Welcome to the Verification Collection Report webinar.
I am Deb Linderblood and I am one of the consultants for the Bureau of Nutrition and Health Services. Patti Harding, Administrative Consultant will be assisting me today. If you have questions regarding the Verification Collection Report please put them in the Chat Box. I will go over the questions at the end of the presentation.

This webinar will count toward your professional standards training requirements under the learning topic Administration. The State Agency will send out certificates to everyone who is on the webinar today. If you have several individuals listening in one room but only registered one person e-mail me the names and e-mail addresses of the others who are listening.

Today we will be covering:

1. Where the data on the Verification Collection Report is used
2. The various roles in the Verification process
3. Due dates
4. Each section of the Verification Collection Report
The Verification Collection Report is also called FNS 742.

- FNS stands for Food and Nutrition Service.

You will be glad to know that this is the same form as last year.

The form is located on Iowa CNP under Applications.
Where is verification data used?

1. These data are used to determine a State agency’s direct certification rate,
2. To create a Non-Response Rate;
3. And they’re used in studies produced by FNS’s Office of Policy Support.
Roles in the Verification Process:

- There are many players in the verification process, each with a role, and each are needed to make this data collection a success.

- SFAs have a role as does the State agency and FNS.

- The SFA completes the process and submits verification totals to the SA.

- The SA reviews the SFA’s data, compiles the data for all SFAs’ and submits a report to FNS.

- The data will be forwarded to FNS’s Office of Policy Support for use in their Direct Certification Report to Congress.
Verification Collection Report DUE

SFAs report verification results to the SA by December 18, 2015.

• The deadline for Submission of the FNS-742 is December 18th, 2015.
An Overview of the Verification Collection Report
• The Report has 5 separate sections.
• There is a requirement that all SFAs participating in the Lunch and Breakfast Programs, not just those completing verification activities, must fill out the appropriate sections of the Verification Collection Report. For RCCIs with “No” day students and schools with no free or reduced price eligible students the Verification Process is not required but the Verification Collection Report must be completed. CEP schools must also complete the Verification Collection Report.
• All SFAs, including SFAs exempt from verification requirements, must complete the form.
There are five sections of the Verification Collection Report

Section 1: Total number of schools, RCCIs, and enrolled students
Section 2: SFAs with alternate provisions
Section 3: Students approved free but not subject to verification
Section 4: Students approved Free/Reduced via household application
Section 5: Verification Results
To access the Verification Collection Report you will need to log into IowaCNP. If you do not have a user name and password your authorized representative needs to complete an access request form. This form is found in Iowa CNP under application and then under download forms. It is form number NSLP001.
To get to the Verification Collection Report, click on applications and then choose Verification Report. The Verification Report will be opened on November 2nd.
You will then choose view beside school year 2015-2016.
You will then click on Modify in the upper right hand corner.
• In each section of the FNS-742 report, we will go over the questions found in each section and also complete some examples.
• We will start with the **General Information section**.

Several fields have been automatically populated from other records, such as the agreement number, name of the SFA, address and the type of organization.

• Under Verification Contact information, you will need to verify and update as needed the Name of the Verification Contact, email address, phone number and title.
As mentioned earlier, all SFAs, including SFAs that may have been exempt from verification requirements must complete the Verification Collection Report annually.

SFAs that are Special Milk Only are exempt from filing a SFA Verification Collection Report. Every other SFA must complete the report.

If you have not completed the report, I will be calling you to remind you that it has to be completed.
Moving on to **Section 1**, this is the Total Schools, RCCIs, and Enrolled Students section.

- **All** SFAs with schools operating the NSLP and/or SBP must complete this section regardless if the SFA is exempt from verification. CEP schools are to complete this section.

- You report the number of schools operating the Lunch and/or Breakfast Programs and students with access to these two Programs **as of the last operating day in October**.

- **On Question 1-1, column A** you report the TOTAL number of schools operating the Lunch and/or Breakfast Programs and on **Column B** the TOTAL number of enrolled students with access to these Programs.

- **You will notice throughout the form there are sections that appear “grayed” out. You will not be able to enter data in these fields.**

- Please notice that after Question 1-1, the other 3 questions here concern RCCIs, not schools and thus they are “grayed out”.
In this example you can see that the School Food Authority has reported 5 schools in *question 1-1A* with a total of 1,500 students reported in *1-1B*. 
Section 2
Moving on to Section 2, which only concerns SFAs with schools using provision claiming. This section will be grayed out for all except the SFAs using Provision claiming and for CEP schools.
If you have CEP schools, you will need to complete 2-3. In column A you will record the number of Schools operating CEP
And in Column B you will report the number of enrolled students in the schools with access to the NSLP and/or SBP.

<table>
<thead>
<tr>
<th>A. Number of Schools and Institutions</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP</td>
<td></td>
</tr>
<tr>
<td>2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP</td>
<td></td>
</tr>
<tr>
<td>2-2a Provision 2/3 students reported as FREE in a NON BASE year</td>
<td></td>
</tr>
<tr>
<td>2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year</td>
<td></td>
</tr>
<tr>
<td>2-3 Operating the Community Eligibility Option (CEP)</td>
<td></td>
</tr>
<tr>
<td>2-4 Operating other alternatives for NSLP and SBP</td>
<td></td>
</tr>
<tr>
<td>2-5 Operating an alternate provision(s) for only SBP or only NSLP</td>
<td></td>
</tr>
</tbody>
</table>
Section 3
This section will capture the students approved as Free eligible Not subject to verification.

• The break out of data:
  • Students certified using SNAP;
  • All other certified students (e.g. TANF, FDPIR); and
  • Those certified through SNAP letter method.

• As a reminder, Direct certification is the process by which the student is certified eligible based on documentation received directly from the Department of Human Services through Food Assistance and FIP households and foster children.
• Section 3.1 gives the option to check the box if the SFA was not required to perform Direct Certification with SNAP.

• If all schools in the LEA are participating in CEP, you will check box 3-1 and report “0s” for the remaining Sections of the Verification Collection Report.
Section 3 only requests information on the number of Free eligible students who are NOT subject to verification, so there is only one column, column B, where you report the number of Free Students.
Question 3-2 asks for the number of free students Directly Certified through SNAP, which is Food Assistance in Iowa.

You will include all students that were Directly Certified by Food Assistance in 3-2.

If a student is SNAP directly certified along with another program (i.e. SNAP/TANF), classify it as a SNAP direct certification. Include it in the count on this line, not on another line—SNAP takes precedence.

If only some schools in the LEA are participating in CEP report direct certification data for the schools NOT participating in CEP in Section 3-2.
In this example, there is a “1” in both the Food Assistance and the FIP column on the Direct Certification spreadsheet which indicated the student was eligible for both programs and will be reported as directly certified through Food Assistance in 3-2.
Also included in Question 3-2 are students who have extended eligibility for free meals because someone else in the household receives Food Assistance. These students may have been found on the “Potential” Direct Certification list and are identified as part of a Food Assistance household.
In this example, Sally Johnson is directly certified due to the fact that she is a member of David Johnson’s household.
If the student shows up on the SNAP direct certification list by the last operating day in October (even if initially certified in another way), classify them as a SNAP direct certification and include them in this count. These are classified as converted.

**Otherwise . . .**

- Do **NOT** include SNAP “letter method” counts here.
- Do **NOT** include SNAP students certified using case numbers written on an application.
In 3-2 the SFA reports the number of students Directly Certified through SNAP and the chart shows how to calculate the number to report.

In this example:

340 students were Directly Certified through Food Assistance;
21 students were Directly Certified through both Food Assistance and FIP;
15 students were determined to have extended eligibility; and
12 students were converted.
For a total of 388 students who were directly certified.
In 3-3 enter the students directly certified by other programs.

For Iowa’s SFAs these programs would be:

Family Investment Program (FIP)
Homeless
Migrant
Runaway
Foster (found on the direct certification list)
Head Start
Pre-K / Even Start
Non-applicant approved by a local official
• **Question 3-4** is the number of students certified categorically free eligible through the SNAP Letter method.
  • This includes students certified for free meals through the family providing a letter from the Food Assistance agency.
All SFAs collecting individual household applications must report in this section. This includes LEAs where only some schools in the LEA are participating in CEP.

• In Section 4, the SFA reports the students who were approved as FREE or REDUCED PRICE eligible through a household application.

• You will notice two columns within this section:

  • In Column A, report the number of applications approved as of October 1.
  
  • In column B, report the number of students as of the last operating day in October.
In this example, on line 4-1, the SFA reported they had 75 household applications on October 1 which were approved free by a Food Assistance or FIP case number being written on an application and there were 100 students as of the last operating day in October.

In line 4-2, the SFA reported they had 125 household applications approved free by income on October 1 and there were 200 students as of the last operating day in October.

Finally, in line 4-3, the SFA reported they had 50 household applications approved reduced price by income on October 1 and there were 150 students as of the last operating day in October.
T-1 and T-2 – What Does it Mean?

- T-1 = Total FREE eligible students reported
- T-2 = Total REDUCED PRICE eligible students reported

The system will populate the Total section based on previous responses.
For line **T-1**, or total FREE eligible students reported, the system will add the following line items to obtain the total:

3-2: Students directly certified through SNAP

3-3: Students directly certified through other programs

3-4: Students certified Categorically FREE eligible through SNAP letter method

4-1: Students approved as categorically FREE Eligible: (e.g., a case number on an application).

4-2: Students approved as FREE eligible: *Based on household size and income information*

AND, For SFAs with Provision schools: Provision 2/3 students reported as FREE in NON BASE year (2-2a)

Adding these line items up will give you the total free eligible students reported.

Always use **Column B**, “Students”. 
For line T-2, or total REDUCED PRICE eligible students reported, the system will add the following line items to obtain the total:

**Question 4-3**: those students approved as REDUCED PRICE eligible: Based on household size and income information.

And, for SFAs with Provision schools, **Question 2-2b**, those Provision 2/3 students reported as REDUCED PRICE in a NON BASE year

Adding these line items up will give you the total reduced price eligible students reported.

Always use **Column B, Students**.
Now let’s look at **Section 5**, which is where the School Food Authority reports its verification results.

**• Question 5-1** asks for the SFA to identify if ALL of their schools are exempt from verification.

If you are not exempt from Verification you must complete the rest of Section 5.

**• If all schools in the LEA are participating in CEP you would check this box and the remaining questions in Section 5 will be grayed out.**

**• If only some of the LEA’s schools are CEP you would not check this box and thus you would complete the remaining questions.**
Question 5-2 asks the SFA to indicate whether or not the verification process was performed and completed by November 15th or after November 15th. If it was after November 15th you then need to enter the date it was completed and write in a justification as to why it was late.
Question 5-2 also has the option of clicking No, verification was NOT performed or the process was not completed. In this case you will need to choose from the dropdown list one of the following reasons:

- No applications on file as of October 1
- RCCI with no day students
- All students are claimed in the paid category
- Provision school in non-base year
- Other
Question 5-3, asks for the type of verification process used. Standard, Alternate one or Alternate two.
• **Question 5-4**, asks the SFA to report the number of applications that were considered to be *error prone* as of October 1st.

If the SFA used Alternate One then you randomly selected the applications so enter Zero in 5-4 for reporting the number of error prone applications.

SFAs using the Standard or Alternate Two process will need to report the number of error prone applications as of October 1.
• **Question 5-5**, asks for the School Food Authority to report the total number of applications selected for their verification sample.
Questions 5-6 and 5-7 capture the results of direct verification.

If the check box is blank - then the SFA will report the number of applications and students confirmed through direct verification. Direct Verification is confirming through DHS the case number that was provided on the household application that was selected to be verified. This also might be finding a student on E-Lookup.

In the second example, the check box is checked indicating direct verification was not conducted so the boxes will be grayed out and not available for data to be entered.
Question 5-8 requires the SFA to report the verification results.

- This section is comprised of three original benefit types running horizontally across the top, which creates three main columns, designated with a capital A, B, and C. Letter A is Free-Categorically Eligible, which are the applications and students certified as free based on a case number being written on the application.

- Two sub-columns in each section requests the number of Applications (Column a.) and Students (Column b.)

- There are four results categories running vertically for each of the original benefit types which creates 4 rows.

1. Responded, NO CHANGE:
2. Responded, Changed to REDUCED PRICE or FREE
3. Responded, Changed to PAID
4. NOT Responded, Changed to PAID
USDA has defined **Responded** as: The household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

AND **Not Responded** as: The household did not provide sufficient documentation or the household did not provide a response even after at least one follow-up attempt by the SFA.
**Question 5-8** requires the SFA to report the verification results.

**Example 1:**

In Row 1: Column B, a and b. there were three applications approved free based on income and 5 students. The households provided pay stubs that confirmed their free status so no change in benefits were made.

In Row 4: Column B, a and b. there was 1 application approved free based on income and 3 students. The household did not provide any documentation of income when contacted so their free status was changed to paid.
In Row 4: Column A, a and b. there was 1 application approved free with 3 students.

In this case, the household reported a Food Assistance number and the SFA attempted to **Directly Verify** the eligibility status using the Direct Certification download lists or Elook-up and the household was not located. The SFA contacted the household and they did not provide documentation of Food Assistance or income so their free status was changed to paid.
Verification for Cause
The Verification Collection Report requires SFAs to report the number of household applications verified for cause. This means that the application was verified because the household application was questionable and the SFA is obligated to verify the information.

Applications verified for cause are NOT considered part of the required number of applications to verify.
• Verification results based on applications reported in question 5-8 should include both the results of verification from the verification process AND the results from any applications verified for cause reported in VC-1.

• If you do not report both the results of verification and the results of verification for cause you will get an error message.
Submitting the Report
It is important to scroll to the bottom of the form and click on the SAVE button in order to submit your report.
There are three messages possible:

1. One possible message is “The Verification Report has been processed” which means there were no errors, the report was successfully submitted and you will click the Finish button.
The second possible message is “The Verification Report was processed with errors” You will need to click on the Edit button to see the errors.
One possible message that will display at the top of the form is:

Section 5 – Number of applications selected for verification sample does not meet minimum required to be verified.

You will need to go to Section 5 and determine if you verified too few or too many.

If you find that you verified too few, select additional applications to meet the exact requirement and verify them. If too many were verified, leave the information as is. It is important to report the number actually verified. The error message will not go away. The report will be processed with errors.

You will need to click the SAVE button and then the Finish button.
The third possible message is “The Verification Report was processed with warnings”. This means that you need to click on the “Edit” button and review the warning messages on the report.
An example of a Warning Description is:

Section VC – Number of applications reported as verified for cause equals the number of applications reported as verified. Note that applications verified for cause are not the same applications verified for the sample.
Make the necessary changes to the form, and Save the you will receive the message “The Verification Report has been processed” so then click FINISH.
Corrective Action
Sponsors may be required to submit a Corrective Action plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension. Following the December 18th due date for submitted your report, I will be contacting SFAs who did not complete their Verification Collection Report, completed too few verifications and informing SFAs of corrective action which needs to be turned into the SA.
Resources:

• For assistance:
  • Contact your area consultant
  • Deb Linderblood at Deb.Linderblood@iowa.gov
Bureau of Nutrition and Health Services

- Main number: Janelle Loney 515-281-5356
- Admin. Consultant: Patti Harding 515-281-4754
- Area Consultants:
  - Central – Christine Crow 515-725-2626
  - Jean Easley 515-725-2627
  - North Central – Jaci Graves 515-681-2302
  - Northeast – Donna Matlock 515-661-7835
  - East Central – Sandy Fiegen 515-681-5750
  - East Central - Lisa Robinson 515-954-8047
  - Southeast – Cheryl Benson 515-868-2847
  - Southwest – Jan Steffen 515-681-2301
  - Northwest – Marlene Jepsen 515-681-5752
  - Dee Murphy 515-360-5238
Questions?????