



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



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PUBLIC INSTRUCTION

MEMORANDUM

TO: MEGS Authorized Officials
MEGS Main Contact for October Free Eligibles Application

FROM: Michael W. Radke, Ph.D. *MWR*
Assistant Director, Office of School Improvement

DATE: February 28, 2008

SUBJECT: October 2007 Free Eligible Counts for Public School
Buildings and Residential Child Care Institutions (RCCIs)

This is to inform you that the October 2007 Free Eligible Counts for Public School Buildings and Residential Child Care Institutions (RCCIs) is ready to be initiated in the Michigan Electronic Grants System (MEGS). The counts that are submitted on this form will be used to determine 2008-09 allocations under Section 31a of the State School Aid Act, as well as the statewide counts needed for allocations under the No Child Left Behind Act of 2001.

Section 31a legislation specifies that the count used will be the October 31, 2007, final adjusted count of membership pupils who met the income eligibility criteria for free breakfast, lunch, or milk. Since the count that is submitted to the Department for meal reimbursement purposes may include children and adult students who do not meet the definition of membership pupil, it may be necessary to adjust the count used for Section 31a using Part 1 of the October counts form. Part 2 allows districts to include membership pupils who are educated in residential child care institutions and are eligible for free breakfast, lunch or milk. Section 31a allocations for public school academies without October 2007 counts will be based on their October 2008 counts.

Title I allocations for school districts will be based on estimated 2005 census poverty counts, as is required by the Title I legislation. To determine Title I allocations for public school academies, the Michigan Department of Education is required to use the statewide totals of census poverty counts and free eligible counts to obtain an equating factor, which is then applied to the free eligible counts for each academy to obtain an "equated" census poverty count.

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Page 2
February 28, 2008

To adjust and submit your October 2007 counts, district and public school academy administrators with a Level 5 MEGS security clearance should log in to MEGS at <http://megs.mde.state.mi.us/megs> and initiate the October Free Eligible Counts (FY 2008) application. More detailed information and instructions can be found in the MEGS "Help" screens once you have initiated the application. This correspondence and a link to the MEGS website can be found at the Office of School Improvement website at <http://www.michigan.gov/osi>, under the "Field Services Unit" category, and click on "October 2007 Free Eligible Counts." Your October 2007 counts should be submitted in MEGS by **April 17, 2008**. School districts and academies submitting after this date will have their allocations for all programs within the Consolidated Application withheld until the allocation processes for all other districts and academies are complete, usually sometime after September 1st. Should you have any questions, please contact Judy Thelen, Office of School Improvement, at 517-335-1266 or ThelenJ8@michigan.gov.