

Date: October 9, 2015

To: Authorized Representatives of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs Utilizing Provision 2 in a Non-Base Year or the Community Eligibility Provision (CEP)

From: Jessica Sharkus, RDN, CD
Director-School Nutrition Team

Subject: **Annual Requirement:** Special Provision Match

Annually, the Food and Nutrition Service (FNS) of USDA is required to assess state performance in directly certifying children living in households receiving assistance under the Special Nutrition Assistance Program (SNAP), known as FoodShare in Wisconsin. This information is then reported to Congress. In Wisconsin, the Department of Public Instruction (DPI) is responsible for reporting the number of children that are directly certified by SFAs and the Department of Health Services reports the total number of children eligible for FoodShare in Wisconsin to USDA. Each school year, states are required to meet a direct certification performance rate benchmark of 95 percent.

SFAs participating in Provision 2 in a non-base year and SFAs that have 100 percent CEP schools typically, once approved, do not run annual direct certification matches. However, to be in compliance with this special requirement, schools participating in Provision 2 in a non-base year or CEP are required to complete a Special Provision Match.

A Special Provision Match is run the same way an initial direct certification match is run, using a complete student enrollment list and uploading the list into the Wisconsin Direct Certification Program (DCP). **Important: If your district has both CEP and non-CEP schools, you only need to complete the Special Provision Match for the CEP schools.** Instructions for completing this process can be found on the DPI website at <http://dpi.wi.gov/school-nutrition/direct-certification>. You will log into the Direct Certification Program website to complete the match by following the instructions provided in the *Wisconsin Direct Certification User Guide*. If you do not already have a username and password for this system, please click on “Request access to the new direct certification system” link in number one located on the Department of Workforce Development’s webpage at <https://directcert.wisconsin.gov/>.

The Special Provision Match needs to be completed by the last operating day in October and reported to the School Nutrition Team (SNT) by November 15.

For SFAs participating in Provision 2 in a non-base year, this is the only match that needs to take place. For SFAs participating in CEP, this is the one required run that takes place around the beginning of the school year (in addition to the April run, which we strongly encourage all SFAs participating in CEP to run).

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The Special Provision Match does not require any of the processing of data or entry of student information and eligibility into point of service systems. The SFA needs to count the number of matches that are either an “S” or “O” code. The “S” code means that a child matched with FoodShare and is eligible for free meals and the “O” code means that a child matched with both FoodShare and W-2 Cash Benefits. These numbers need to be reported back to the SNT.

A form to report the results of the Special Provision Match can be found on our website under the “DPI School Nutrition Team Mailings” heading at <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/community-eligibility>.

For questions related to the Special Provision Match requirements, please contact Jessica Lessner at jessica.lessner@dpi.wi.gov or 608-267-2293.