes used by one data entry person for a whole school (reversed code for Free and Paid)**
- **A classroom of students not entered into the system (eSchool Enrollment off by # of students),**

- **_VERY IMPORTANT_: Identification that CN Master Roster was not updated with student drops or adds (Can result in inflated enrollment and eligibles which can trigger an audit).**

Consequence: Technology and CN Staff have to identify each student changed and provide a report for the Superintendent's letter to justify the change. **Do not submit name of the student.** This takes a lot of time and work to find the information, when and where this happened.

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Prevention of Problems

With regard to updated CN Master Roster:

> if there had been a balancing process between the district data and the CN source documents the problems with the roster would have been identified and corrected prior to submission of the data.

Prevention tip: Be sure school secretaries/registrars communicate adds and drops in a *very timely manner* to the district child nutrition director or their designee so that the roster is updated daily

Recommended to match the CN master roster and eSchool frequently throughout the school year

Prevention of Problems

Consequence:

Technology and CN Staff have to identify student with incorrect code or enrollment and report correction in letter from Superintendent with:

- school (that did not follow instructions)
- new and old eligibility status of each student change causing each discrepancy and
- explanation of why
- letter from Superintendent indicating changes plus corrective action

Takes a lot of time and work to find when and where this happened.

Prevention on the front end will help eliminate problems

Other Child Nutrition Programs

- Provision 2
- Community Eligibility Provision

Provision 2

- Alternative for feeding students "At No Charge"

- Base Year and Non Base Year

- <u>Provision 2 Base Year</u> – normal meal application processing and reporting takes place.   This is the 1st year of the P2 Cycle. Free/Reduced Price/Paid percentages for the remaining P2 cycle are established base on source documents.

Provision 2

- Provision 2 Non-Base Year - Remaining years of the 4-year cycle. Districts or Schools must follow completely different procedures.
  - All are reported on Cycle 2 as Free. ADE, CNU applies percentage of Free, Reduced Price and Paid established in the Base Year to current year enrollment as of October 1.
  - Districts receive a letter from ADE/CNU with eligibles F/R/P established in Base Year and attachment to complete for Cycle 2 documentation.
    - This is sent with claim for reimbursement, Cycle 2 reports and Other Students Report.

ATTACHMENT A

Sample Copy/Illustration of Eligibility Report

Provision 2 Schools 2014-2015 Eligibility Report

Number of Students Eligible for Free and Reduced Price Meals

As of October 1, 2014

School District: __Sample School District____ LEA#_____

School __Sample Elementary School (LEA#00-00-000)____ Base Year __2002__

Grade Span (Base Year)_____

Grade Span (Non Base Year)_____

Eligibility Status	Col. A Number Reported October 1 Base Year	Col. B % Base Year (Col. A ☐Total Enrollment)		Col. C TOTAL Enrollment Oct. 1, 2014	Col. D* Number Reported Oct. 1, 2014 (Col. B X Col. C)
K-12 TOTAL ENROLLMENT	491	100%		503 K-12	
1. Free	296	1. 60	%		1. 302
2. Reduced Price	59	2. 12	%		2. 60
3. Paid	136	3. 28	%		3. 141
Pre-K TOTAL ENROLLMENT		100%		0 Pre-K	
1. Free		1. 0%			1. 0
2. Reduced Price		2. 0%			2. 0
3. Paid		3. 0%			3. 0

Provision 2

- For Questions on Provision 2 – Please contact your district Child Nutrition Director or call ADE Child Nutrition office at (501) 324-9502.

Community Eligibility Provision (CEP)

- New USDA provision where all students eat "At No Charge"
- Unlike Provision 2, No meal applications are collected or processed during the 4 year cycle.
- All students will be reported as Free on Cycle 2 since there will be no source documents (in Provision 2 there are source documents in the Base Year).
- ADE, CNU will adjust Free/Reduced/Paid based on Cycle 2 procedures similar to Provision 2

USDA Deadline to submit election to participate in CEP forms with required documentation is August 31, 2015.

Community Eligibility Provision

- For CEP election information refer to Commissioner's Memo FIN-15-110 *Community Eligibility Provision Procedures*

- For CEP NSL funding information refer to Commissioner's Memo FIN-15-101 *Preliminary Procedures for Community Eligibility Provision and National School Lunch State Categorical Funding*

DIRECT CERTIFICATION

Direct Certification Grant

- USDA Direct Certification Grant
  - ADE, CNU received $944,908
  - 8 Projects were developed to assist schools with increasing direct certification percentage for State benchmark of 95% and provide guidance for maintaining direct certification
  - Main development is direct certification portal for Public Schools. Portal is an expansion of the Private School portal already in place.
  - Equipment

Direct Certification

- Direct Certification(DC) is the process by which students enrolled in a school district are matched with Supplemental Nutrition Assistance Program (SNAP) using criteria established by ADE and Department of Human Services (DHS).

- Students that are "directly certified" are automatically eligible receive free meals

- Additionally, USDA requires the direct certification eligibility to be extended to the entire household.

- USDA requires State Agency to provide three statewide direct certification matches.

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Direct Certification

- Direct Certification data is used for reporting on the USDA Verification Collection Report FNS-742 (December 15)
- Direct Certification data is used for reporting to USDA on the Community Eligibility Provision (as of April 1)

Direct Certification

- Why is Direct Certification important for Districts that elect to participate in the Community Eligibility Provision?
  - DC is included in calculating the Identified Student Percentage (ISP) along with categorically eligible for free meals students such as on homeless list, migrant list or foster child. *Does not include students free by income meal application.*
  - The higher the ISP the higher the free reimbursement
  - ***Important to correctly complete the DC match results each time and balance with Child Nutrition master roster and eSchool student data.***
    - Example - district has a reported ISP as of April 1 of 58% district-wide.
    - 58% x 1.6 (USDA factor) = 92.8% - this means 92.8% of the meals served for the month can be claimed at the free reimbursement rate.
    - The remaining 7.2% is claimed at the paid reimbursement rate.

Direct Certification

- Portal link through Single Sign On
  - Located on Child Nutrition website under Direct Certification tab
  - Only one Direct Certification User per district
- Portal provides
  - Report indicating students as
    - Match, No Match, High Probability or Low Probability Match
    - District is able to save match as Excel file and sort.
    - District is able to save match as Excel file and import into Point of Service
  - Instant match of student or students
  - Can also upload list of students and get back match file. Template is on the Child Nutrition website under Direct Certification tab
  - Access each of the four matches of the school year

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Direct Certification

- When will matches be available on the portal?
    - First match – week of August 10th
    - Second match – week of September 21st
    - Third match – week of January 18th
    - Fourth match – week of March 21st
- ***VERY IMPORTANT***
    - ***ONLY THE FIRST MATCH WILL BE PLACED INTO eSCHOOL. Subsequent matches will not. It will be districts responsibility to update eSchool with other match reports.***

Direct Certification

- The **August** match will be placed in eSchool with DC as "04"
  - All directly certified students will be coded as a "04" in eSchool. *It is the responsibility of the district to change the student eligibility in eSchool to 04 based on match results from the DC portal. Remember All extended eligible students in the household should be coded 04 too!*
- For Verification Collection Report FNS-742 reporting and Community Eligibility Reporting coded as "04".
- For Point of Service – students can be coded as free.

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Direct Certification

- The district Direct Certification User, Child Nutrition Director and Superintendent will receive an email with instructions indicating the match is available for download and print.

  - If any email address is changed, email correct address to Stephanie.Starks@arkansas.gov. NO PERSONAL EMAIL ADDRESSES WILL BE ACCEPTED – ONLY WORK EMAIL ADDRESSES

- A link will be provided in the email to access the Single Sign On (SSO) screen

- Access will also be available on the Child Nutrition website at http://www.arkansased.gov/divisions/fiscal-and-administrative-services/child_nutrition_unit

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Direct Certification

- ***<u>Check and Double Check</u>*** for other source documents which would indicate the household is eligible. Example: Meal application approved by SNAP case number or income

- These children in the household should be counted in the directly certified total.

- Since a student or family may be in the process of receiving SNAP benefits, check all NO MATCHES often.

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Direct Certification

- District Account Manager is responsible for assigning Direct Certification User to access SSO for DC.

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Single Sign-On (SSO) Login Process

ADE Data Center Single Sign-On Login

Username : 2307dcertx

Password : ••••••••••••

Forgot your Username or Password?

Sign in

Still want to use Triand or ADE Account to login? Visit here

- From the ADE Data Center Single Sign-On, <u>enter</u> your **User Name** and **Password** and <u>click</u> **Sign In**.

To Access Direct Certification by SSO

- Because DC information is confidential, only one district person assigned to access direct certification – Person is indicated on Child Nutrition Agreement and Policy Statement

- Go to www.apscn.org
  - Click Security
  - Click Security Resources
  - Scroll down to Forms
  - Fill out Direct Certification form and fax in. This form must be filled out and submitted before assigned person can access direct certification.

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Direct Certification

- The district person with DC portal access can enter student information and receive instant MATCH or NO MATCH

- Instant Match provides district access to SNAP eligibility for new or transferred students

https://adesnap.arkansas.gov/ADEDirectCertification/Match/InstantMatch

State Board of Education | Arka... | Food and Nutrition Service | ADE Direct Certification × | adesnap.arkansas.gov

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Match ▾   Reports ▾   User Guide ▾   Maintain Facilities ▾

Instant Match (You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields)

Exact Match   ×

SSN:

Enter student SSN

First Name:

Last Name:

Enter student Last Name

Date Of Birth:

Enter student DOB (mm/dd/yyyy)

Match ▼   Reset

ADE DC   Arkansas.gov 🏛   Agencies 🔍   Online Services 🔍   State Directory 📖   Contact Us 👤

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Match ▼   Reports ▼   User Guide ▼   Maintain Facilities ▼

Instant Match (You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields)

No Match 👎   ✕

SSN:

123456789

First Name:

Enter student First Name

Last Name:

Enter student Last Name

Date Of Birth:

Enter student DOB (mm/dd/yyyy)

Match ▼   Reset

Direct Certification

- ADE DC Users Guide will be available as guidance on the ADE DC portal. This will be available as video on the portal site or on the Child Nutrition website.

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Direct Certification User Guide

THE VALUE OF PERFORMANCE.

NORTHROP GRUMMAN

- The ADE Direct Certification User Guide is a tool for authorized ADE and school district personnel to use in conjunction with the ADE Direct Certification website.

Portal Updates

- Enhancements currently in process:
  - Print button on instant match screen
  - Sort button on report screen to sort report by match date
  - Generate letter to household notifying of direct certification approval – required by USDA
  - Add template for file upload to portal homepage
  - Put match results in chronological order
  - Give log in help – FAQs
  - Totals for reporting Community Eligibility Identified Student Percentage and Verification Collection Report

Community Eligibility Provision

- Why is Direct Certification important for Districts that elect to participate in the Community Eligibility Provision?
  - Helps determine Identified Student Percentage (ISP)
  - The higher the ISP the higher the free reimbursement

- Important Dates for notification, publication and CEP decision process
  - April 1st – Districts begin to complete notification form to send ADE, CNU to report Identified Student Percentage as of April 1
  - By April 15th – LEA's submit district and school level data to State Agency (refer to CN website under special provisions). State agencies notify LEA's of district-wide and school level eligibility.
  - By May 1st – State Agency posts the data on the ADE and Child Nutrition website and sends to USDA, Food and Nutrition Service
  - August 31, 2015– deadline to notify State Agency of intent to participate

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Upcoming Training

- August 6 – Distance Education Commissioner's Memo FIN-15-123
  - Free and Reduced Price Meal Application
  - Meal Eligibility Process for the 2015-16 school year
  - Direct Certification Process for the 2015-16 school year
- September 3 – Distance Education
  - Cycle 2 Reporting
  - Verification Process

Questions ???

- It is always good if someone has questions with this process to round up everyone involved and call our office at (501) 324-9502
- We can ask you questions and try to give you the best response where everyone is hearing the same response. Terminology can be a problem for us and for you.
- Contact Persons at ADE CNU:
  - Patricia Winders, Assistant Director of Program Administration
  - Donna Ratliff, Grants Manager
  - Stephanie Starks, Administrative Assistant
  - Area Specialist assigned to your district.

  To find your district Area Specialist go to the CNU Website http://www.arkansased.gov/public/userfiles/Fiscal_and_Admin_Services/Child_Nutrition/About%20Us/Area_Specialist_Map_03_2015.pdf

THANK YOU

PROGRAM ADMINISTRATION

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