

**Definitions and Instructions for Completion of
October 2007 Free Eligible Counts Application
For Public School Buildings and Residential Child Care Institutions (RCCIs)**

Due Date: April 17, 2008

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Application will be Available in MEGS: February 28, 2008

Note: Section 32d, Grade 1-5 information will be collected through the Single Record Student Database (SRSD)

Part 1: Adjusted Count of Membership Pupils Eligible for Free Breakfast, Lunch, or Milk Educated in Public School Buildings

Section 31a

Adjust the October 31, 2007, free application count submitted on Form SM-4012 (Column c) as follows:

Note: October counts listed in Column c cannot be increased unless Form SM-4012 is adjusted with the Michigan Department of Education, Food & Nutrition Unit. Upward adjustments after December 31st are only allowed under special circumstances. Downward adjustments are allowed anytime, but are not necessary if the counts given reflect the accurate counts for the month of October, even if the current count is now lower.

1. Deduct preschool children (Column d);
*Definition: A preschool pupil is a student who is **not yet** enrolled in kindergarten and is **not counted** as a membership pupil for State Aid purposes.*
2. Deduct adult education participants (Column e)
(alternative education pupils should not be deducted);
Definition: An adult education participant is an individual who is enrolled and attending an Adult Basic Education program, English as a Second Language program, a General Education Development Test Preparation program, a Job or Employment Related program, or a High School Completion program and is not counted as a membership pupil for State Aid purposes.
3. Deduct non-membership pupils (Column f);
Definition: Deduct non-membership pupils. (e.g., special education pupils in intermediate school district membership)
4. Column g, Total Deductions, will calculate automatically when the "Save" button is selected.
5. Column h, Adjusted Free Breakfast, Lunch, or Milk Eligible Count, will calculate automatically when the "Save" button is selected.

Part 2: Adjusted Count of Membership Pupils Eligible for Free Breakfast, Lunch, or Milk Educated in Residential Child Care Institutions

If your district has any membership pupils who are educated in residential child care institutions and are eligible for free breakfast, lunch, or milk, please see Item #8 in the "Michigan Electronic Grants System (MEGS)" section of these instructions. Do not include pupils from residential institutions who attend public schools in Part 2, since they are already included in the counts in Part 1.

If Part 2 does not apply to your district, please do not complete.

Memorandum and enclosures are available at: <http://www.michigan.gov/osi>.

Select "October 2007 Free Eligible Counts."

Michigan Electronic Grants System (MEGS)

To confirm and adjust your October 2007 free eligible counts please follow the procedures given below:

1. Open **Internet Explorer** and go to the following website: <http://www.michigan.gov/meis>.
2. Scroll down to “**Michigan Electronic Grants System (MEGS)**” and click on “**Login to MEGS.**”
 - a. At the “Welcome to MEGS” screen, if desired, assign Level 4 security to designated staff by clicking *Application Security Level(s)* under *Maintain MEGS Accounts*.
 - b. Find the person’s name in the “Contact” picklist at the top of the screen and select it.
 - i. If the person you want to have security does not appear in the “Contact” picklist, “Return to Previous Page” and click on “Add Users to MEGS”. Follow the instructions given at the top of this screen to add users to MEGS.
 - ii. Return to the “Main Menu” and click on *Application Security Level(s)*. Now the person you wish to give security to should be in the “Contact” picklist. Select the appropriate person and click “Go.”
 - c. Scroll down to the *Funding Source Category*, “October Free Eligible Counts,” and select “Level 4 (Application Administrator)” from the dropdown box under *Application Security Levels*. Enter today’s date in the *Date Begin* box.
 - d. Click “Save” when done and click “Return to Previous Page.”
3. To initiate the application, at the “Welcome to MEGS” screen, just under the welcome message, select *October Free Eligible Counts (FY-2008)*, from the *Initiate an Action* dropdown box, then click on *Initiate*.
 - a. If the message appears stating “There are no new applications available to initiate. Scroll down to find your applications,” someone has already initiated the *October Free Eligible Counts application*.
 - i. Scroll down the screen and check for the current year application. Each application is given a name and an application number. The prefix of the application number represents the fiscal year, (e.g. 0607 means Fiscal Year 2006-07, 0708 means Fiscal Year 2007-08, etc.) Also, each fiscal year is given a new color for easier identification; 2005-06 is blue, 2006-07 is green, 2007-08 is red etc.
 - ii. The *Status* of the application is also listed along with the application number and name. “Application in Progress” means that someone has initiated the application but has not completed it; “Application Submitted” means that it has been forwarded to MDE for review and “Program Office Review Complete” means that MDE has approved it.
 - iii. Once an application has been initiated for a given year, its title disappears from the *Initiate an Action* dropdown box. From this point forward, to work on the application you must click on the “View/Edit” button for the appropriate application.
 - b. If no dropdown box appears under *Initiate an Action*, you do not have Level 4 or Level 5 security and must go to someone who does to have the application initiated.
4. **On either of the Program Information pages, Part 1 or Part 2, clicking *Help* at the top of the screen will provide more detailed information or instructions.**
5. If you have not already done so, click on the “View/Edit” button for the appropriate application.
 - a. “View/Edit” takes you to the first page of the application. This page is called the “Application Menu” because it contains links to all other pages of the application. By returning to the “Application Menu” after each process, you are able to see all other page options that are available to you. It can be of help to you when navigating from page-to-page. Also, the “Submit Application” button is only visible on this page.

6. Under the *Management Activities* section, click on *Control Access to the Application* to assign a *Main Contact* for this application.
7. Under the *Program Information* section, click on *Part 1: October 2007 Free Eligible Counts for Public School Buildings* to confirm your October free breakfast, lunch and milk eligible counts. **Please keep in mind that this form collects only information regarding the number of students eligible for free breakfast, lunch or milk. Counts for students eligible for reduced-price breakfast, lunch and milk are not submitted on this form.**
 - a. Enter deductions, if necessary, for each building by either clicking in the appropriate cell or using the tab key to navigate to all buildings.
 - b. To avoid losing data, use the *Save* button occasionally. It is possible to edit or add data after the initial *Save* process, just remember to *Save* when all data is finalized.
 - c. If any school building that houses eligible children is missing from the list, please contact the Michigan Department of Education (MDE) regarding adding that building to your list of eligible school buildings.
8. If your district has any membership pupils who are educated in residential child care institutions, click on *Available RCCI(s)* in the *General Information* section of the *Application Menu*. If an institution is not on the RCCI list and your district has membership pupils educated at the site, please contact the MDE regarding adding that institution to your list of eligible school buildings.
 - a. After identifying the appropriate RCCI(s) by Site Agreement Number, return to the *Application Menu* and click on *Add/Review Child Care Institutions*, then click on the *Add a RCCI* button. Follow the on-screen instructions to add or remove RCCI(s).
 - b. Return to the *Program Information* section of the *Application Menu* and click on *Part 2: October 2007 Free Eligible Counts for Residential Child Care Institutions (RCCI)*. The appropriate RCCI(s) should be listed on the Part 2.
 - i. Enter deductions, if necessary, for each building by either clicking in the appropriate cell or using the tab key to navigate to all buildings.
 - ii. To avoid losing data, use the *Save* button occasionally. It is possible to edit or add data after the initial *Save* process, just remember to *Save* when all data is finalized.
9. Return to the *Application Menu* and click on *Errors* at the top of the screen. MEGS will identify any errors in the application. Return to the appropriate pages to make corrections or complete data by clicking on the underlined text of the error message.
10. Return to the *Application Menu* and *View a PDF of this Application* from the *Management Activities* section. Print a copy for your records.
11. Return to the *Application Menu* and click on the *Submit Application* button, if you have Level 5 Authorized Official security. If you do not have Level 5 security, please contact someone in your district who does and have them submit the application.