

Child and Adult Nutrition Services Instructions for Reporting on the Verification FNS-742

For additional guidance on verification requirements and procedures, refer to the Eligibility Manual at <http://www.doe.sd.gov/cans/>.

1. Log into the iCAN system.
2. Click on School Nutrition Programs (if you have different tiles for options).
3. Click on Applications in the top left corner.
4. Click on Verification Report.
5. Enter your sponsor (LEA) name into the Sponsor Name search box (if you are responsible for multiple LEAs).
6. Ensure you are in School Year 2017-2018.
7. Click on Modify next to School Year 2017-2018.
8. Enter Name, Email Address, Phone, Fax, and Title **of the person we should contact if we have questions about your verification report.**
9. Complete all applicable questions.

NOTES:

- All LEAs must submit a Verification Form FNS-742
- Include schools and/or Residential Child Care institutions (RCCIs) and the enrolled students only once if operating both NSLP and SBP
- Student means any person participating in NSLP and/or SBP, regardless of their age

Section 1 - Total Schools (Sites), Residential Child Care Institutions (RCCIs), and Enrolled Students:

Everyone that operates the NSLP and/or SBP must complete this section. Even if some or all schools (sites) are exempt from the school lunch verification process. Report schools or RCCIs operating the NSLP and/or SBP and students with access to the NSLP and/or SBP as of the **last operating day in October**.

Note that column A is the number of schools (sites) or RCCIs (institutions), and column B asks about the number of students.

1-1A: Report the TOTAL number of schools (not including RCCIs) operating the NSLP and/or SBP.

1-1B: Report the TOTAL number of enrolled students with access to the NSLP and/or SBP.

1-2A: Report the TOTAL number of RCCIs operating the NSLP and/or SBP.

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

1-2aA: Of the RCCIs reported in **1-2A**; enter the number of RCCIs with DAY students

1-2aB: Enter ONLY the number of DAY students with access to the NSLP and/or SBP in RCCIs (“Day students” are those students who do not live at the site and whose eligibility is determined individually by application or direct certification as applicable).

1-2bA: Of the RCCIs reported in **1-2A**; enter the number of RCCIs with no day students (all students live at the site)

1-2bB: Enter the total number of students who live at the site.

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

Section 2 - LEAs with schools operating alternate provisions:

Only LEAs with some or all schools and/or RCCIs operating under an alternative provision (Provision 1, 2, 3, or Community Eligibility Provision [CEP]) must complete this section. All other LEAs skip to section 3.

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 a special provision 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 free and reduced price application or certification procedures are conducted.

2-1A: Report the TOTAL number of schools operating a base year operating the NSLP and/or SBP.

2-1B: Report the TOTAL number of enrolled students with access to the NSLP and/or SBP in these sites.

2-2A & B: NON BASE year is when no free and reduced applications or certification procedures are conducted.

2-1A: Report the TOTAL number of schools operating the NSLP and/or SBP in a non-base year.

2-1B: Report the TOTAL number of enrolled students with access to the NSLP and/or SBP in these sites.

2-2a column B only: Multiply the most recent base year FREE percentage by the enrollment reported in **2-2B** to determine **2-2aB**.

2-2b column B only: Multiply the base year REDUCED PRICE percentage by the enrollment reported in **2-2B** to determine **2-2bB**.

2-3A: Number of schools operating the Community Eligibility Option.

2-3B: Number of enrolled students in the schools with the Community Eligibility Provision.

2-4A & B: *Currently, no LEA in SD should report in this area.* Other alternatives include Provision 1 and universal meal service through census data or socioeconomic surveys. Enter zero or leave blank.

2-5A & B: *Currently, no LEA in SD should report in this area.* This applies only if the LEA operates both NSLP and SBP, but is using an alternate provision for only one of the programs (e.g. SBP on provision 2 but NSLP is on traditional method not provision 2).

If this does not apply, enter zero or leave blank. If this does apply, 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 non-base year.

Section 3 - Students approved as FREE eligible NOT subject to verification:

All LEAs must complete this section. Report students once, do not report the same student(s) in multiple areas.

3-1: If all schools and/or RCCIs in the LEA were not required to perform direct certification with SNAP, then check box 3-1. Direct certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP or TANF 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: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Report only students directly certified with SNAP. If a student is directly certified with SNAP as well as with another program (for example, also TANF or eligible homeless), include the student in this SNAP count (3-2B). This would also include any student in the LEA approved as eligible based on extended certification through 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 students in 3-4B. (SNAP letter method certification means the family submits a letter from the SNAP agency to document receipt of SNAP benefits. This is no longer considered to be direct certification and is rarely used.)

3-3B: Students directly certified through other programs: Include students directly certified through programs other than SNAP. Those include students directly certified through TANF and FDPIR; those documented as homeless, migrant, runaway, foster, and Head Start.

Include students in the LEA who are eligible due to extended categorical eligibility through an eligible student in the primary household directly certified with TANF or FDPIR.

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: *This is rarely used in SD.* Include ONLY students certified as categorically FREE eligible based on a letter submitted by family from the SNAP agency. Include students in the LEA approved as eligible due to extended categorical eligibility due to an eligible student in the primary household certified as FREE categorically eligible with the letter method with SNAP.

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application:

All LEAs collecting household applications must report this section, including LEAs and RCCIs setting a Provision 2/3 base year.

Report number of **applications in column A** approved as of **October 1**.

Report number of **students in column B** as of the **last operating day in October**.

4-1A: Report the 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, or designation of homeless, migrant, runaway, foster) on file as of **October 1**.

4-1B: Report 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, or designation of homeless, migrant, runaway, foster). Include students in the LEA who are eligible due to extended categorical eligibility through this method - an eligible student in the primary household categorically FREE eligible with SNAP, TANF, or FDPIR.

4-2A: Report the number of **applications** approved FREE eligible based on income information submitted by the household on file as of **October 1**.

4-2B: Report 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: Report the number of **applications** approved REDUCED PRICE eligible based on income information submitted by the household on file as of **October 1**.

4-3B: Report the number of **students as of last operating day in October** approved REDUCED PRICE eligible based on income information submitted by the household.

T-1: Double check the number is correct. The system should automatically add complete the total of FREE eligible. $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, \text{ if applicable})$.

T-2: Double check the number is correct. The system should automatically add complete the total of REDUCED PRICE eligible. $(4-3B) + (2-2bB, \text{ if applicable})$.

Section 5: Results of Verification:

5-1: If **ALL** schools and/or RCCIs in the LEA are exempt from verification activities, check this box and no further reporting is required in Section 5. Click Save at the bottom of the screen.

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 that do not have day students
- schools electing the Community Eligibility Provision
- schools participating only in the Special Milk Program
- all schools are Provision 2/3 schools in a non-base 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: Select 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 as applicable.

5-3: Select 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), also found in the Eligibility Manual for School Meals, must be met to use the two alternate sample sizes.

5-4: Enter the number of error-prone 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 indicated in 5-3.

5-6: Select the box if direct verification was not conducted in the LEA. Direct verification is using records from public agencies to verify income and/or program participation. *Most schools in SD do not use direct verification. THIS IS NOT DIRECT CERTIFICATION.* If 5-6 is checked, skip 5-7.

5-7A: Report the number of applications if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification. *Most schools in SD do not use direct verification. THIS IS NOT DIRECT CERTIFICATION.*

5-7B: Report the number of students if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification. *Most schools in SD do not use direct verification. THIS IS NOT DIRECT CERTIFICATION.*

Section 5: Results of Verification – continued:

5-8: Report applications and students verified through standard procedures (not directly verified) in the appropriate category.

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.

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 request an appeal due to a change in reduction of eligibility benefits one day after the last date for filing an appeal;
- for households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

There are three sub-sections

- A. FREE-Categorically Eligible (applications originally approved free with a case number or a designation of foster, homeless, migrant, runaway),
- B. FREE-Income (applications originally approved free based on income and family size), and
- C. REDUCED PRICE-Income (applications originally approved as reduced-price based on income and family size).

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

NOT Responded means the household did not provide sufficient documentation or the household did not provide a response.

Section 5: Results of Verification – continued:

A1, B1, & C1 column a: Report the number of applications with NO CHANGE.

A1, B1, & C1 column b: Report the number of students on these applications.

A2 & B2 column a: Report the number of applications changed to REDUCED PRICE based on sufficient documentation provided by the household

A2 & B2 column b: Report the number of students on the applications.

C2 column a: Report the number of applications changed to FREE based on sufficient documentation provided by the household

C2 column b: Report the number of students on the applications.

A3, B3, & C3 column a: Report the number of applications for which the eligibility was changed to PAID based on sufficient documentation by the household

A3, B3, & C3 column b: Report the number of students on the applications.

A4, B4, & C4 column a: Report the number of applications for which the eligibility was changed to PAID because documentation necessary to complete the verification process was NOT provided

A4, B4, & C4 column b: Report 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, 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.

If you have questions,

Review the Verification webinar posted on the CANS NSLP website, under the section

Webinars: <http://doe.sd.gov/cans/nslp.aspx>

By email: DOE.SchoolLunch@state.sd.us

By phone: 605-773-3413

By fax: 605-773-6846