



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



JENNIFER M. GRANHOLM  
GOVERNOR

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

October 8, 2009

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents,  
Public School Academy Administrators, Selected Nonpublic School  
Administrators, and Residential Child Care Institutions

FROM: Carol Wolenberg, Deputy Superintendent *cw*

SUBJECT: Verification of Eligibility for School Meals

Verification is confirmation of eligibility for free and reduced priced meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Annually, each Local Educational Agency (LEA) must select and verify a sample of applications approved for meal benefits.

The verification sample must be selected from households that have submitted an approved "family/household application" as of *October 1, 2009*. *Verification is not required for children who have been certified for free meals under direct certification.*

The Michigan Department of Education (MDE) has issued Food Service Administrative Policy No. 4 - Verification of Eligibility for School Meals. A copy of the policy is available at [http://www.michigan.gov/documents/mde/4\\_Verification\\_of\\_Eligibility\\_for\\_Sch\\_Meals\\_295343\\_7.doc](http://www.michigan.gov/documents/mde/4_Verification_of_Eligibility_for_Sch_Meals_295343_7.doc).

Questions regarding this administrative policy may be directed to the Grants Coordination and School Support, School Nutrition Training and Programs unit by email to [MDE-schoolnutrition@michigan.gov](mailto:MDE-schoolnutrition@michigan.gov) or phone 517-373-3347.

cc: William Mayes, MASA  
David Martell, MSBO  
Dan Quisenberry, MAPSA  
Billie Wimmer, MCCSA

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