

# Verification Summary Report

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OSDE Child  
Nutrition Programs  
FY2024



**OKLAHOMA**  
Education



# Verification is Required

- If you collect Free & Reduced applications or in a Provision 2 or 3 base year
- **If you have not started the Verification Process, it still must be completed**
- Follow the same timeline – 45 days from beginning to end
- **The Verification Report –must be completed before you can submit your December claim**

# Verification Timeline Summary

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- October 1 – Select applications and notify households.
- November 10 – Contact households that have not responded and those who presented insufficient written documentation.
- Send ten calendar days' advance Notice of Adverse Action
- Terminate benefits for those that do not respond
- **November 15<sup>th</sup>** - Verification process must be completed

# Verification is **NOT** Required

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- Schools/RCCIs in which all children have been certified under direct certification including children documented as eligible foster, migrant, runaway or homeless;
- RCCIs which do not have day students;
- Schools electing the Community Eligibility Provision (CEP) option;
- All schools are Provision 2 or 3 schools in a non-base year

# Verification Summary Report

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**Even if you did not do Verification,  
every district is required to fill out the  
Verification Summary Report**

# Verification Summary Report

Found in CARS under the Checklist

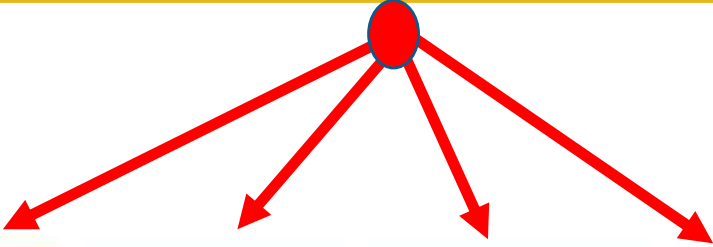
<u>New Meal Pattern Documents</u>		
<u>Low Income Report - On Site Students</u>		
<u>Verification Summary Report</u>		

# Overview of the Verification Report (FNS-742)

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- Applications tab
- Report has 5 separate sections
- All SFAs that took applications must complete the form in applicable sections
- SFA's with Provision 2, Provision 3 or CEP must complete FNS-742 report in applicable sections
- **If a box is grayed out, you do not enter data in this box**
  - ***If the data in a grayed-out box is not correct, please contact OSDE to get it fixed***

# Verification Report



**Fill out all tabs**

Applications | Summary Section 1 and 2 | Summary Section 3 and 4 | Summary Section 5

### Verification Applications

Instructions Displayed (click to hide)

- ID:** Enter an "Application Identification" number. The number may use any characters in any combination up to 21. This number assists the SFA in recognizing the particular application being entered. For example, "1-Smith" would represent that it is the first application entered and the household's name is Smith.
- #:** Enter the number of students that are named on the application.
- Original Benefit Type:** Select the item from the drop down menu that best represents how the application was originally approved.
- Verification Result:** Select the item from the drop down menu that best represents what happened to the application

	ID	#	
No Records found...			
<a href="#">Insert</a>	<input type="text"/>	<input type="text"/>	(3) Select one... (4) Select one... Select one... Free Eligible Based on SNAP/TANF/FDPIR Agency Response Free Eligible Based on Household Documentation Reduced-price Eligible, confirmed through Direct Certification (Medicaid) Reduced-price Eligible Based on Household Documentation Paid Eligible Based on Household Documentation Free Eligible, confirmed through Direct Certification (SNAP, TANF) Free Eligible, confirmed through Direct Certification (Medicaid) Not Responded, changed to PAID Responded, changed to PAID

Save All Sections | Certify



# Verification Report – Applications Tab

	ID	#	
No Records found...			
<a href="#">Insert</a>	<input type="text"/>	<input type="text"/>	(3) Select one... (4) Select one... Select one... Free Eligible Based on SNAP/TANF/FDPIR Agency Response Free Eligible Based on Household Documentation <b>Reduced-price Eligible, confirmed through Direct Certification (Medicaid)</b> Reduced-price Eligible Based on Household Documentation Paid Eligible Based on Household Documentation Free Eligible, confirmed through Direct Certification (SNAP,TANF) Free Eligible, confirmed through Direct Certification (Medicaid) Not Responded, changed to PAID Responded, changed to PAID

**#3 – The original status of the application when pulled for verification**

**#4 – The student's status after verification was conducted**

# Verification Report – Section 1 (Applications Verified)

All SFAs with schools or RCCIs operating the NSLP and/or SBP must complete this section **regardless** if all schools are exempt from verification.

Section 1			
<i>** All SFAs must report Section 1 **</i>		A. Number of Schools OR Institutions	B. Number of Students
Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	1-1: Total schools (Do not include RCCIs):	<input type="text" value="9"/>	<input type="text" value="3025"/>
	1-2: Total RCCIs (Do not include schools counted in 1-1):	<input type="text" value="0"/>	<input type="text"/>
	1-2a: RCCIs with day students:	<input type="text"/>	<input type="text"/>
	1-2b: RCCIs with NO day students:	<input type="text"/>	<input type="text"/>

# Verification Report – Section 2 (Provision/CEP Information)

All SFAs with some or all schools and/or RCCIs operating under an alternative provision (Provision 1, 2 ,3 or CEP) must complete this section

Section 2		
<b>** ONLY SFAs with alternate provisions must report Section 2**</b>	<b>A. Number of Schools AND Institutions</b>	<b>B. Number of Students</b>
2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text"/>	<input type="text"/>
SFAs with schools operating alternate provisions	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:	<input type="text"/>
	2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	<input type="text"/>
	2-3: Operating the Community Eligibility Option:	<input type="text" value="5"/>
2-4: Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5: Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>

Save

Verification Summary Report FY2024

# Verification Report - Section 3-1

## Only for CEP & Provision 2 & 3 in

### NONBASE YEAR

Section 3	
<p><b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b></p> <p><b>3-1:</b> <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP, TANF or Medicaid (i.e. NON BASE year Provision 2/3 for all schools)</p>	<b>B. Number of FREE or REDUCED Students</b>

**3-1 will be checked by districts where ALL SITES are participating in CEP and/or are Provision 2/3 in a NONBASE Year**

# Verification Report - Section 3-2 & 3-3 (Direct Certification)

**SFA's that collected applications at ANY site will complete section 3-2 and 3-3**

Students approved as FREE or REDUCED eligible NOT subject to verification	<b>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> Do not include students certified with SNAP through the letter method. DO NOT include students counted in Section 2.	<input type="text" value="0"/>
	<b>3-3: Students directly certified through other programs:</b> Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
	TANF	<input type="text" value="0"/>
	FDPIR	<input type="text" value="0"/>
	Medicaid Free	<input type="text" value="0"/>
	Medicaid Reduced	<input type="text" value="0"/>
	Homeless	<input type="text" value="0"/>
	Migrant	<input type="text" value="0"/>
	Runaway	<input type="text" value="0"/>
	Foster	<input type="text" value="0"/>
	Head Start	<input type="text" value="0"/>
	Pre-K Even Start	<input type="text" value="0"/>
	Non-Applicant	<input type="text" value="0"/>
	<b>Total for 3-3</b>	<input type="text" value="0"/>
<b>3-4: Students certified categorically FREE eligible through SNAP letter method:</b> Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>	

**The district may need to contact your software company for a breakdown of 3-3 information. The software company has the information you entered and should be able to give you a breakout.**

# Verification Report - Section 4 (Collected Applications)

All SFAs and/or RCCIs collecting individual household applications must report this section, including schools and/or RCCIs in a Provision 2/3 base year

Section 4			
	<b>**ALL SFAs collecting applications must report Section 4**</b>	<b>A. Number of Applications</b>	<b>B. Number of Students</b>
<b>Students approved as FREE or REDUCED PRICE eligible through a household application</b>	<b>4-1: Approved as categorically FREE Eligible:</b> <i>Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application). DO NOT include students counted in Section 3.</i>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<b>4-2: Approved as FREE eligible:</b> <i>Based on household size and income information on a submitted application</i>	<input type="text" value="0"/>	<input type="text" value="0"/>
	<b>4-3: Approved as REDUCED PRICE eligible:</b> <i>Based on household size and income information</i>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>T-1: Total FREE Eligible Students Reported:</b>		<input type="text" value="0"/>	
<b>T-2: Total REDUCED PRICE Eligible Students Reported:</b>		<input type="text" value="0"/>	



# Verification Report - Section 4: T-1 and T-2

Section 4		A. Number of Applications	B. Number of Students
<b>**ALL SFAs collecting applications must report Section 4**</b>			
Students approved as FREE or REDUCED PRICE eligible through a household application	<b>4-1: Approved as categorically FREE Eligible:</b> Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application). DO NOT include students counted in Section 3.	20	28
	<b>4-2: Approved as FREE eligible:</b> Based on household size and income information on a submitted application	153	278
	<b>4-3: Approved as REDUCED PRICE eligible:</b> Based on household size and income information	110	218
	<b>T-1: Total FREE Eligible Students Reported:</b>		1258
<b>T-2: Total REDUCED PRICE Eligible Students Reported:</b>			218

**T-1 and T-2 may *NOT* match your claim.**  
**Applications listed here are applications as of October 1<sup>st</sup> and the students listed on those applications. Your claim is as of October 31<sup>st</sup>.**

# Verification Report- Summary

## Section 5 Overview

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- **5-1:** Identifies if ALL schools and/or RCCIs are exempt from verification
- **5-2:** Was verification performed and completed on time
- **5-3:** Type of Verification
- **5-4:** Total number of error-prone applications
- **5-5:** Total number of applications selected for verification
- **5-6:** Check the box if direct verification was **NOT** conducted in the SFA



# Verification Report- Summary

## Section 5 Overview

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- **5-7 A & B:** Enter applications and students if FREE or REDUCED PRICE eligibility is confirmed through direct verification only. Enter applications and students NOT directly verified in the appropriate category in 5-8.

**5-8:** Households whose eligibility did not change as of the date of the confirmation of eligibility by a reviewing official;

- for households which do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility; and
- for households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

# Verification Report – Section 5-1 (Exempt from Verification)

**5.1: Check box 5-1 if ALL schools and/or RCCIs in the SFA *ARE EXEMPT* from verification activities, and no further reporting is required in Section 5**

## Section 5

***\*\*ALL SFAs must report Section 5 or check box 5-1 if applicable\*\****

**5-1:** ☒ Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions).  
If 5-1 is checked, no further reporting in Section 5 is required.

# Verification Report Summary

## Section 5-2 & 5-3

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**5-2: SFA indicates whether verification was performed and completed by the deadline. If verification was completed after deadline, report the remainder of Section 5 as applicable**

**5-3: If verification was completed, **check the type of verification process used** to comply with the requirements of 7 CFR 245.6a**

**5-2: Was verification performed and completed?**

- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

**5-3: Type of Verification process used:**

1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

# Verification Report – Summary

## Section 5-4 & 5-5

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**5-4:** Enter the total number of error-prone applications. Error-prone applications are household applications approved as of October 1 indicating monthly income within \$100 of the monthly limit or annual income with \$1,200 of the annual limit of the applicable income eligibility guidelines

**5-5:** Enter the total number of applications initially selected for the verification process as indicated in 5-3

If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.	<b>5-4: Total ERROR PRONE applications:</b> <i>Report all applications as of October 1st considered error prone</i>	<input data-bbox="487 1068 894 1122" type="text"/>	<b>5-5: Number of applications selected for verification sample:</b>	<input data-bbox="1537 1068 1944 1122" type="text" value="0"/>
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# Verification Report –Section 5-6 (Direct Verification)

Check the box if direct verification was **NOT** conducted in the SFA (i.e., none of the schools and/or RCCIs in the SFA conducted direct verification). **If 5-6 is checked, skip 5-7.**  
**Direct Verification is NOT the same as Direct Certification**

**\*\*ALL SFAs must report 5-7 or check box 5-6 if applicable\*\***

5-6: ☐ Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.**

**Direct Verification Example:** If a student is pulled for verification based on application, then the student ends up on the direct certification list

# Verification Report –Section 5-7 (Direct Verification)

**Columns A & B: Enter applications and students if FREE or REDUCED-PRICE eligibility is confirmed through direct verification only**

		A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th	5-7: Confirmed through direct verification:	<input type="text" value="0"/>	<input type="text" value="0"/>



# Verification Report - Section 5-8

## (Summary Page: No Info to Enter here)

<b>5-8: Results of Verification by Original Benefit Type</b> For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.								
<b>A. FREE-Categorically Eligible</b> <i>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</i>			<b>B. FREE-Income</b> <i>Certified as FREE based on income/household size application</i>			<b>C. REDUCED PRICE-Income</b> <i>Certified as REDUCED PRICE based on income/household size application</i>		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE:	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Changed to REDUCED PRICE:	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Changed to FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>

<b>VC-1: Total questionable applications verified for cause</b> (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.	<input type="text"/>
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# Verification Report Steps in CARS

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1. Low-income report must be approved by OSDE
2. Then your November claim will be unlocked
3. Once the November claim is submitted and certified
4. Then your Verification Summary Report will be open for you to complete
5. ***The Verification Summary Report must be completed before you can submit your December claim***



# YOUTUBE LINK

<https://youtu.be/z3URjmfCUxk>

# EXAMPLE OF VERIFICATION SUMMARY REPORT

SECTION 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	<b>**All SFAs must report Section 1**</b>		<b>A. Number of Schools OR Institutions</b>	<b>B. Number of Students</b>																						
		1-1: Total Schools ( <i>Do not include RCCIs</i> ):		12	5,135																						
		1-2: Total RCCIs ( <i>Do not include schools counted in 1-1</i> ):		0																							
		1-2a: RCCIs with day students ( <i>Report ONLY day students in 1-2a</i> ):																									
		1-2b: RCCIs with NO day students:																									
SECTION 2	SFAs With Schools Operating Alternate Provisions	<b>**ONLY SFAs with alternative provisions must report Section 2**</b>		<b>A. Number of Schools AND Institutions</b>	<b>B. Number of Students</b>																						
		2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		0	0																						
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		0	0																						
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:			0																						
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:			0																						
		2-3: Operating the Community Eligibility Option:		1	255																						
		2-4: Operating other alternatives for NSLP and SPB:		0	0																						
		2-5: Operating an alternative provision(s) for only SPB or only NSLP:		0	0																						
SECTION 3	Students Approved as FREE or REDUCED Eligible NOT subject to Verification	<b>3-1: <input checked="" type="checkbox"/> **ALL SFAs must report section 3 or check box 3-1 if applicable**</b> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification <b>with SNAP</b> (i.e. NON BASE year Provision 2/3 for all schools)			<b>B. Number of FREE or REDUCED Students</b>																						
		<b>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> <i>Do not include students certified with SNAP through the letter method.</i>			0																						
		<b>3-3: Students directly certified through Other Programs:</b> <i>Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable, those documented as homeless, migrant, runaway, foster, Head Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</i> <i>Do not include students certified with SNAP through the letter method.</i> <table border="1"> <thead> <tr> <th>Program</th> <th>Students</th> </tr> </thead> <tbody> <tr> <td>TANF</td> <td>3</td> </tr> <tr> <td>FDPIR</td> <td></td> </tr> <tr> <td>Medicaid Free</td> <td>64</td> </tr> <tr> <td>Medicaid Reduced</td> <td>34</td> </tr> <tr> <td>Homeless</td> <td></td> </tr> <tr> <td>Migrant</td> <td></td> </tr> <tr> <td>Runaway</td> <td></td> </tr> <tr> <td>Foster</td> <td></td> </tr> <tr> <td>Head Start</td> <td></td> </tr> <tr> <td>Non-Applicant</td> <td></td> </tr> </tbody> </table>			Program	Students	TANF	3	FDPIR		Medicaid Free	64	Medicaid Reduced	34	Homeless		Migrant		Runaway		Foster		Head Start		Non-Applicant		101 (See table to the left for a breakdown by program)
		Program	Students																								
		TANF	3																								
FDPIR																											
Medicaid Free	64																										
Medicaid Reduced	34																										
Homeless																											
Migrant																											
Runaway																											
Foster																											
Head Start																											
Non-Applicant																											
<b>3-4: Students certified categorically FREE eligible through SNAP letter method:</b> <i>Include student certified for free meals through the family providing a letter from the SNAP agency.</i>			0																								

<b>SECTION 4</b>	Students approved as FREE or REDUCED PRICE eligible through a household application	<b>** All SFAs collecting applications must report Section 4**</b>		<b>A. Number of Applications</b>	<b>B. Number of Students</b>
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		0	0
		4-2: Approved as FREE eligible: Based on household size and income information		0	0
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		0	0

T-1: Total FREE Eligible Students Reported:		T-2: Total REDUCED PRICE Eligible Students Reported:	0
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<b>SECTION 5</b>	<b>5-1: <input checked="" type="checkbox"/></b> <b>**All SFAs must report Section 5 or check box 5-1 if applicable**</b> Check the box if ALL Schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.								
	<b>5-2: Was Verification performed and completed?</b> <input type="checkbox"/> Yes, completed by November 15 <input type="checkbox"/> Yes, completed after November 15 <input type="checkbox"/> No, Verification was NOT performed or the process was not completed.			<b>5-3: Type of Verification Used:</b> 1. <input type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone) 2. <input type="checkbox"/> Alternate One (Lesser of 3% or 3,000 selected randomly) 3. <input type="checkbox"/> Alternate Two (Lesser of 1% or 1,000 error-prone applications PLUS lesser of one-half percent or 500 applications with SNAP/TANF/FDPIR case numbers)					
	If 1 or 3 is checked in 5-3, report 5-4		<b>5-4: Total ERROR PRONE applications:</b> Report all applications as of October 1st considered error prone		0	<b>5-5: Number of applications selected for Verification sample:</b> 0			
	If 2 is checked in 5-3, enter "N/A" in 5-4								
	<b>5-6: <input checked="" type="checkbox"/></b> <b>** ALL SFAs must report 5-7 or check box 5-6 if applicable*</b> Check the box if direct verification was not conducted in the SFA (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification) If 5-6 is checked, skip 5-7.				<b>A. Number of Applications</b>	<b>A. Number of Applications</b>			
	Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP, TANF, FDPIR, or MEDICAID as of November 15th				<b>5-7 Confirmed through direct verification:</b>	0			
					0	0			
	<b>5-8: Results of Verification by Original Benefit Type</b> For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.								
	<b>A. FREE - Categorically Eligible</b> Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			<b>B. FREE - Income</b> Certified as FREE based on income/household size application			<b>A. REDUCED PRICE - Income</b> Certified as REDUCED PRICE based on income/household size application		
	<b>Result Category</b>	<b>a. Applications</b>	<b>b. Students</b>	<b>Result Category</b>	<b>a. Applications</b>	<b>b. Students</b>	<b>Result Category</b>	<b>a. Applications</b>	<b>b. Students</b>
1. Responded, NO CHANGE	0	0	1. Responded, NO CHANGE	0	0	1. Responded, NO CHANGE	0	0	
2. Responded, Changed to REDUCED	0	0	2. Responded, Changed to REDUCED	0	0	2. Responded, Changed to REDUCED	0	0	
3. Responded, Changed to PAID	0	0	3. Responded, Changed to PAID	0	0	3. Responded, Changed to PAID	0	0	
4. NOT Responded, Changed to PAID	0	0	4. NOT Responded, Changed to PAID	0	0	4. NOT Responded, Changed to PAID	0	0	
<b>VC-1: Total questionable applications verified for cause</b> (Enter N/A if not applicable): Report the number of applications as of November 15th verified for cause <b>in addition</b> to the verification requirements.							N/A		

# Additional Instructions for Verification Summary Report

For additional guidance on verification requirements and procedures, refer to the Eligibility Manual (<http://www.fns.usda.gov/cnd/guidance/EliMan.pdf>). Enter the State agency name, SFA name, SFA ID, SFA city, SFA zip code for each SFA with schools and/or RCCIs operating the NSLP and/or SBP. Select if the SFA overall is a public or a private/nonprofit entity, and enter the school year for which the report is completed. Include schools and/or RCCIs and the enrolled students **only once** if operating both NSLP and SBP.

## Section 1

All SFAs with schools or RCCIs operating the NSLP and/or SBP must complete this section regardless if all schools are exempt from verification. Report schools or institutions operating the NSLP and/or SBP and students with access to the NSLP and/or SBP as of the last operating day in October.

**1-1A & B:** TOTAL number of schools (not including RCCIs) operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP.

**1-2A & B:** TOTAL number of RCCIs operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP in RCCIs.

**1-2aA & 1-2aB:** Of the RCCIs reported in 1-2A, enter the number of RCCIs with DAY students and ONLY the DAY students with access to the NSLP and/or SBP in RCCIs (day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable).

**1-2bA & 1-2bB:** Of the RCCIs reported in 1-2A, enter the number of RCCIs with NO day students and the TOTAL number of institutionalized students.

**Note:** The sum of the students reported in 1-2aB and 1-2bB will NOT equal the total in 1-2B.

## Section 2

All SFAs with some or all schools and/or RCCIs operating under an alternative provision must complete this section. For RCCIs operating an alternate provision, include both day and residential students. Report students with access to the NSLP and/or SBP **as of the last operating day in October**. 2-1 through 2-4 should be reported only if the school operates alternate provisions for BOTH programs, resulting in no collection of applications for the school. Schools operating Provision 2/3 for only one program and collecting household applications for the other program should report applicable provision data in 2-5.

**2-1A & B:** BASE year is when certification procedures are conducted.

**2-2A & B:** NONBASE year is when **NO** certification procedures are conducted.

**2-2aB & 2-2bB:** Multiply the most recent base year FREE percentage by the enrollment reported in 2-2B to determine 2-2aB. Multiply the base year REDUCED-PRICE percentage by the enrollment reported in 2-2B to determine 2-2bB.

**2-3A & B:** Number of schools operating the Community Eligibility Option and the number of enrolled students in the schools with access to the NSLP and/or SBP.

**2-4A & B:** Other alternatives include Provision 1 and universal meal service through census data or socioeconomic surveys.

**2-5A & B:** Enter the number of schools and/or RCCIs and students enrolled operating an alternate provision for **ONLY SBP** or **ONLY NSLP**. Include schools/RCCIs operating in both a base year and nonbase year.

## Section 3

All SFAs must complete this section. If all schools and/or RCCIs in the SFA were not required to perform Direct Certification with SNAP, then check Box

**3-1. Check the box only if the entire district is CEP and/or Provision 2 or 3 in a NONBASE year.** All schools in the SFA and/or RCCIs were not required to perform direct certification with SNAP, TANF, or Medicaid. Direct certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP, TANF, or Medicaid agency). This process eliminates the need for the household to submit an application. Report students approved FREE eligible as of the last operating day in October

**3-2B:** Include students **directly certified** with SNAP. If a student is directly certified with SNAP as well as with another program (e.g., TANF/eligible homeless), include the student in **THIS** SNAP count (3-2B). Also include in this count any student in the SFA deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP. **DO NOT** include SNAP letter method certifications in this SNAP count; report these in 3-4B below. (SNAP letter method certifications are when the family submits a letter from the SNAP agency to document receipt of SNAP benefits. This is no longer considered to be Direct Certification.)

**3-3B:** Include students directly certified through programs other than SNAP. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household directly certified with TANF, FDPIR, Medicaid, Homeless, Migrant, and Runaway. **DO NOT** include SNAP students already reported in 3-2 or to be reported in 3-4 as certified categorically through SNAP letter method.

**3-4B:** Include ONLY students certified as categorically FREE eligible based on a letter submitted by family from the SNAP agency. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household certified as FREE categorically eligible with the letter method with SNAP.

## Section 4

All SFAs with schools and/or RCCIs collecting individual household applications must report this section, including schools and/or RCCIs in a Provision 2/3 base year. Report number of applications (A) approved as of **October 1**. Report number of students (B) **as of the last operating day in October**.

**4-1A & B:** Number of applications approved FREE eligible based on documentation submitted on an application (i.e., case number for SNAP, TANF, or FDPIR on an application) on file as of October 1 and the number of students as of the last operating day in October approved FREE eligible based on documentation submitted on an application (i.e., case number for SNAP, TANF, or FDPIR on an application). **Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household categorically FREE eligible with SNAP, TANF, or FDPIR.**

**4-2A & B:** Number of applications approved FREE eligible based on income information submitted by the household on file as of October 1 and the number of students as of the last operating day in October approved FREE eligible based on income information submitted by the household.

**4-3A & B:** Number of applications approved REDUCED-PRICE eligible based on income information submitted by the household on file as of October 1 and the number of students as of the last operating day in October approved REDUCED-PRICE eligible based on income information submitted by the household.

**T-1:** Enter the total number of students reported as FREE eligible.  
 $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB)$ , if applicable)

**T-2:** Enter the total number of students reported as REDUCED-PRICE eligible:  $(4-3B) + (2-2bB)$ , if applicable)

**Section 5**

If **ALL** schools and/or RCCIs in the SFA are exempt from verification activities, check Box 5-1 and no further reporting is required in Section 5. Verification activities are **NOT** required for:

- Schools/RCCIs in which **ALL** children have been certified under direct certification procedures, including children **DOCUMENTED** as eligible foster, migrant, runaway, or homeless children.
- RCCIs which do not have day students.
- Schools electing the Community Eligibility Option.
- Schools/RCCIs in which FNS has approved universal meal service through census data or using socioeconomic surveys; e.g., special cash assistance claims based on economic statistics regarding per capita income (Puerto Rico and the Virgin Islands).
- Schools participating only in the Special Milk Program.
- Schools in which all children are served with no separate charge for food service and no special cash assistance is claimed (i.e., nonpricing programs claiming only the paid rate of reimbursement).
- All schools are Provision 2/3 schools in a nonbase year.
- Schools which do not have any free or reduced-price eligible students.
- Other FNS-determined exemptions on a case-by-case basis.

**5-2:** Indicate whether verification was performed and completed by the deadline of November 15. If verification was completed after the deadline, report the remainder of Section 5 was applicable.

**5-3:** If verification was completed, check the type of verification process used to comply with the requirements of 7 CFR 245.6a. Please note the qualification requirements in 7 CFR 245.6a(d) must be met to use the two alternate sample sizes.

- **Standard:** Verify 3% or 3,000 of approved applications, whichever is less, selected from error-prone applications on file as of October 1. If there are not enough error-prone applications, LEAs must select at random additional applications to complete sample size.
- **Alternate one:** Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of October 1.
- **Alternate two:** Verify the lesser of 1% or 1,000 approved applications as of October 1 selected from error-prone applications **PLUS** the lesser of one-half of 1% or 500 applications approved as of October 1 that provided a case number in lieu of income.

**5-4:** Error-prone applications are household applications approved as of October 1 indicating monthly income within \$100 of the monthly limit or annual income within \$1,200 of the annual limit of the applicable income-eligibility guidelines.

**5-5:** Enter the total number of applications initially selected for the verification process as indicated in 5-3.

**5-6:** Check if direct verification was not conducted in the SFA (not one school in the SFA conducted direct verification). Direct verification is using records from public agencies to verify income and/or Program participation.

**5-7A & B:** Only report applications and students if FREE and/or REDUCED-PRICE eligibility is confirmed through direct verification.

**5-8:** For the purposes of this report, verification is complete:

- For households whose eligibility does not change as of the date of the confirmation of eligibility by a reviewing official.
- For households which do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change of eligibility.
- For households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

**Responded:** The household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

**NOT Responded:** The household did not provide sufficient documentation or the household did not provide a response.

**A1, B1, and C1:** Number of applications with no change and the number of students on these applications.

**A2 and B2:** Number of applications changed to REDUCED-PRICE based on sufficient documentation provided by the household and the number of students on the applications.

**C2:** Number of applications changed to FREE based on sufficient documentation provided by the household and the number of students on the applications.

**A3, B3, and C3:** Number of applications for which the eligibility was changed to PAID based on sufficient documentation by the household and the number of students on the applications.

**A4, B4, and C4:** Number of applications for which the eligibility was changed to PAID because documentation necessary to complete the verification process was NOT provided and the number of students on the applications.

The number of applications reported in 5-8 should include both the results of verification from verification process and the results from any applications verified for cause reported in VC-1.

**VC-1:** If applicable in at least one school and/or RCCI, report all applications verified for cause outside of the verification process (7 CFR 245.6a) as of November 15. Applications verified for cause are NOT considered part of the required sample size. Include the results of verification for cause by original benefit type in the appropriate category in 5-8.