

Community Eligibility: Direct Certification & Reporting

February 24th, 2015

Presenters

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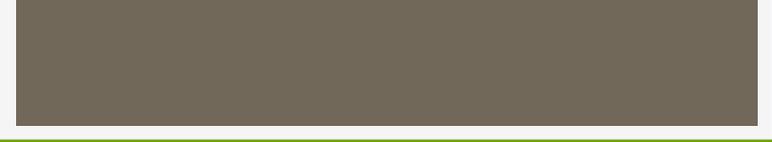
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United States Department of Agriculture

Goals for Webinar

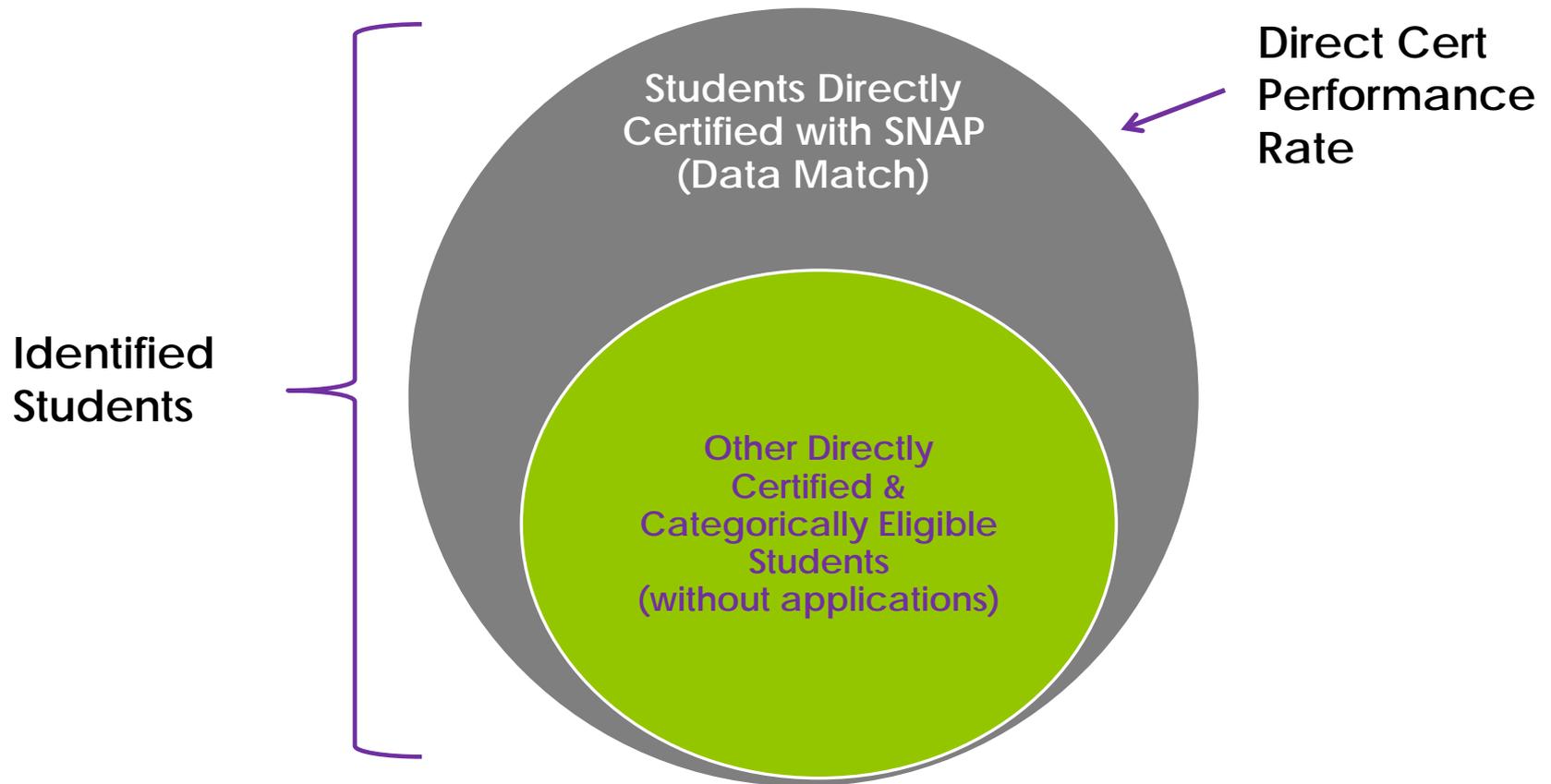
- Link Between CEP & Direct Certification
- Direct Certification Best Practices
- Reporting Requirements (FNS-742 and FNS-834)
- Q+A



CEP & Direct Certification

Identified Student Percentage vs. Direct
Certification Performance Rate

Identified Student Percentage vs. Direct Cert Performance Rate



ISP vs. DC Performance Rate

Calculations

$$\text{Identified Student Percentage} = \frac{\text{Identified Students}}{\text{Enrolled Students}} \times 100$$

$$\text{Direct Cert Performance Rate} = \frac{\text{Students Directly Cert with SNAP}}{\text{School-aged Children in SNAP Households}} \times 100$$

Which students are included?

	Identified Student Percentage	Direct Cert Performance Rate
DC with SNAP Data Match	✓	✓
DC with SNAP Letter Method	✓	✗
SNAP case number on application	✗	✗
Other Directly Certified Students (e.g., TANF, FDPIR)	✓	✗
Categorically Eligible Data Match	✓	✗
Categorically Eligible info on application	✗	✗

Direct Certification Best Practices

Strategies for maintaining high-performance systems

Complete Student Data Files

- Timely SIS Updates
- Maintain SIS Schedules
- Alternative Matching Option –
 - District-Wide Matching

Timely SNAP Data

- Daily SNAP Files
- Supplemental Files-
 - Allow time for full cycle

Improved SNAP Data

- Increased Age Range
- Additional Data Fields

Compiled SNAP Data List

- Compiled Lists vs. Snapshot
- Prevent “Lost” Matches
- Insurance against human error

Communicate w/SNAP Partners

How can you leverage SNAP partners data and abilities?

Non-Match List Availability

- Understand its use and impact
- Probability Scoring
- Train LEA staff
- Consider the on-screen format
- Analyze non-matches

Single Student Look-Up

- Utilize SNAP pass-through fields
- Train LEA staff

Make Matching Seamless

- Utilize the same process for matching on all data uniform whenever possible.
- Combined files.

Communicate w/LEA Partners

Understand how your LEAs use the system, and know if what you think, is true.

Available Resources

- Perform a State-Self Assessment
- Request a TTA Team Visit
- Always read M2M Newsletter!!

#1

Reporting Requirements: FNS-742 and FNS-834

Who gets counted, when, and where?

Data Elements for DC Performance Rate Calculation

- #1 Students directly certified with SNAP
- #2 School-Aged Children in SNAP HH
- #3 SNAP Students in Provision Schools

Direct
Certification =
Performance
Rate

FNS-742 + FNS-834
Line 3-2B (#1) Data Element #3

FNS-834
Data Element #2

FNS-742: SFA Verification Collection Report

- **Schools/Institutions and Student Verification Data**
reflective of last operating day of October
- **SY 2013-2014 New Form and Reported Procedure**
 - Break out alternative provisions, including CEP
 - Breaks out direct certification data
 - Reporting through FPRS
- **Due Dates**
 - LEAs to State Agencies: **February 1**
 - State Agencies to FNS: **March 15**

FNS-742 and CEP

Sec 1, Line 1-1; and Sec 2, Line 2-3

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools (Do not include RCCIs):			
		1-2: Total RCCIs (Do not include schools counted in 1-1):			
		1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):			
		1-2b: RCCIs with NO day students:			
Section 2	SFAs with schools operating alternate provisions	**ONLY SFAs with alternate provisions must report Section 2**		A. Number of Schools AND Institutions	B. Number of Students
		2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:			
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:			
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:			
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:			
		2-3: Operating the Community Eligibility Option:			
		2-4: Operating other alternatives for NSLP and SBP:			
2-5: Operating an alternate provision(s) for only SBP or only NSLP:					

Does not impact the DC Performance Rate

FNS-742: DC Data Element #1

Section 3, Line 3-2B

Students that are directly certified with SNAP

		ALL SFAs must report Section 3 or check box 3-1 if applicable	B. Number of FREE Students
Section 3	Students approved as FREE eligible NOT subject to verification	3-1: <input type="checkbox"/> Check the box only if every school/RCCI in the SFA was not required to perform direct certification with SNAP (i.e. NON-BASE year Provision 2/3 for all schools)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do NOT include SNAP letter method certifications in this SNAP count, report these in 3-4B below.	#1
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
		3-4: Students certified Categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family's providing a letter from the SNAP agency	

Do not count any students that are in CEP schools in Section 3 the FNS-742.

FNS-834: State Agency Direct Certification Data Element Report

- State Agencies submit data independently through FPRS
- Data Element #2 - SNAP State Agency [SNAP-OP FNS-834]
 - School-aged children in SNAP households receiving benefits anytime during Jul-Aug-Sept (unduplicated count)
- Data Element #3 - NSLP State Agency [CN FNS-834]
 - Students matched against SNAP records that are enrolled in Special Provision School operating in a Non-Base Year or in a **CEP School**
- **Due Date: December 1** [Extension for SY 2014-2015 –**MARCH 1**]

CN FNS-834: Data Element #3

What counts?

Students matched against SNAP records that are:

- A)** Enrolled in special provision school (P 1/2/3) operating in a non-base year report data that was matched in or near October, but no later than the last operating day of October (“Special Provision Match”)

- B)** Enrolled in a CEP school - 3 Options!

CN FNS-834: Data Element #3

What counts? CEP Option 1.

Students matched against SNAP records that are enrolled in a CEP school may:

1. Perform the “Special Provision Match” in or near October as do other provision schools operating in non-base year

Example

In SY 2015-2016 the count for Data Element #3 would come from the special provision match conducted in or near **October 2015**, but not later than the last operating day of October 2015

CN FNS-834: Data Element #3

What counts? CEP Option 2.

Students matched against SNAP records that are enrolled in a CEP school may:

2. Use the count of identified students matched with SNAP in determining the CE claiming percentage for that school year

Example

If the current school year is SY 2015-2016, and the first year of the 4-year cycle was SY 2012-2013, then the count used in lieu of the special provision match for Data Element #3 for SY 2015-2016 would be the count of identified students matched with SNAP by **April 1, 2012**

CN FNS-834: Data Element #3

What counts? CEP Option 3.

Students matched against SNAP records that are enrolled in a CEP school may:

- 3. Use the count of identified students matched with SNAP conducted by April 1 of the same calendar year the FNS-834 is due, whether or not it was used in the claiming percentages**

Example

In SY 2015-2016, the FNS-834 will be due Dec 1, 2015, and the count used in lieu of the special provision match for Data Element #3 for SY 2015-2016 would be the count of identified students matched with SNAP by **April 1, 2015**, whether or not the school elected to update the claiming percentage that year.

Submission Studio

Form Name: FNS-834 (11-11)
Form Description: State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report
Program: Child Nutrition Programs
State: :
Agency Code: 057 - Agency Name: :
Program Time: September 2014
Submission Type: Annual Revision: 0
Submission Status: Posted

FNS-834 in FPRS

OK

[Excel](#) [History](#) [Audit](#)

Report **Remarks**

Contact Information

Name:

Title:

Email:

Phone:

Contact information

SNAP State agency completes this section

Data Element #2 - The number of school-aged children in SNAP households during the months of July, August, and September.

Please enter, in the box provided below, the unduplicated count of the number of children ages 5 to 17 years at any time during the months of July, August, or September of this school year who were members of households receiving assistance under SNAP at any time during the months of July, August, or September of this school year.

NSLP State agency completes this section

Data Element #3 - The number of SNAP Children in Special Provision Schools Operating in a Non-Base Year.

Please enter, in the box provided below, the number of children from households receiving SNAP benefits that attend schools operating under the provisions of 7 CFR 245.9, if such schools were reporting in a year other than the base year.

Optional - The NSLP or SNAP State agency may complete this section, if applicable.

Special Circumstances

If there are special circumstances that would affect the direct certification rate calculation for your State that you would like to bring to our attention, please let us know by marking an "X" in the box to the right.

SNAP

NSLP

X- Remarks

SNAP-OP FNS-834

Data Element #2 - *View it in FPRS*

- NSLP State agency staff that have access to enter or certify the CN FNS-834 in FPRS have access to view the SNAP-OP FNS-834 in FPRS
- FNS regional office staff who post the CN-FNS 834 have access to view SNAP-OP FNS-834 in FPRS

SNAP State agencies will no longer be required to Send the FNS-834 results to the NSLP State agency

Find your State's "SNAP-OP FNS-834" for SY 2014-2015 in FPRS – *View Only*

1. In FPRS click on "**Online Forms**" (top bar)
2. Go to "**Search**" page (lower bar)
3. In "**Program**" field select "SNAP-OP - SNAP Operational Project" from drop down
4. In "**Form**" field select "FNS-834" from drop down
5. In "**Location**" field select your State from drop down
6. In "**Time Range**" field select "FY 2014"
7. Click on the "**List**" button and the SNAP-OP FNS-834 for your State should appear
8. Click [\[Select\]](#) and view the report results

Steps 1 – 8 in FPRS - View Only

Home **Online Forms** Help Contact Us Sign Out

Post | Reject | Certify | New Submission | **Search** | Due Date | Overdue Submission |

Search

Program

SNAP-OP - SNAP Operational Project

Form

FNS-834

Location

State level IL - Illinois

Time Range

Fiscal Yearly level FY2014

Submission Status

- Work In Progress (W) Rejected Before Certifying (RC)
 Validated (V) Rejected Before Posting (RP)
 Certified (C) Rejected After Posting (R)
 Posted (P)

All (A)

List

Found: 1 record(s)

Search Results

Program	Form	State	Agency	For	Sub/On	Type	Rev.	Status	UpdateDate	UpdateBy	
SNAP-OP	FNS-834	IL	1792501	2014	201409	Annual	0	C	11/26/2014		[Select] [Ex]

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Calculate your DC Performance Rate

- #1 FNS-742 Line 3-2B - Students directly certified with SNAP
Due in FPRS March 15th reflective of October data
- #2 SNAP-OP FNS-834 - School-aged children in SNAP HH
Due in FPRS March 1st reflective of J-A-S data
- #3 CN FNS-834 - SNAP students in P 1/2/3 schools and CEP
Due in FPRS March 1st ... Remember *What Counts!*

Direct
Certification =
Performance
Rate

FNS-742
Line 3-2B (#1) + FNS-834
Data Element #3

FNS-834
Data Element #2

Resources and Q+As

Helpful CEP resources and question time

Reporting Resources

FNS-742 and FNS-834

FNS Memo SP 12-2015 “Revised Reporting Procedures for the School Year 2014-2015 FNS-834 Form” issued December 5, 2014

<http://www.fns.usda.gov/revised-fns-834-reporting-procedures-sy-2014-15>

2014 Edition of Eligibility Manual for School Meals

<http://www.fns.usda.gov/2014-edition-eligibility-manual-school-meals>

FNS Memo SP 22-2014 “Reporting Guidance for School Food Authority Verification Collection Report (FNS-742)” issued February 2014

<http://www.fns.usda.gov/reporting-guidance-sfa-verification-collection-report-food-programs-reporting-system-sy2013-14>



Assistance with FNS-742 or FNS-834: CNstatesystems@fns.usda.gov

Assistance with FPRS: FPRS.Support@fns.usda.gov / ph(866) 336-3777

Helpful CEP Resources

- Community Eligibility page on the USDA FNS website: <http://www.fns.usda.gov/school-meals/community-eligibility-provision>
- **Includes:**
 - Policy guidance
 - Program requirements/information
 - Reimbursement estimator & grouping tool
 - CEP guidance from other Federal agencies
 - Webcast recordings

Questions?



Future CEP Webinars: Save the Dates

- Wednesday, Mar. 4, 1-2 pm EST
Publication/Notification Requirements for State Agencies
- Wednesday, Mar. 18, 1-2 pm EST
CEP Financials for State Agencies & School Districts