

Verification

Reporting on Verification Form 742

Child and Adult Nutrition Services – DOE
SY 2020-2021

This institution is an equal opportunity provider

The following webinar will discuss reporting verification activities for the National School Lunch Program.

As a friendly reminder, please mute your phones during the webinar.

Verification Summary Report

- Verification Collection Report (Form 742)
- Can be submitted any time after completion of Verification – via iCAN
- CANS submits data to USDA by school name

**Due to
CANS by
November
15**

(for SY120-21,
the deadline is
Feb. 26, 2021)

[2]

Before we get into the different areas of the form, we will spend a little bit of time discussing the reporting basics, which include due dates, what to report, and what happens with data that is reported.

The reporting form is known as the Verification Collection Report, or the 742. The form is due to the CANS office by November 15. The form can be submitted to the CANS office any time after verification activities are completed.

Please note: SFA staff who currently have access to add and/or modify applications and/or claims have access to the Verification Report. If the person entering verification information does not have these security rights, you have a few options:

1. The SFA can submit a revised New User Request form for the person's id if they have other accesses in iCAN; for example, access to Food Distribution only.
2. The person completing verification can prepare the report on paper and then have someone with access enter the data into the iCAN report. The template can be found on the CANS/NSLP webpage in the Numbered Memos section. PLEASE DO NOT SUBMIT THIS TO CANS-VERIFICATION DATA MUST BE ENTERED INTO iCAN.
3. Submit a New User Request form for the person-remember, they must have access to add and/or modify applications and/or claims.

The CANS office compiles the data from the schools and submits the information to USDA,

organized by school name.

Verification Summary Report

- Number of Applications
 - Free and Reduced only
- Number of Students on applications
 - Free and Reduced only
- Number of applications verified
- Method of Verification used:
 - **Standard**
 - **Alternate1**
 - **Alternate 2**



[3]

School Food Authorities, or SFAs, will be asked to report:

- The number of free and reduced price applications
- The number of free and reduced price eligible students found on applications
- The number of applications that were verified
- Method of Verification that is used
 - For a quick refresher regarding the verification methods,
 - Standard Method includes verifying 3% of all approved applications, with first preference on the error prone applications
 - Alternate 1 includes verifying 3% of all approved applications, with a random selection from all applications
 - Alternate 2 includes verifying 1% of all approved applications - selected from error prone applications, plus one-half percent of all approved applications that provided a case number on the application

Verification Summary Report

- Results of Verification Process
 - Report number of applications verified on number of children on those applications
- Break down into:
 - Categorically eligible free
 - Income eligible free
 - Eligible reduced-price
- Report as no change, benefits went up, benefits went down, did not respond

[4]

The Verification Summary Report can look intimidating, so let's take it one section at a time.

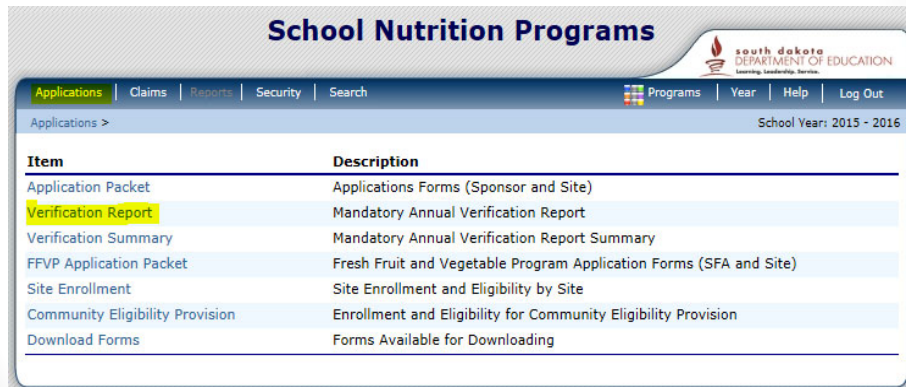
With the applications that are verified, you will be asked to break down the information into categorically eligible free, income eligible free, and income eligible reduced.

As a reminder, categorically eligible free simply identifies the applications in which a case number is provided. As discussed in the process PowerPoint, these applications with case numbers should only be considered if the student featured on the application is NOT found on a direct certification list.

Income eligible free applications identify the households that are eligible for free benefits. Income eligible reduced price applications identify households that are eligible for reduced price benefits.

The reported information will be the results of the verification activity. For example, how many applications had no change of benefit status, how many instances occurred where benefits were increased and decreased, and how many instances did the participant not respond.

Verification Summary Report in iCAN



The screenshot displays the 'School Nutrition Programs' interface within the iCAN system. The header includes the South Dakota Department of Education logo and the text 'Learning. Leadership. Service.' Below the header is a navigation bar with tabs for 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. The 'Applications' tab is selected. On the right side of the navigation bar, there are links for 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar, the text 'Applications >' is followed by 'School Year: 2015 - 2016'. A table with two columns, 'Item' and 'Description', lists various application items. The 'Verification Report' item is highlighted in yellow.

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Site Enrollment	Site Enrollment and Eligibility by Site
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

(5)

The Verification report will be completed within the iCAN system. You can find the form by logging into iCAN and clicking on Verification Report under the Applications bread crumb.

Verification Summary Report in iCAN

School Nutrition Programs

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

South Dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Applications > School Year: 2020 - 2021

Verification Report

<<

Action	School Year	Received Date	Status
View Modify Admin	2020 - 2021	10/15/2020	Submitted
View Admin	2019 - 2020	11/08/2019	Approved
View Admin	2018 - 2019	11/13/2018	Approved
View Admin	2017 - 2018	11/20/2017	Approved
View Admin	2016 - 2017	11/10/2016	Approved

< Back

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Clicking on the Verification Report link will bring you to this screen. Click Modify to the left of the current School Year. This will take you into the report form.

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General Information

General Information			
Type of Organization: RCCI			
Verification Contact Information			
1. Name:	Salutation []	First Name []	Last Name []
2. Email Address:	[]		
3. Phone:	[]	Ext: []	Fax: []
4. Title:	[]		
Due Date: November 15, 2020			

[7]

Now, we will get into looking at the actual form.

The top of the report features a section to fill in General Information about the SFA.

- This information should prefill
- Please review to ensure the correct information is in each field
- Update if needed
- We really want the contact information for who we should contact with questions about the report.

Section 1

Total Schools, RCCIs, Enrolled Students

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

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2 Total RCCIs (Do not include schools counted in 1-1):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2b RCCIs with NO day students:	<input type="text" value="0"/>	<input type="text" value="0"/>

[8]

Let's start with Section 1:

- Question 1-1 asks for the number of schools in letter A.
 - Please enter the number of actual attendance centers as indicated in your site applications
 - As a reminder, if you are a K-12 school district and house all program participants within a single building, the number of schools to record in letter A depends on how your sites are listed in your SNP application
- Letter B of Question 1-1 asks for the number of students that have access to the program
- If you are not an RCCI, leave the rest of section 1 blank
- Only RCCIs will fill out question 1-2
 - RCCI's complete the number of centers in 1-2, column A
 - RCCI's, answer 1-2a if you have day students; Answer 1-2b if you do not have day students
 - Again, we will record the number of schools in column A, and the number of students that have access to the program in column B

Section 2

SFAs with Schools Operating Alternate Provisions

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

	A. Number of Schools AND Institutions	B. Number of Students
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" value="0"/>	<input type="text" value="0"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		<input type="text" value="0"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<input type="text" value="0"/>
2-3 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
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"/>

[9]

Now we will talk about Section 2.

If your SFA does not operate under a special provision, such as Provision 2, Provision 3, or the Community Eligibility Provision (CEP), you can leave this section blank.

For those that do operate one of the previously listed provisions, this section will be completed.

Answer question 2-1 if you are in a provision 2 or provision 3 base year.

- As we described in section 1, please enter the total number of schools in column A, and the total number of students in column B.
- As a reminder, if you are a K-12 school district and house all program participants within a single building, the number of schools or institutions to record in letter A depends on how your sites are listed in your SNP application
- If you are not in a base year, leave this question blank, and go to question 2-2.

In question 2-2, SFAs that are beyond their base year for provision 2 and 3 will answer.

- As we described in section 1, please enter the total number of schools in column A, and the total number of students in column B.
- In question 2-2a, report the number of students that are considered Free.
- In question 2-2b, report the number of students that are considered Reduced.
 - **For both 2-2a and 2-2b, the SFA will need to apply your percentages to your total enrollment as of October 31st.**

In question 2-3, only respond if you are operating the Community Eligibility Provision (CEP). As we described in section 1, please enter the total number of schools operating CEP in column A, and the total number of students among the CEP sites in column B.

Question 2-4 is specific to Provision 1 and Universal Free, which is not currently being operated in South Dakota. Please leave this question blank.

Question 2-5 is specific to schools that are operating a provision option for only SBP or only NSLP, which is not currently being operated by any SFA in the state. Please leave this question blank.

Section 3

Students Approved Free and Not Subject to Verification

- A notice or listing was received directly from:
 - Department of Social Services
 - SNAP or TANF benefits
 - Food Distribution Program on Indian Reservations
 - FDPIR benefits
 - Certified as eligible for homeless, migrant, runaway, head start

[10]

Section 3 asks for information regarding Direct Certification.

Directly certified students are those students who are directly identified by a State agency or program coordinator to receive benefits.

- Documentation for students that are homeless, migrant, runaway, foster, and head start must be on file prior to certifying the child's eligibility for free meals
 - Once documentation is on file, these children are now considered directly certified, and you would report them accordingly
- Direct Certification supersedes all other forms of eligibility
- If a household filled out a free/reduced application, but appears on a direct certification list from iMATCH, the students listed on the application are considered directly certified

Section 3 – continued

Students Approved Free and Not Subject to Verification

- All SFAs must complete this section
- Students approved as directly certified free eligible are not subject to verification
- Check 3-1 if all sites in the SFA were not required to perform direct certification with SNAP
- Report students approved as FREE eligible as of the **last operating day in October**

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

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)



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All SFAs must complete Section 3.

As a reminder, students approved as directly certified FREE eligible are not subject to verification.

If all schools within the SFA were not required to perform direct certification with SNAP, click the box for question 3-1, and leave the rest of Section 3 blank.

- This applies only to SFAs that are beyond their Provision 2 or 3 base year or CEP.

Report students approved as FREE eligible as of the **last operating day in October**

We will continue with Section 3 in more detail on the next slide.

Section 3 – continued

Count Students Directly Certified SNAP Eligible.

Section 3 - Students approved as FREE eligible NOT subject to verification	
All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the last operating day in October .	
3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	<input type="checkbox"/>
	B. Number of FREE Students
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	<input type="text" value="0"/>
3-3 Students directly certified through other programs: 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.	<input type="text" value="0"/>
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>

(12)

If you are setting a Provision 2 or 3 base year, or do not operate under a special provision, the rest of Section 3 must be completed.

First, we will look at Question 3-2.

In question 3-2, report the total number of students within the SFA that are directly certified as SNAP eligible.

- Students to be counted would include:
 - Students found on iMATCH listed to be SNAP eligible
 - Direct notification of a students benefits from the SNAP (DSS) office
- As a reminder, do not include students in this count in which a household provided a SNAP letter; this will be specifically reported later
- As ANOTHER reminder, please ensure you are reporting DC numbers from iMATCH; we have had some schools reporting these numbers from their POS and not from iMATCH, which makes the feds question our numbers

If a student is directly certified with SNAP as well as with another program (for example, TANF or eligible homeless), include the student in the SNAP count in Question 3-2. This would also include any student in the SFA 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 Question 3-4. (SNAP letter method certification means the family submits a letter from the SNAP agency to document receipt of SNAP benefits. This is not considered direct certification and is rarely used.)

Section 3 – continued

Count Students Directly Certified through other Programs

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

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☐

B. Number of
FREE Students

3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do **not** include students certified with SNAP through the letter method.

3-3 Students directly certified through other programs: 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.**

3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.

[13]

Next, Question 3-3.

In question 3-3, report the total number of students within the SFA that are directly certified through other programs.

- This would include TANF, FDPIR, and those with documentation to be eligible for homeless, migrant, runaway, foster, or head start
- Do not include SNAP students already reported in question 3-2

Remember, the SFA must have documentation from a State office or program coordinator that a student is eligible for the program to consider the student as directly certified.

Additionally, appropriate documentation must be on file for homeless, migrant, runaway, and head start students **prior** to providing free meals.

Section 3 – continued

SNAP Letter or Notice from Family

- Count students with SNAP letter method
- Considered as categorically eligible

Section 3 - Students approved as FREE eligible NOT subject to verification	
All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the last operating day in October .	
3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	<input type="checkbox"/>
	B. Number of FREE Students
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <u>not</u> include students certified with SNAP through the letter method.	<input type="text" value="0"/>
3-3 Students directly certified through other programs: 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.	<input type="text" value="0"/>
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>

(14)

Next, Question 3-4.

In question 3-4, report the number of students in which a SNAP letter or notification of benefits was provided, in lieu of filling out a household application.

- Include **ONLY** students certified as categorically free eligible based on a letter submitted by family from the SNAP agency.
- Include students in the SFA that are approved as eligible due to extended categorical eligibility of an eligible student in the primary household certified as free categorically eligible with the letter method with SNAP; please note, this is rarely used.

As a reminder, this is not considered as a form of direct certification.

If a household provides a SNAP letter in lieu of filling out an application, the student is to be considered as categorically eligible, and is considered in the verification pool, until the student is directly certified by documentation provided by a State Office or program coordinator.

Section 4

- SFAs with schools and/or RCCIs collecting household applications must report this section
- Includes schools/RCCIs in Provision 2/3 base year

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application		
ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.		
	A. Number of Applications	B. Number of Students
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		0
T-2 Total REDUCED PRICE Eligible Students Reported		0

(15)

Next, we will take a look at Section 4.

Section 4 deals with Household applications.

- All SFAs with schools and/or RCCIs collecting individual household applications must report this section.
- This includes schools and/or RCCIs in a Provision 2/3 base year.

Section 4 – continued

Household Applications

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application		
ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.		
	A. Number of Applications	B. Number of Students
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		0
T-2 Total REDUCED PRICE Eligible Students Reported		0

(16)

Let's start with Question 4-1,

- In Column **4-1A**, report the number of **applications** approved free eligible based on documentation submitted on an application (for example, case number for SNAP, TANF, or FDPIR on an application). Remember to use the number of applications as of **October 1**.
- In Column **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 (for example, case number for SNAP, TANF, or FDPIR on an application). Additionally, also include students in the SFA 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.

As a reminder, please note that if a household application is submitted, and the student also appears on a direct certification list, the student is considered as directly certified, and the application is disregarded. However, please keep the application for recordkeeping purposes. The student would be reported in section 3 – the direct certification section; the household application no longer needs to be reported.

For question 4-1, only report applications and students in which a case number is provided on the application in lieu of income, and the student(s) on the application are not directly certified (not on direct certification list, and no other documentation from a State office is on hand).

We will continue Section 4 on the next slide.

Section 4 – continued

Household Applications

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

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
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		0
T-2 Total REDUCED PRICE Eligible Students Reported		0

(17)

In question 4-2, for column A, you are to report the number of **applications** approved free eligible based on **income** information submitted by the household on file as of **October 1**.

In question 4-2, for column B, you are to report the number of **students as of the last operating day in October** approved FREE eligible based on income information submitted by the household.

Section 4 – continued

Household Applications

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

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDIPIR 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		0
T-2 Total REDUCED PRICE Eligible Students Reported		0

(18)

For question 4-3, column A, report the number of **applications** approved REDUCED PRICE eligible based on income information submitted by the household on file as of **October 1**.

For question 4-3, column B, report the number of **students as of last operating day in October** approved REDUCED PRICE eligible based on income information submitted by the household.

Section 4 – continued

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application									
ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.									
	<table border="1"> <thead> <tr> <th>A. Number of Applications</th> <th>B. Number of Students</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> </tr> <tr> <td>0</td> <td>0</td> </tr> </tbody> </table>	A. Number of Applications	B. Number of Students	0	0	0	0	0	0
A. Number of Applications	B. Number of Students								
0	0								
0	0								
0	0								
4-1	Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)								
4-2	Approved as FREE eligible. Based on household size and income information.								
4-3	Approved as REDUCED PRICE eligible. Based on household size and income information.								
T-1	Total FREE Eligible Students Reported 0								
T-2	Total REDUCED PRICE Eligible Students Reported 0								

(19)

The final part of section 4 is at the bottom of the section, T-1 and T-2.

- In T-1, the total number of students reported as FREE eligible $[(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, \text{ if applicable})]$ will be added by the system.
- In T-2, the total students reported as REDUCED PRICE eligible $[(4-3B) + (2-2bB, \text{ if applicable})]$ will be added by the system.

These areas should automatically add, however, it is good practice to do a quick edit-check, and make corrections, if needed.

Section 5

- If sites within the SFA are exempt from verification, check box 5-1 and no further reporting is required

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, or ALL schools are Provision schools beyond the base year. <input type="checkbox"/> If 5-1 is checked, no further reporting in Section 5 is required.

(20)

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. Click the red Save button at the bottom of the screen.

Section 5 – continued

- Verification activities are NOT required for:
 - SFAs where all children have been certified under direct certification
 - Community Eligibility Provision (CEP)
 - RCCIs that do not have day students
 - 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

(21)

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 (CEP)
- schools participating only in the Special Milk Program
- all 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

Section 5 will continue in the coming slides.

Section 5 – continued

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, or ALL schools are Provision schools beyond the base year. ☐
If 5-1 is checked, no further reporting in Section 5 is required.

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:

- ☐ Standard (Lesser of 3% or 3,000 error-prone)
- ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
- ☐ 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)

(22)

In 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 as applicable. Contact CANSS if verification was not performed or completed and should have been.

In 5-3: Check the method type of verification process used.

- As a reminder, if the non-response rate from the previous program year's verification was 20% or greater, the Standard method of verification must be used
- Emails were sent to schools with 20% or greater nonresponse rate in September
- If you conduct the wrong verification type, you will have to redo the process

Section 5 will continue on the next slide.

Section 5 – continued

Section 5

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

Check box 5-1 if the SFA is an error-prone application. (i.e. SNAP/TANF/FDPIR case numbers)

percent or 500 application. (i.e. SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

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.** ☐

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

(23)

If radio buttons 1 or 3 are checked in Question 5-3, report 5-4. If radio button 2 is checked in Question 5-3, leave 5-4 at 0.

If you are to answer 5-4: Report the number of error-prone applications approved as of October 1.

- **As a reminder, error prone applications** have a monthly income within \$100 of an eligibility lane change, or annual income within \$1,200 of an eligibility lane change from the income eligibility guidelines

For 5-5: Enter the total number of applications initially selected, in accordance with the verification method indicated in 5-3.

- Do not report applications that were verified for cause in this question

For 5-6: Check the box if direct verification was **not** conducted in the SFA.

- Direct verification is using records from public agencies to verify income and/or program participation. If direct verification is not used, check 5-6, and skip to 5-8
- This is very rarely used in our state
- Many schools report DC numbers or the number of applications they verified here—please do not enter those types of numbers here, as this is a separate process

Only answer 5-7 if direct verification was used to complete verification activities.

- **For 5-7A:** Report the number of **applications** that are **confirmed** through direct verification.

- **For 5-7B:** Report the number of **students** that are **confirmed** through direct verification.
- These numbers ARE NOT direct certification numbers. Please remember that direct verification and direct certification are different processes.
 - More information about direct verification can be found on page 109 of the eligibility manual.

Section 5 – continued

Results

Section 5

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

5-1 Check the box if the institution is a direct verification institution, or if the institution is a direct verification institution and the institution is a direct verification institution.

5-8 Results of Verification by Original Benefit Type
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 (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. NOT Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

In 5-8, you will report the Results of Verification by Original Benefit Type

Report applications and students verified by November 15 in the appropriate category.

- If Direct verification was used, do not report the direct verification results in 5-8

There are three sub-sections

- A: FREE-Categorically Eligible (applications originally approved free with a case number),
- 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).

Based on how an application was originally approved will determine which sub-section results will be reported in.

- For example, if an application selected for verification was originally approved for reduced-price eligibility, the results of this application will be reported in sub-section C – Reduced Price Income
 - The final results of verification will determine which result category the application and students from the application are reported in

Additionally, report the results of verification for cause by original benefit type in the appropriate category in 5-8.

- We will discuss this more later

Responded, changed to paid means the household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

NOT Responded, changed to paid means the household did not provide sufficient documentation or the household did not provide a response.

To be continued on the next slide.

Section 5 – continued

Results

Section 5

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

5-1 Check the box if all of the following are true: ☐

5-8 Results of Verification by Original Benefit Type

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 (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. NOT Responded, Changed to PAID:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

(25)

As a reminder, you are to report applications based on their original eligibility determination.

First, observe the **original** eligibility determination prior to verification activities for the verified application.

Next, within section 5-8, locate the sub-set with the corresponding original eligibility determination of the application. The sub-sets are highlighted on the current slide for convenience purposes.

To determine which result category to report the application in, consider the ending result of verification activities for the application.

- If the household responded, and verification activities resulted in no change of benefits, choose number 1 of the original eligibility subset for reporting the application (for training purposes, the no change of benefits sections have been identified with a blue border on the current slide)
- If the household responded, and verification activities resulted in an increase of benefits, choose number 2 of the original eligibility subset for reporting the application (for training purposes, the increase of benefits sections have been identified with a red border on the current slide)
- If the household responded, and verification activities resulted in the identification of paid status, choose number 3 of the original eligibility subset for reporting the

application (for training purposes, the increase of benefits sections have been identified with a green border on the current slide)

- If the household did NOT respond, and status was changed to paid, choose number 4 of the original eligibility subset for reporting the application (for training purposes, the increase of benefits sections have been identified with an orange border on the current slide)

Include results from verification for cause in Section 5-8.

Verification for Cause will be further discussed on the following slide.

Section 5 – continued

Section 5

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

5-1 Check the box if ALL of the following are true: SFCIs are exempt from verification, or ALL students are

Eligibility is confirmed by direct communication with the NF, OPIR, ED, or other appropriate authority as of November 15th.

Number of applications changed to PALs:

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

For Verification for Cause,

Report the number of applications as of November 15 that were verified for cause in addition to the verification requirement.

Additionally, report the results of verification for cause by original benefit type in the appropriate category in 5-8.

- Follow the same procedures as previously discussed with applications selected for the verification process
- Report the results, including both applications and students, from applications verified for cause in section 5-8, and additionally include the number of applications verified for cause in VC-1
 - For example, if the SFA selected 1 application with 2 students to verify for cause, you would report the 1 application and the 2 students in the appropriate category in 5-8, along with the rest of verification activity; additionally, you would indicate 1 application was verified for cause in VC-1 by entering the number '1'

Verification Report Questions and Answers



- Each Verification Summary report must be edit checked by CANS personnel
- Work together until all edit checks are completed satisfactorily
- The SFA must complete verification, complete the established required sample pool, and submit report to CANS

[27]

Upon receiving the verification report, a CANS program specialist will edit check the report, and contact the verifying official, if needed.

Remember to...

- Save your Verification Report once it is completed
- If you missed something, you should see this message when you click save:

The Verification Report has been processed with **errors**.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the Verification Report can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Verification Report later.

- When you click Edit, the Error(s) will be listed at the top of the screen:

Code	Error Description
15021	Results of Verification - Changed to Reduced Price - Free Eligible - Income Eligible - Students must be >= Applications.

- Once all information is entered, you should no longer see error messages

(28)

Remember to

- Save your Verification Report once it is completed
- If you missed something, you should see an error message when you click save: The Verification Report has been processed with errors...
- You can click on Edit to go back and complete
- When you click Edit, the errors will be listed at the top of the screen
- Once all information is entered, you should no longer see these error messages

Quick Edit Check

- The electronic report should do the math for you
 - However, it's still good to double check some numbers
- The number of applications reported should not be greater than the number of students reported

[29]

For a couple quick edit checks:

- The Number of applications reported should not be greater than number of students reported
- However, this could happen because the number of applications and the number of students are gathered from different dates

Quick Edit Check – continued

- T-1 should add up to the total of:
 - $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, \text{ if applicable})$
- T-2 should add up to the total of:
 - $(4-3B) + (2-2bB, \text{ if applicable})$



[30]

T-1 and T-2, found at the end of section 4, should add up accordingly.

- **T-1** should add up to the total of:
 - $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, \text{ if applicable})$
- **T-2** should add up to the total of:
 - $(4-3B) + (2-2bB, \text{ if applicable})$

The system should calculate this math, but it doesn't hurt to make sure it's correct!

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1.mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2.fax: (202) 690-7442; or

3.email: program.intake@usda.gov.

Questions?

- Do I do one?
 - Yes! Everyone submits a Verification report
 - The information you report varies depending upon your agency and applications
- Other questions?



[32]

If you're wondering if you have to complete a Verification report, the answer is Yes!

Everyone submits a Verification report.

The information you report varies depending upon your agency and applications.

Other questions?

Please remember-SFAs who have already submitted your verification report: please double check the numbers of applications and students after the last operating day in October. Some sections of the verification report are reported as of October 1 and some are the last operating day in October.

Verification Process
Professional Standards Training Credit

This training credits as 30 minutes of training in

Key Area: Administration

3100: Free and Reduced Priced Meal Benefits.

Name:

Date of Training:

[33]

Questions?



Questions Later? Contact us!

Email:

doe.schoollunch@state.sd.us

Phone: 605-773-3413

[34]

We can be reached by email at DOE.SchoolLunch@state.sd.us or by phone at 605-77-3413.

Thank you.