Verification Reporting
RCCIs
Deb Linderblood
Verification Collection Report
October, 2014
Verification Collection Report

- Verification Collection Report or FNS 742
- FNS stands for Food and Nutrition Services
- Same form as last year
- Is located on Iowa CNP
Where is Verification Data Used?

- State agency’s direct certification rate
- Non-Response Rate
- Office of Policy Support (OPS) studies
Roles in the Verification Process

• The RCCI, State Agency (SA), and FNS all have key roles in the process

• RCCI – responsible for verification activities

• SA – aggregates data and submits to FNS

• FNS-analyzes data and submits a Report to Congress
Key Verification Dates

RCCIs report verification results to the SA by February 4, 2015
An Overview of the Verification Collection Report
A Brief Overview

- Report has 5 separate sections

- RCCIs participating in the NSLP must complete the new form

- RCCI’s using Provision claiming must complete Section 2 of the FNS-742 report
5 Sections of the Verification Collection Report

• Section 1: Total number of schools, RCCIs, and enrolled students
• Section 2: RCCIs 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
Access the Report

Welcome to IowaCNP for School Nutrition Programs!

Questions? Try the On-line help button near the Log Out button in the upper right. A copy of the PowerPoint and user manual is located on the IADE web site.
Access the Report

### School Nutrition Programs

**Item** | **Description**
--- | ---
Application Packet | Applications Forms (Organization and Site)
Verification Report | Mandatory Annual Verification Report
Site Enrollment | Site Enrollment and Eligibility
Community Eligibility Provision | Enrollment and Eligibility for Community Eligibility Provision
Download Forms | Forms Available for Downloading
Access the Report

School Nutrition Programs

Verification Report

19680000  Status: Active
East Marshall Comm School District
DBA:
204 West Center
Gilman, IA 50106
Type of Agency: Educational Institution
Type of SNP Organization: Public

<table>
<thead>
<tr>
<th>Action</th>
<th>School Year</th>
<th>Received Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>Modify</td>
<td>2014 - 2015</td>
<td>Not Started</td>
</tr>
<tr>
<td></td>
<td>2013 - 2014</td>
<td></td>
<td>Not Started</td>
</tr>
</tbody>
</table>
A Review of Each Section
General Information

SFA Verification Collection Report
For School Year: 2014 - 2015

71109610 Status: Active
Woodward Resource Center
DBA: 1251 334th Street
Woodward, IA 50276
Type of Agency: Government Agency
Type of SNP Organization: RCCI

General Information

Type of Organization: RCCI

Verification Contact Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Salutation</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ms.</td>
<td>Ben</td>
<td>McCullough</td>
</tr>
</tbody>
</table>

2. Email Address: bmccull@dhs.state.ia.us

3. Phone: (515) 438-3492 Ext: Fax:

4. Title: Food Service Director
Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFA's, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing a SFA Verification Collection Report.
Section 1: Total Schools, RCCIs, and 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.

<table>
<thead>
<tr>
<th></th>
<th>A. Number of Schools OR Institutions</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td>Total schools (Do not include RCCIs):</td>
<td></td>
</tr>
<tr>
<td>1-2</td>
<td>Total RCCIs (Do not include schools counted in 1-1):</td>
<td></td>
</tr>
<tr>
<td>1-2a</td>
<td>RCCIs with day students (Report ONLY day students in 1-2aB):</td>
<td></td>
</tr>
<tr>
<td>1-2b</td>
<td>RCCIs with NO day students:</td>
<td></td>
</tr>
</tbody>
</table>

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# Section 1: Total Schools, 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**.

---

## 1-1 Total schools (Do not include RCCIs):

<table>
<thead>
<tr>
<th>RCCI</th>
<th>Day Students</th>
<th>Residential Students</th>
<th>All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>50</td>
<td>10</td>
<td>60</td>
</tr>
<tr>
<td>2</td>
<td>25</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td>3</td>
<td>30</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>4</td>
<td>5</td>
<td>100</td>
<td>105</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td></td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
<td>265</td>
</tr>
</tbody>
</table>

## 1-2 Total RCCIs (Do not include schools counted in 1-1):

<table>
<thead>
<tr>
<th>RCCI</th>
<th>Day Students</th>
<th>Residential Students</th>
<th>All Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>265</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>25</td>
<td></td>
</tr>
</tbody>
</table>

---

A. Number of Schools OR Institutions

<table>
<thead>
<tr>
<th>RCCI</th>
<th>Number of Schools OR Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

B. Number of Students

<table>
<thead>
<tr>
<th>RCCI</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>265</td>
</tr>
<tr>
<td>2</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>25</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
</tr>
</tbody>
</table>

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### Notes

- Section 1 details the total schools, RCCIs, and enrolled students.
- SFAs must report as of the last operating day in October.
- The table includes separate counts for day students, residential students, and total students for each RCCI.
Section 2: RCCIs 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.

<table>
<thead>
<tr>
<th></th>
<th>A. Number of Schools AND Institutions</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-1</td>
<td>Operating Provision 2/3 in a BASE year for NSLP and SBP:</td>
<td></td>
</tr>
<tr>
<td>2-2</td>
<td>Operating Provision 2/3 in a NON BASE year for NSLP and SBP:</td>
<td></td>
</tr>
<tr>
<td>2-2a</td>
<td>Provision 2/3 students reported as FREE in a NON BASE year:</td>
<td></td>
</tr>
<tr>
<td>2-2b</td>
<td>Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:</td>
<td></td>
</tr>
<tr>
<td>2-3</td>
<td>Operating the Community Eligibility Option (CEP):</td>
<td></td>
</tr>
<tr>
<td>2-4</td>
<td>Operating other alternatives for NSLP and SBP:</td>
<td></td>
</tr>
<tr>
<td>2-5</td>
<td>Operating an alternate provision(s) for only SBP or only NSLP:</td>
<td></td>
</tr>
</tbody>
</table>
Section 3
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)
Section 3: Students Approved as FREE Eligible NOT Subject to Verification

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.
Section 4: Students Approved as FREE or REDUCED PRICE Eligible Through a Household Application

### 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 October 1st. Report number of students (B) as of the last operating day in October.

<table>
<thead>
<tr>
<th></th>
<th>A. Number of Applications</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4-2 Approved as FREE eligible. Based on household size and income information.</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>A. Number of Applications</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Totals
T-1 and T-2 – what does it mean?

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

<table>
<thead>
<tr>
<th>T-1</th>
<th>Total FREE Eligible Students Reported</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>T-2</td>
<td>Total REDUCED PRICE Eligible Students Reported</td>
<td>0</td>
</tr>
</tbody>
</table>
T-1 = Total Free Eligible Students Reported

- The following lines are added together:

  + Students directly certified through SNAP (3-2)
  + Students directly certified through other programs (3-3)
  + Students certified categorically FREE eligible through SNAP letter method (3-4)
  + Approved as categorically FREE Eligible (4-1)
  + Approved as FREE eligible: Based on household size and income information (4-2)
  + For SFAs with Provision schools: Provision 2/3 students reported as FREE in NON BASE year (2-2a)

Total FREE Eligible Students Reported
\[ T-2 = \text{Total Reduced Eligible Students Reported} \]

- The following lines are added together:

  Approved as REDUCED PRICE eligible (4-3)

  + For SFAs with Provision schools: Provision 2/3 student reported as REDUCED PRICE in a NON BASE year (2-2b)

Total REDUCED PRICE Eligible Students Reported
Section 5
Section 5-1: Exempt from Verification

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. If 5-1 is checked, no further reporting in Section 5 is required.
Section 5-2: Verification Completed

Was verification performed and completed?

- Yes, completed by November 15th
- Yes, completed after November 15th

Date Completed:

Justification:
Section 5-2: Verification Completed

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

Reason:
Section 5-3: Type of Verification

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)
Section 5-4: Error Prone Applications

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

5-5 Number of applications selected for verification sample:
Section 5-6 and 5-7: Direct Verification Results

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.**

**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.

A. Number of Applications  B. Number of Students

**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.**

**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.

A. Number of Applications  B. Number of Students
### Section 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.

#### Result Category

<table>
<thead>
<tr>
<th>A. FREE-Categorically Eligible</th>
<th>B. FREE-Income</th>
<th>C. REDUCED PRICE-Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</td>
<td>Certified as FREE based on income/household size application</td>
<td>Certified as REDUCED PRICE based on income/household size application</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Responded, NO CHANGE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Responded, Changed to REDUCED PRICE / FREE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Responded, Changed to PAID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. NOT Responded, Changed to PAID:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Responded vs. Not Responded

**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 5-8: Results of Verification by Original Benefit Type – Example 1
Section 5-8: Results of Verification by Original Benefit Type – Example 2

<table>
<thead>
<tr>
<th>Result Category</th>
<th>A. FREE-Categorically Eligible</th>
<th>B. FREE-Income</th>
<th>C. REDUCED PRICE-Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Responded, NO CHANGE:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Responded, Changed to REDUCED PRICE / FREE:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Responded, Changed to PAID:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. NOT Responded, Changed to PAID:</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

Legend:
- FREE
- REDUCED PRICE
- Categorically Eligible
- Income
- Reduced Price
Verification for Cause
Applications Verified for Cause

VC-1: Report the total number of household applications verified for cause, as of Nov. 15th, if applicable;

These applications are outside the standard verification process; i.e., they are NOT considered part of the required sample size;
Applications Verified for Cause

• 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.
Submitting the Report
Saving the Verification Collection Report

Created By: cnp_system on: 8/4/2014 3:28:08 PM

Save Cancel
Processed Messages and Finish

School Nutrition Programs

SFA Verification Collection Report
For School Year: 2014 - 2015

The Verification Report has been processed.

Processed Messages and Finish
## Error Message

<table>
<thead>
<tr>
<th>Code</th>
<th>Error Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>15155</td>
<td>Section 5 - Number of applications selected for verification sample does not meet minimum required to be verified.</td>
</tr>
</tbody>
</table>
Processed Messages and Finish
Warning Message

<table>
<thead>
<tr>
<th>Code</th>
<th>Warning Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>16008</td>
<td>Section VC-1 - 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.</td>
</tr>
</tbody>
</table>
Corrective Action
Corrective Action Plan Attachments

Sponsors are 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.

Add

Attachment Count: 0
Resources:

• For assistance:
  • Contact your area consultant
  • Deb Linderblood at Deb.Linderblood@iowa.gov
Questions??????