



Child Nutrition Update

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Cycle 2 Student Data

- Child Nutrition Program Data Collection
 - a. Enrollment
 - b. Eligibility of Students – determined each school year and based on source documents
 1. Free
 2. Reduced
 3. 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 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, 2016 and October 1, 2016.
- 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:

1. Communication between the eSchool Coordinator(s) and Child Nutrition (CN) student eligibility Determining Official.
2. Must Balance district Enrollment and meal eligibility as of October 1 and CN Master Roster of Student Eligibles based on source documents
3. No changes should be made to current students until after Cycle 2 is *submitted*. Districts can register new students, but recommended to NOT CHANGE EXISTING STUDENT RECORDS.
4. Possibly Suspending the eSchool DATA ENTRY on students current as of October 1 – *District Decision*

Preparation for Cycle 2 Submission

1. Child Nutrition (CN) Source Documents must be matched with eSchool Student Enrollment and Eligibility Codes
2. Eligibility Codes in eSchool 01=Free, 02=Reduced, 03=Paid, 04=Directly Certified SNAP
3. 04 is with the Direct Certification and INCLUDES ONLY directly certified students and extended household members.
4. 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.



Special Provision Options

- Provision 2
- Community Eligibility Provision

Provision 2

- Alternative for feeding students “At No Charge”
- Base Year and Non Base Year
- Provision 2 Base Year – 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 based 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 enrolled 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, which can be completed for the current year and placed on file in the District.

Community Eligibility Provision (CEP)

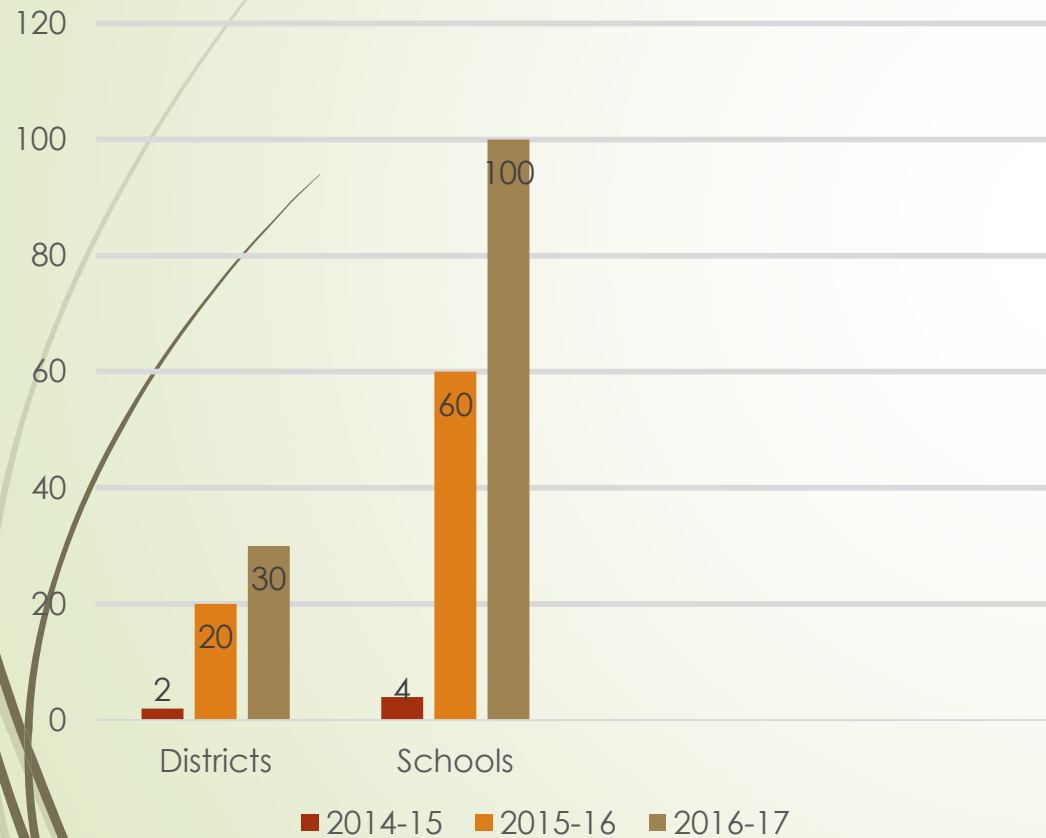
- New USDA provision where all students eat “At No Charge”
- Unlike Provision 2, No meal applications are collected or processed during the 4 year cycle.
- All students will be reported as Free on Cycle 2 since there will be no source documents (in Provision 2 there are source documents in the Base Year).
- ADE, CNU will adjust Free/Reduced/Paid based on Cycle 2 procedures similar to Provision 2
 - **Very important to have correct base year F/R eligibles for future funding years.**

USDA Deadline to submit election form to participate in CEP is extended to August 31, 2016.

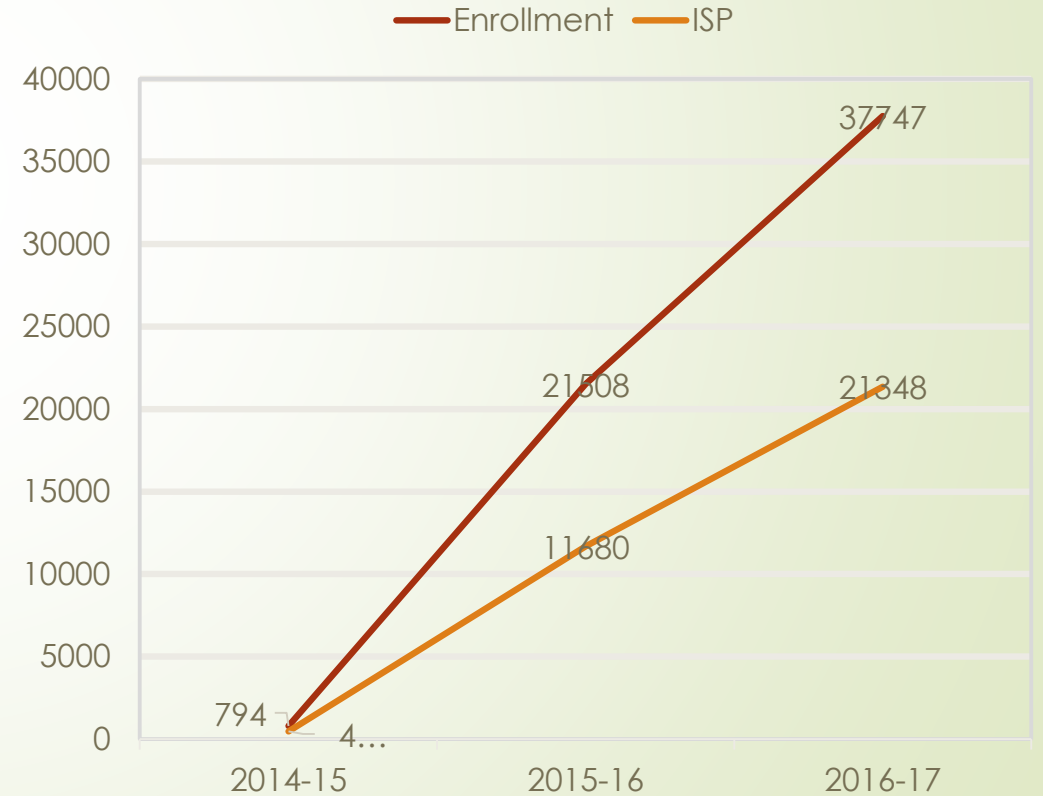


Arkansas CEP Growth – SY 2014-15 to Current

Districts and Schools over Time



Enrollment and ISP over Time



Direct Certification Portal



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 for matching 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.
- ▶ ADE/CNU provides Districts four statewide direct certification matches, even though 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 (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 other categorically eligible for free meals students such as those 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.
 - ▶ $58\% \times 1.6$ (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

Direct Certification

- When will matches be available on the portal?
 - First match – week of August 8th
 - Second match – week of September 19th
 - Third match – week of January 17th
 - Fourth match – week of March 13th
- **VERY IMPORTANT**
 - **ONLY THE FIRST MATCH WILL BE PLACED INTO eSCHOOL. Subsequent matches will not. It will be each district's responsibility to update eSchool with other match results.**



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.

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/human-resources-educator-effectiveness-and-licensure/child-nutrition-unit>



Direct Certification

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

Single Sign-On (SSO) Login Process

ADE Data Center Single Sign-On Login

Username : 2307dcertx

Password : [masked]

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, enter your **User Name** and **Password** and click **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 to number indicated on the form. This form must be filled out and submitted before assigned person can access direct certification.



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



- 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:

First Name:

Last Name:

Date Of Birth:

Match Reset





- 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

On-line Claim for Reimbursement



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Facts Related to On-line Claim Process

- ▶ Launched statewide in March 2015
- ▶ Processing and payment of the monthly CN claim for reimbursement is quicker now than ever before
- ▶ Over the past several months all claims have been paid before the 90 day time period established by USDA regulations to pay claims without special permission from USDA
- ▶ Before the cut off date of June 20, 2016 established by ADE Finance for closeout of the 2015-16 state fiscal year all but 30 District had received payment for the May 2016 claim, due to CNU by June 10th



Child Nutrition District Users – 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

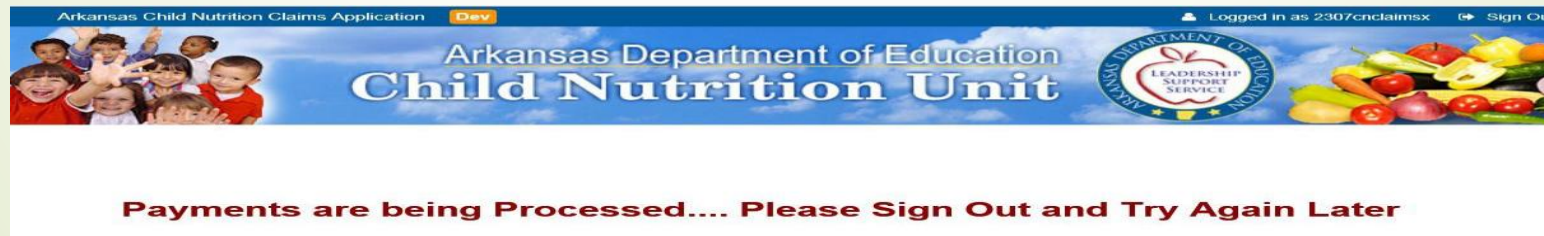


Single Sign On

- ▶ Single Sign-on Option (SSO) is a system for LEA's to obtain access to secure web-based applications
- ▶ Accounts and permissions are set up and maintained by ADE and the LEA
- ▶ The LEA will send any User changes in writing to ADE/CNU
- ▶ The local technology staff assign to manage SSO accounts 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
 - ▶ Fill out CN Approver form and fax to number indicated on the form. This form must be filled out and submitted before assigned person can access the on-line claim and approve the claim for payment
- ▶ The User will have the ability to successfully reset their passwords and the ability to successfully access the web applications

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 below and the request will NOT be completed:



Important Facts Cont.....

- 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 a SUBMITTED claim. The CN TECH user can RELEASE the SUBMITTED claim in order for the user to make changes.
- If a SUBMITTED claim has been released more than twice, THE CN ADMIN user will have to RELEASE the claim.
- THE CN TECH user 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:

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