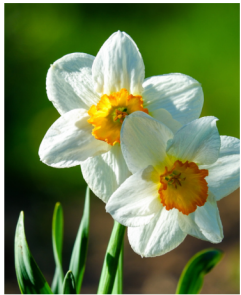


NEWSLETTER

March 2026



ARE YOU READY FOR APRIL 1 REPORTING?

[Instructions Page 2 & 3](#)



#1 TO DO

Run a Direct Certification (DCMP) in Mosaic with Eligibility Extensions **Before April 1**

Email tscafesupport@e1b.org to have a Cafe Team member work with you.

WHY IS YOUR DCMP IMPORTANT?

April 1 CEP Reporting and Mosaic

The Universal Free School Meals Program requires SFAs to maximize federal reimbursement by operating in the Community Eligibility Provision (CEP), if eligible, or Provision 2. ([Reference NYS Childhood Nutrition](#))

CEP Eligibility is based on the Identified Student Percentage (ISP) certified for free meals by a means other than a household application, compared to the total enrollment of that SFA/group of recipient agencies (RAs)/Individual RA on **April 1**.

The ISP includes:

- Students identified through the electronic direct certification matching process(DCMP):
 - Supplemental Nutrition Assistance Program (SNAP) recipients
 - Medicaid recipients
- Extension of eligibility to siblings or household members of SNAP or Medicaid
- Homeless children identified by the Homeless Liaison
- Head Start/Evenstart
- Migrant Youth
- Runaways
- Foster Children certified directly by the State or local foster agency

Students who are eligible for free meals based on submission of an application are not included in the ISP. More information at [NYS CHILDHOOD NUTRITION](#)

Mosaic Updates

- Level 0 Reporting Error Corrected
- Design Updates
- Updated Reports
- Improved Close Year

***Many more improvements to come!**

Back of House Survey

Thank you to those who took the time to respond to the Mosaic BOH Survey.

There is still time to share for your district & see a Demo. (3 minutes)

[Survey Link](#)

MOSAIC SUPPORT TEAM

Sally King - Specialist

Sparkle Keys - MCDSS

Sandy Richmond - Application Support

Arie Wattara - Application Support

Mindy Gigantelli - Coordinator, Cafe Systems

Email us at

tscafesupport@e1b.org

HOURS: Monday: Friday 7am - 4pm

Phone 716-821-7050

APRIL 1 REPORTING

USING MOSAIC
ENROLLMENT DATA

COMPLETE THE FOLLOWING BEFORE APRIL 1



1

RUN THE DIRECT CERTIFICATION (DC) IMPORT

THE CAFE SUPPORT TEAM CAN PARTNER WITH YOU TO RUN YOUR DC WITH CATEGORICAL EXTENSIONS. EMAIL TSCAFESUPPORT@E1B.ORG

[More Information](#)

RUN THE CATEGORICAL EXTENSION UTILITY

2



Once Step 1 and 2 are complete you will wait until April 2 for Steps 3-6: Reports & Setup.

APRIL 1 @ 10:30pm

The TSCafe Support Team has created an export file that is set to run at 10:30 pm on April 1. It includes all student data changes and/or edits from your DC, Categorical Extensions and / or manual changes. The results will be shown on the reports run April 2nd.

The export file remains available on the SFTP for **5 days**. If you need assistance downloading the file for your district, you can make an appointment with a Cafe Support Team member and the file can be securely transferred using Bomgar. If the file is needed after 5 days, a member of the Cafe Support Team can request the file. Access may take more than 24 hours to obtain.

COMPLETE THE FOLLOWING ON APRIL 2



3

RUN THE STUDENT ENROLLMENT REPORT

Reports > Student > Student Enrollment Report

School Group X

School

Time Type

Display Type :

Display Report

[More Information](#)

*Report will be blank until April 2

RUN THE STUDENT LISTING REPORT

[More Information](#)

Reports > Student > Student Listing Report

4

5

[More Information](#)

RUN THE ELIGIBILITY RECORD STUDENT LISTING REPORT

Reports > Eligibility (F&R) > Eligibility Record Student Listing Report

CHECK YOUR BUILDING SETUP IN MOSAIC

Changes to the MOSAIC Setup for Buildings and their CEP may be made at any time by the district.

- 1.Setup > Initial Setup > School
- 2.Click on the blue underlined school name
- 3.Each Building for the District:
- 4.General TAB: Severe Need Breakfast Y or N
- 5.Other TAB: NSLP and SBP must be checked, Special Assistance Type Breakfast – CEP; Special Assistance Type Lunch – CEP; Exclude from Verification – Yes; Lunch Reimbursement Type – Less than 60% or More than 60%
- 6.CEP TAB: Reimbursement Multiplier – 1.6; Start Year – YYYY; Identified Student Percentage – Enter number (the ISP is defined and sent to the district from NYS)
- 7.Click on Green SAVE button

6

Questions: Email tscafesupport@e1b.org

Note:

Districts should work with their NY State Representative for Child Nutrition on any questions or for information on their approval/percentage ISP etc.

E1B TSCAFE Support does not have access to any of this information, and we do not supply guidance to the district regarding ISP approvals.

STATE GUIDANCE

- Child Nutrition www.cn.nysed.gov
- USDA www.fns.usda.gov
- NYSED www.nysed.gov/information-reporting-services