

CHILD NUTRITION UPDATES

Susie Ward, Assistant Director
Program Administration

August, 2017

Arkansas Department of Education – Child Nutrition Unit



Agenda

- Child Nutrition Update (CN) Update for 2017-18
- CN October Eligible Reporting
- Community Eligibility Provision (CEP)
- CN Direct Certification Portal
- CN On-line Claim
- CN Wellness Policy



Cycle 2 Student Data

- Child Nutrition Program
 - *Enrollment*
 - *Eligibility of Students (Yearly)*
 - Source Documents
 - *Free*
 - *Reduced*
 - *Paid*



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 Students

- No child can be coded Free or Reduced without a source document authorizing the code.
- Source Documents for Cycle 2 reports this year must be dated between July 1, 2017 and October 1, 2017.
- New District enrollees entered into the system after October 1 should not be in the Cycle 2 pull as of October 1.



Preparation for Cycle 2 Submission

■ Requirements

- *Communication between eSchool Coordinator(s) and Child Nutrition (CN) student eligibility Determining Official.*
- *Must balance district Enrollment and meal eligibility as of October 1 and CN Master Roster of Student Eligibles based on source documents.*
- *No changes should be made to current students until after Cycle 2 is submitted. Districts can register new students , but it is highly recommended that current students records not change until submission is made.*
- *Possibly Suspending the eSchool Data Entry on students as of October 1 – District Decision*



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 by SNAP
- *“04” is for 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 of the point of service (POS system)*



Special Provision Options

- Provision 2
- Community Eligibility Provision (CEP)



Provision 2

- Students are fed at “No Charge” to the student
- Base Year (1st Year) – Normal Meal Applications are processed and reporting takes place. Percentages are set based on applications for the remaining P2 cycle based on source documents. Documents must be kept five years after the last year of the cycle.
- Non Base Year (Years 2 – 4) – Percentages in the base year are applied to current enrollment. All enrolled are reported on Cycle 2 as Free. ADE CNU applies percentages of Free, Reduced and Paid established in the Base Year to current year enrollment on October 1.
- Districts receive a letter from ADE CNU with the number of eligible for free, reduced, and paid that is used for current year claiming. The letter becomes the documentation.

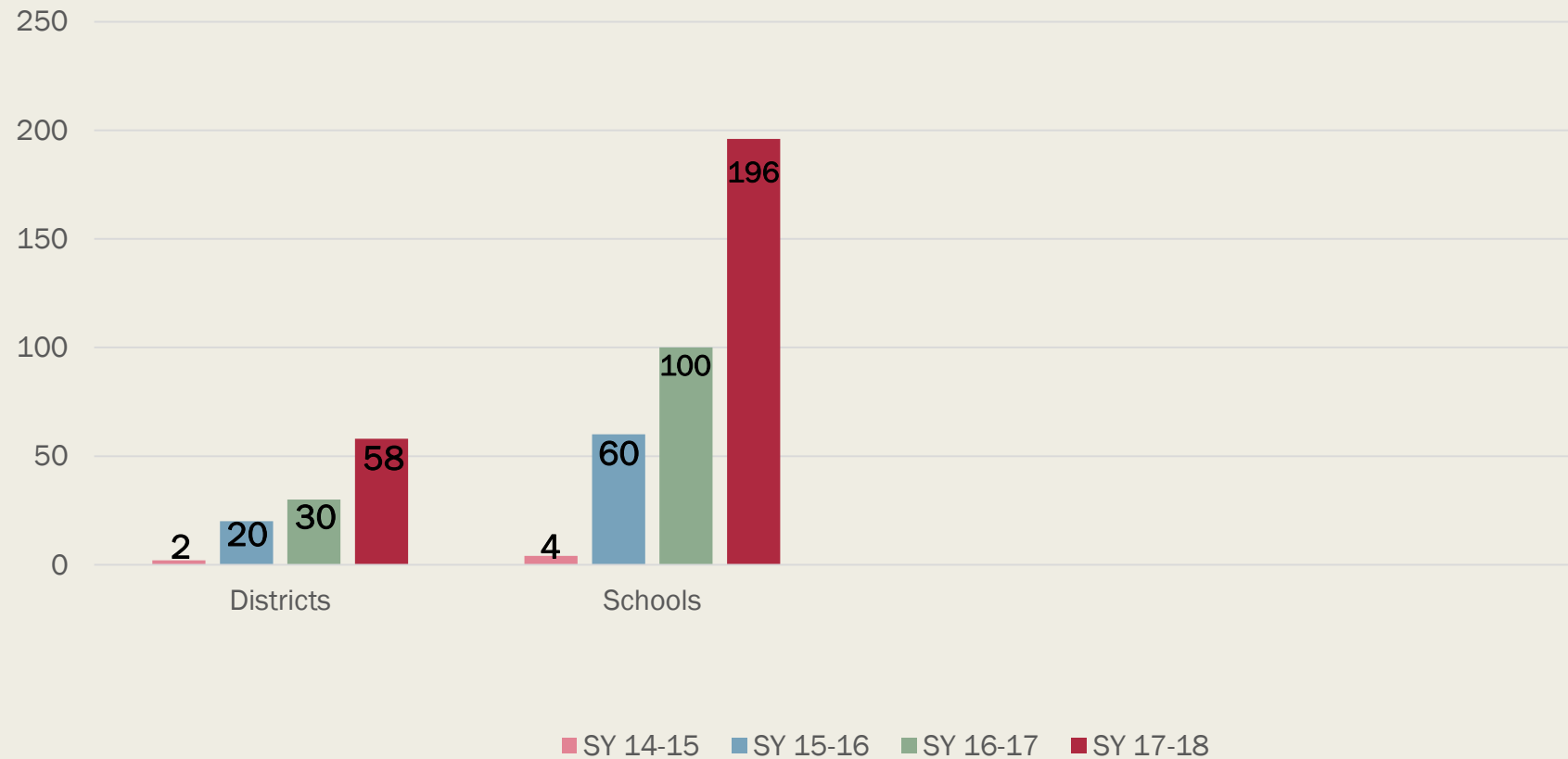


Community Eligibility Provision (CEP)

- USDA provision that allows students to eat at “No Charge” to the student.
- CEP is based on the students who live in families that receive SNAP benefits. These are reported directly through the Direct Certification Portal.
- No meal applications are collected for the four years of the cycle.
- All students are reported free on Cycle 2 since there will be no source documents.
- ADE CNU will adjust Free/Reduced/Paid based on Cycle 2 procedures similar to Provision 2.
- June 30, 2017 was the deadline for participation for the 2017-18 school year.



ARAKANSAS CEP GROWTH SY 2014-2015 to current



Direct Certification Portal

- Direct certification (DC) is the process by which students enrolled in a school district are matched with the Supplemental Nutrition Assistance Program (SNAP) using criteria for matching that was established through a joint effort by ADE and the Department of Human Services (DHS).
- Students that are “directly certified” are automatically eligible to receive free meals
- USDA requires that direct certification eligibility to be extended to the entire household.
- ADE CNU provides School Districts with four statewide direct certification matches each year, although USDA only requires the district to conduct three matches.



Direct Certification

- Direct certification data is used for reporting on the USDA Verification Collection Report FNS-742 (Due: December 15)
- Direct certification data is used for reporting on the USDA Community Eligibility Provision (As of April 1; Due April 15)



Direct Certification

- The information received through Direct Certification along with students who are classified as homeless, migrant, runaway, foster, Head Start, or Even Start are used to determine the district's ISP (Identified Student Population). Students listed on applications are not counted.
- The higher the ISP, the higher the free reimbursement.
- **IMPORTANT** – Each time there is a DC match the results should be entered into the eSchool lunch status page and the Child Nutrition master roster. These programs must balance.



Direct Certification

- How to determine ISP

- *A district has a reported ISP as of April 1 of 58% district-wide*
- *58% x 1.6 (USDA Factor) = 92.8%. This means that if a district chose to enroll in CEP, the free claiming rate would be 92.8%.*
- *The remaining 7.2% would be claimed at the paid reimbursement rate.*
 - $100\% - 92.8\% = 7.2\%$



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 and Low Probability Match*
 - *Students' status MUST state either **MATCH** or **NO MATCH** for determination*
 - *District may save the report in an Excel file and sort .*
 - *Some point of service programs will allow the Excel file to be imported.*
 - *Instant Match of Student as soon as they are uploaded to eSchool.*
 - *A list of students can be loaded and matched. Template is on the Child Nutrition website under the Direct Certification tab.*
- Direct Certification Portal should be accessed at each of the four matches.



Dates to Remember - DC

- Scheduled Dates for 2017-18 School Year

- *1st Match - Week of August 7*
- *2nd Match - Week of September 18*
- *3rd Match - Week of January 15*
- *4th Match - Week of March 12*

- **IMPORTANT TO REMEMBER**

- *Only the first match will be place in eSchool. All other matches must be entered by the district. It is imperative that these students are changed to “04” as soon as the match is made.*



Remember:

- The August match will be place in eSchool with students marked “04”.
 - *It is the district’s responsibility to code students as “04” based on match results from the DC portal. All extended eligible students in the household should be coded “04” for proper claiming.*
- For verification collection report and Community Eligibility reporting, students are to be marked “04” for valid results.
- For Point of Service – students should be coded as free “01”.
- Print the Direct Certification list for source documentation.



Direct Certification Users

- Each Direct Certification User, Child Nutrition Director and Superintendent will receive an email with instructions indicating the match is available for download and printing.
 - *If personnel changes have been made, email the correct information to Stephanie.Starks@arkansas.gov and fill out the Direct Certification User form on APSCN.org website.*
 - *No personal email addresses may be used. Only work emails.*
- A link will be provided in the email to access the Single Sign On (SSO) screen
 - <https://adesnap.arkansas.gov>
- Access will also be available on the Child Nutrition website:
<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/child-nutrition-unit>

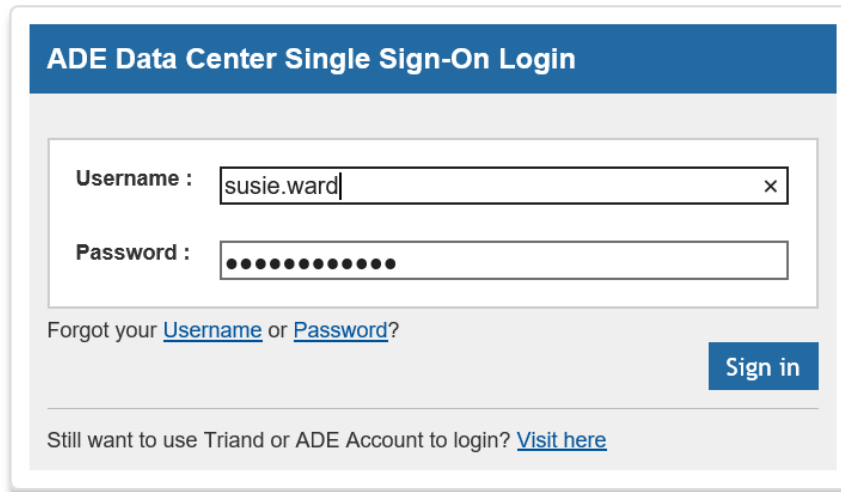


District Personnel Assignments

- District Account Manager is responsible for assigned the Direct Certification Use to access SSO for DC.



Single Sign-On (SSO) Login Process



The screenshot shows a login form titled "ADE Data Center Single Sign-On Login". It features two input fields: "Username" with the text "susie.ward" and a clear button (x), and "Password" with masked characters (dots). Below the fields is a link for "Forgot your Username or Password?". A blue "Sign in" button is positioned to the right. At the bottom, there is a link for "Still want to use Triand or ADE Account to login? Visit here".

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



Access Direct Certification by SSO

- All information in the direct certification portal is confidential. Only one district person can be assigned access – This person is part of the Child Nutrition Agreement and Policy Statement. REMEMBER – Information must be updated if changes are made.
- Go to www.apscn.org
 - *Click Security*
 - *Click Security Resources*
 - *Scroll down to the Forms box*
 - *Fill out Direct Certification Form and fax to the number indicated on the form. This form must be filled out and submitted before the assigned person can access direct certification.*



Instant Match

- 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 a new or transferred student.
- This may be done as soon as the student is entered into eSchool.
- The screen should be printed and saved as documentation.
- If a student is matches at anytime during the school year, they are coded as “04” for the entire year.



Instant Match Results Example

The screenshot displays a web browser window with the URL <https://adesnap.arkansas.gov/ADEDirectCertification/Match/InstantMatch>. The page header includes navigation links for ADE DC, Arkansas.gov, Agencies, Online Services, and State Directory, along with a Help icon. A banner for the Arkansas Department of Education Child Nutrition Unit Direct Certification is visible, featuring a group of children and a variety of fresh vegetables. Below the banner are navigation buttons for Match, Reports, User Guide, and Maintain Facilities. The main content area is titled "Instant Match (You can match by student SSN or by student First Name plus Last Name plus DOB, or you can use all fields)". A large pink message box displays "No Match" with a refresh icon and a close button. Below this, there are dropdown menus for "School District" (BEEBE SCHOOL DISTRICT) and "School" (BEEBE EARLY CHILDHOOD), and a text input field for "SSN" (Enter student SSN). The "First Name:" field is partially visible at the bottom. The Windows taskbar at the bottom shows the system time as 2:23 PM on 7/14/2017.



On-line Claim for Reimbursement

- Launched statewide in March 2015
- Speeded processing and payment of the CN claim for reimbursement
- Currently, all claims have been paid before the 90 day time period established by USDA regulations



Security Groups

- Child Nutrition District Claims Entry
 - *Enter claims, view claims, generate specified reports*
- Child Nutrition District Submitter
 - *View claim for accuracy based on source documents, **Submits claim for approval**, Generate specified reports*
- Child Nutrition District Approver
 - ***Approve Claims** (SSO user login serves as authorized signature), View Claims, Generate Specified Reports*
- Child Nutrition District View
 - ***View Processed Claims/Payments**, Generate specified reports*



Single Sign On-Claims

- Accounts and permissions are set up and maintained by ADE and the LEA
- The LEA sends any User Changes in writing to ADE/CNU
- The User will have the ability to successfully reset their passwords and the ability to successfully access the web applications.
- The district accounts manager will assign and manage SSO accounts and will be responsible for changing the submit and entry user names.
- The Approver is changed by following these steps:
 - Go to www.apscn.org
 - Click Security
 - Click Security Resources
 - Scroll down to Forms box
 - *Fill out CN Approver form and fax to number indicated on the form. This form must be filled out and submitted before the assigned person can access the on-line claim and approve for payment*



Important Facts

- School district personnel will have access to assigned LEA information only.
- While payments are being processed by child nutrition, normally on Friday, users will not be able to SAVE, DELETE, SUBMIT or APPROVE a claim. A user will receive the message
“Payments are being ProcessedPlease Sign Out and Try Again Later”
- SUBMIT and APPROVE creates a claim tracking record with a time stamp, therefore, the records cannot have the same time
- Contact Child Nutrition (CN) if changes to a claim need to be made for SUBMITTED CLAIM. CN may release the submitted claim in order for the user to make changes
- If the claim has been released more than twice, the CN ADMIN user will have to release the claim.
- CN will need the following information for Releasing a Submitted Claim:
 - *Requestor: Valid User Login requesting the change*
 - *Reason: Description of the reason for the RELEASE*
- Approved Claims requiring changes must be deleted and reentered.



QUESTIONS ?????

- Contact information:

Susie Ward, Assistant Director Program Administration

Susie.ward@Arkansas.gov

Donna Ratliff, Grants Coordinator

Donna.Ratliff@Arkansas.gov

Stephanie Starks, Administrative Specialist

Stephanie.starks@Arkansas.gov

Phone Number: 501-324-9502

