

Center for Educational Performance and Information (CEPI)

*Michigan Student Database System
(MSDS)*

Direct Certification Report User's Guide

2009-2010 School Year

Version 1.0, June 2009

Questions?

E-mail: cepi@michigan.gov

Contact: 517.335.0505 Option 3



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Introduction

The Child Nutrition and Women, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265) amended the Richard B. Russell National School Lunch Act to require direct certification. Each local educational agency (LEA) must directly certify children who are members of households receiving assistance under the food stamp program as eligible for free school meals, without further application, based on information provided in an electronic data file from the Department of Human Services (DHS).

For the 2009-2010 school year, this requirement will apply to all public school districts and nonpublic schools participating in the National School Lunch Program (NSLP). Access to the report will be through the Michigan Student Data System (MSDS).

The Direct Certification Report replaces the data file containing the information about children of food stamp recipients who reside in ZIP code areas (provided by DHS) that MDE had previously mailed to local districts every summer. The new report will match data from DHS with student enrollment data as reported by school districts in the End-of-Year (EOY) 2009 SRSD submission and Early Roster collections in the MSDS. Matched students will be certified as eligible for free school meals. Each LEA must then notify these households that the children, as directly certified, are eligible for free benefits and no further application is necessary. For more information, please refer to the *Eligibility Guidance for School Meals Manual* at <http://www.fns.usda.gov/cnd/Guidance/default.htm>.

Authorized users will access the Direct Certification Report through the MSDS. The direct link to the MSDS log in page is: <https://sso.state.mi.us>. It is important to note that although district users may upload their Early Roster Collection files during the months of June, July and August, the Direct Certification Report will not be available until August 3, 2009. The report will then be refreshed on August 17, August 28, October 2 and November 30.

If you have any further questions, please send an e-mail message to CEPI customer support at cepi@michigan.gov, or call (517) 335-0505 and follow the prompts. Please provide your name, telephone number (including area code and extension), district code and district name (if applicable) along with your message.

To find out more information about the Direct Certification Report, please go to www.michigan.gov/cepi. Click on "MEIS Data Services," then on "Direct Certification Report" from the left navigation bar. Here you will find general information about the report, including customer support materials and the report file layout.

Report Access

For **public schools**, the Direct Certification Report will be available to UIC resolvers. We encourage you to contact your district's UIC resolver to make arrangements for obtaining the Direct Certification Report. A list of UIC resolvers, by district, can be obtained by logging in to the MSDS. Click on "Reports" and then "UIC Resolver List" from the left navigation bar. This report can be displayed in the following formats: PDF, HTML and Excel.



Nonpublic schools will need to gain access to the MSDS as outlined on page 5.

Reminder: Although district users may upload their Early Roster collection files during the months of June, July and August, the Direct Certification Report will not be available until August 3, 2009. Report refreshes will take place on August 17, August 28, October 2 and November 30.

Once the reports are available, log in to the MSDS. Click on "Reports" and then "Direct Certification Student Status" from the left navigation bar. From the drop-downs, choose your ISD, District, Effective Date and format. Available format choices are HTML, PDF and Excel.

A screenshot of the "Direct Certification Student Status" form in the MSDS. The form has a blue header with the "Center for Educational Performance and Information" logo and "Michigan.gov" branding. Below the header, there is a "Menu...." section on the left. The main form area contains four fields: "ISD:" with a dropdown menu showing "Oakland Schools (63)", "District:" with a dropdown menu showing "Bloomfield Hills (63080)", "Effective Date:" with a text input field containing "3/12/2009", and "Format:" with a dropdown menu. At the bottom of the form are "Submit" and "Cancel" buttons.

Access for Nonpublic Schools

Nonpublic schools will need to gain access to the MSDS by completing a two-step process.

1. The user must first request access to the application through his/her Single Sign-On (SSO) account.

Note: If you do not already have an SSO account, you may register for one online at: <https://sso.state.mi.us/>. Clicking on the "Register" button and follow the on-screen directions.

2. The user must send the appropriate MSDS Security Access Agreement form to CEPI with the signature of the chief administrator of the school.

To access the security agreement, go to www.michigan.gov/cepi. Click on "MEIS Data Services" and then on "Michigan Student Data System." Under Resources, click on "[Nonpublic Schools Security Agreement \(Direct Cert.\)](#)." Follow the instructions on the security agreement to complete the form and submit it to CEPI for processing.