



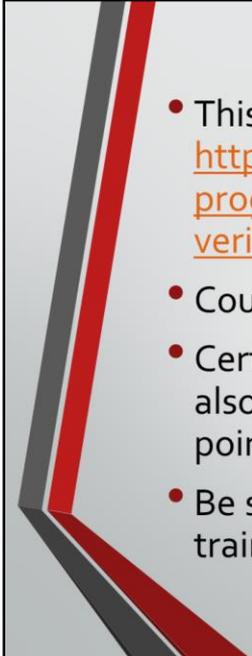
- The webinar will begin at 2:00 p.m.
- Click on “Audio Setting” & test your speakers
- Make sure your sound is not muted and the volume is turned up
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patti.harding@iowa.gov
- To ask questions, use the Q & A button To center the screen, select “Options” & “Fit to window”

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Welcome to the Verification Reporting Webinar for Public and Nonpublic school for school year 2016-2017. My name is Deb Linderblood and I will be the presenter for today’s webinar. Patti Harding, our Administrative Consultant, will be assisting me today.

If you are having problems hearing, after you have tested your speakers and made sure that your sound is not muted and that your sound is turned up, please email Patti at patti.harding@iowa.gov.

To ask questions, please use the Q&A button or email Patti. I will be answering questions partway through the webinar and at the end.

- 
- This webinar is being recorded and will be posted at: <https://www.educateiowa.gov/pk-12/nutrition-programs/school-nutrition/income-eligibility-and-verification>.
 - Counts as Professional Standards training
 - Certificate was emailed with the webinar link and will also be posted with the recording along with the power point notes pages
 - Be sure the individual who does tracking of professional training knows you participated in this webinar

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Professional Standards Training Documentation



October 12, 2016 Verification Reporting Webinar

Presenter: Deb Linderblood 515-281-5663 deb.linderblood@iowa.gov

Date: Wednesday, October 12, 2016 - 1:30 pm to 2:30 pm

Description:

- Where the Verification data is used
- Verification reporting due date
- Accessing the report on [IowaCNP](#)
- Completion of each section of the report
- Verification for cause
- Submitting the report

USDA Professional Standards Areas:

Free and Reduced Price Meal Benefits (3100) – 1 HOUR

Participants will be able to:

3110 - Certify, process, and verify free and reduced price meal eligibility benefits in compliance with Federal regulations

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This slide shows what the training certificate looks like.



Verification Reporting Public and Nonpublic

Verification Collection Report

Deb Linderblood

October 12, 2016

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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

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**

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The Verification Collection Report is also called FNS 742.

- FNS stands for Food and Nutrition Service.

You will be glad to know that you will be completing the same form as last year.

The form is located on Iowa CNP under Applications. I will be walking you through how to access the form in a few minutes.

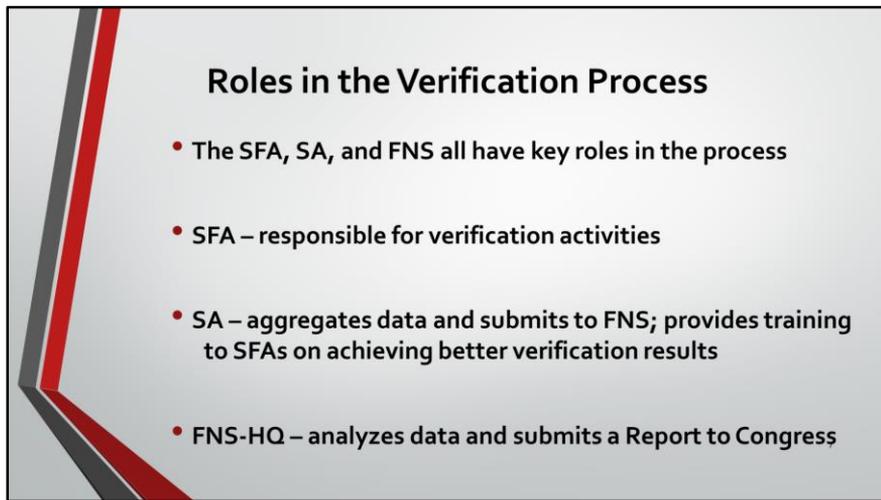
Where is Verification Data Used?

- State agency's direct certification rate
- Non-Response Rate
- Office of Policy Support (OPS) studies

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Where is verification data used?

1. The data is used to determine the State agency's direct certification rate, (we are required by USDA to obtain a 95% direct certification rate or we must submit a corrective action plan to USDA stating how we will improve our percentage)
2. To determine your Non-Response Rate; which you need each year to determine the sample size process you can use
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 16, 2016.



- The deadline for Submission of the FNS-742 is **December 16th, 2016.**



An Overview of the Verification Report

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A Brief Overview



- Report has 5 separate sections
- All SFAs participating in the NSLP must complete the form in the applicable sections

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- 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.

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

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There are five sections of the Verification Collection Report

Section 1: Total number of schools, RCCIs, and enrolled students

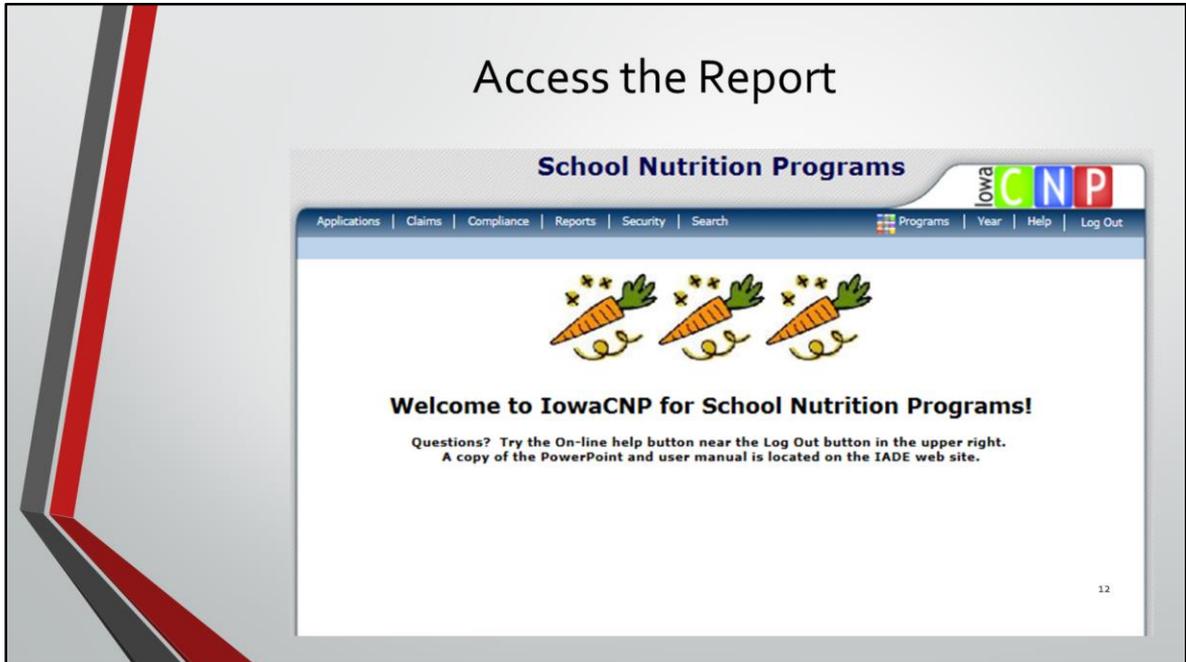
Section 2: SFAs with alternate provisions

Section 3: Students approved free but not subject to verification

**Section 4: Students approved Free/Reduced via household
application**

Section 5: Verification Results

Access the Report



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. There are instructions with the form.

Access the Report



The screenshot shows the Iowa School Nutrition Programs web application. The main heading is "School Nutrition Programs" with the Iowa CNP logo. The navigation menu includes "Applications", "Claims", "Compliance", "Reports", "Security", and "Search". The "Applications" menu is expanded, showing a list of items with descriptions. A red arrow points to the "Verification Report" item.

Item	Description
Application Packet	Applications Forms (Organization and Site)
Verification Report	Mandatory Annual Verification Report
Second Review of Applications	FNS-874 report for Organizations selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Download Forms	Forms Available for Downloading

To get to the Verification Report, click on applications and then choose Verification Report. The Verification Report will be opened on November 1st. As soon as you have finished the verification process, we encourage you to complete the verification report so you do not forget.

Access the Report

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > School Year: 2016 - 2017

Verification Report

***** Status: Active
Comm School District
DBA:
2102 Durant
Harlan, IA 51537
Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2016 - 2017		Not Started
View	2015 - 2016	11/19/2015	Submitted
View	2014 - 2015	01/28/2015	Submitted
	2013 - 2014		Not Started
	2012 - 2013		Not Started

< Back

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You will then choose Modify beside school year 2016-2017.



- In each section of the FNS-742 report, we will go over the fields found in each section and also complete some examples.

General Information

School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Verification Report > VIEW | MODIFY

SFA Verification Collection Report
For School Year: 2016 - 2017

20260000 Status: Active
Harlan Comm School District
DBA:
2102 Durant
Harlan, IA 51537
Type of Agency: Educational Institution
Type of SNP Organization: Public

General Information

Type of Organization: Public

Verification Contact Information

	Salutation	First Name	Last Name
1. Name:	Mrs.	Judi	Olson
2. Email Address:	jolson@hcsdcyclones.com		
3. Phone:	(712) 755-3212	Ext:	Fax: (712) 755-7312
4. Title:	Food Service Director		

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- 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.

Instructions

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.

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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 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.



Section 1

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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**.

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

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”.

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**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	<input type="text" value="5"/>	<input type="text" value="1500"/>
1-2 Total RCCIs (Do not include schools counted in 1-1):	<input type="text"/>	<input type="text"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text"/>	<input type="text"/>
1-2b RCCIs with NO day students:	<input type="text"/>	<input type="text"/>

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In this example you can see that the School Food Authority has reported 5 schools in **line 1-1A** with a total of 1,500 students reported in **1-1B**.



Section 2

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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"/>	<input type="text"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text"/>	<input type="text"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:	<input type="text"/>	<input type="text"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	<input type="text"/>	<input type="text"/>
2-3 Operating the Community Eligibility Option (CEP):	<input type="text"/>	<input type="text"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text"/>	<input type="text"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text"/>	<input type="text"/>

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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.



Section 3

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Section 3: Students Approved as FREE Eligible NOT Subject to Verification

- Students directly certified using SNAP;
- Students directly certified through other programs; and
- Those certified through SNAP letter method.

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This section will capture the students approved as Free eligible that were Not subject to verification. This will be your directly certified students. The number of Directly Certified students are separated into three categories.

1. Students directly certified using SNAP (which is Food Assistance in Iowa);
2. All other certified students which I will discuss shortly and
3. Those certified through SNAP letter method.

Section 3: Students Approved as FREE Eligible NOT Subject to Verification

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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- Section 3.1 gives the option to check the box if the SFA **was not** required to perform Direct Certification with SNAP.
- So, if all schools in your district are participating in CEP, you will check box 3-1 and report “0s” for the remaining Sections of the Verification Collection Report.
- If only some schools in the LEA are participating in CEP you will report in Section 3.
- Also, RCCIs with no day students would also check the box and schools in non base years of Provision 2 or 3.
- If you use Elookup and were able to find some of your studentets, you will not check this box.

Section 3: Students Approved as FREE Eligible NOT Subject to Verification

	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"/>
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"/>
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"/>

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In Section 3 you will be entering the number of Free eligible students who are NOT subject to verification, so there is only one column, which is labeled column B.

Line 3-2

Line 3-2 is very important for SNAP direct certification performance rate calculations

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

Include all SNAP direct certifications in this count.

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.

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On line 3-2 you will include all students that were Directly Certified by Food Assistance. So if there is a number 1 in the column labeled FA on your Direct certification list, you will add up these students.

Also, if a student is directly certified with SNAP along with FIP, classify them as a SNAP direct certification.

When ever there is a number 1 in the FA column and the FIP column, Food Assistance takes precedence.

Example of SNAP/Combo

	A	B	C	D	E	F	G	H
	LocalID	StateID	LastName	FirstName	School#	Grade	Food Assistance	FIP
1								
2	0001	0001/0000	0000000	000	0209	06	1	1
3	0001	0001/0000	0000000	000	0218	09	1	

28

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. Since Food Assistance takes precedence this student will be reported as directly certified through Food Assistance in 3-2.

Line 3-2

Line 3-2 is very important for SNAP direct certification performance rate calculations

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

If a student is extended eligibility for free meals because someone else in the household receives SNAP, classify it as SNAP direct certification, and include it in this count.

29

Also included in line 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" list or through a family informing you of additional students in the household.

Example of “Extended” Eligibility

	A	B	C	D	E	F
1	First Name	Last Name	Birth Date	Household Member	Local ID	Food Assistance
2	Sally	Johnson	Jun 17 2010	David Johnson	35512	1
3	Casey	Smith	Aug 20 2012	Kelli Clark	55679	1

30

In this example, Sally Johnson is directly certified due to the fact that she is a member of David Johnson’s household.

Line 3-2

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

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), count them as a SNAP direct certification and include them in this count. These are classified as converted.

Don't Include in 3-2

- Do NOT include SNAP “letter method” counts here.
- Do NOT include SNAP students certified using case numbers written on an application.

Example of Section 3-2

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

388

****How 3-2 was calculated**

Method of Certification	# Students
SNAP Directly Certified	340
SNAP/Combo (ie SNAP/TANF) Directly Certified	21
SNAP Extended Eligibility	15
Converted to SNAP Direct Certified by last operating day in October after shows up on SNAP Direct Certification list	12
Total SNAP Directly Certified	388

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Here is an example of a school adding up the various certification methods used to come up with a total for 3-2.

In this example:

340 students were Directly Certified through Food Assistance; (these students had a number 1 under FA on the direct certification list)

21 students were Directly Certified through both Food Assistance and FIP and Food Assistance took precedence.

15 students were determined to have extended eligibility; and

12 students were converted.

For a total of 388 students who were directly certified.

Example of Section 3-3

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.**

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We will now move on to line 3-3. In 3-3 you will enter the students directly certified by other programs.

For Iowa's SFAs these programs would be:

Family Investment Program – These would be your students with a number 1 under FIP on the direct certification list that do not have a number 1 under FA.
Foster (found on the direct certification list) –These would be your students with a number 1 under FC that do not have a number 1 under FA.

Migrant

Homeless

Runaway

Head Start or Even Start and

Non-applicant approved by a local official

You will need to add all of these together to get your number for 3-3. Be sure you do not include Food Assistance students already reported in 3-2.

Example of Section 3-4

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.

35

- **Line 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. The notice of decision does not qualify students for free meals; it has to be the “Free Lunch Letter.” The notice of decision can be used to verify that a household is getting food assistance if their application had a case number written on it and the SFA was unable to locate the household on elookup.



Questions?????



Section 4

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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.

- 4-1 **Approved as categorically FREE Eligible.** Based on those providing documentation (e.g. a case number for SNAP, TANF, FDIPIR 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.

A. Number of Applications	B. Number of Students
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

38

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.**

- Thus if you have students transfer out of your school between October 1 and the last operating day in October, you will need to be sure to remove their application when you are counting the number of students as of the last operating day in October.

Approved Categorically Free Eligible

4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDIPIR on an application)

A. Number of Applications	B. Number of Students
2	4

39

On line 4-1 you will report the number of applications you had on October 1st that had a case number written on them. You will also report the number of students who are on Applications with a case number written on it as of the last day of October.

Approved as Free Eligible

4-2 **Approved as FREE eligible.** Based on household size and income information.

19

33



40

Line 4-2 will be the number of applications which were approved as free based on household size and income as of October 1st. You will then determine the number of students who were approved as free based on household size and income as of the last day in October.

Approved as Reduced Price Eligible

4-3 **Approved as REDUCED PRICE eligible.** Based on household size and income information.

31

61



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On line 4-3 you will do the same for applications and students approved for Reduced price meals based on household size and income.

Example of Section 4:

	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)	75	100
4-2 Approved as FREE eligible. Based on household size and income information.	125	200
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	50	150

42

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	300
T-2	Total REDUCED PRICE Eligible Students Reported	150

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



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

The system will automatically populate the Total section based on your previous responses.

T-1 = Total Free Eligible Students Reported

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

45

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".

T-2 = Total Reduced Eligible Students Reported

T-2 Total REDUCED PRICE 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

46

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**.



Section 5

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Section 5-1: Exempt from Verification

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.
If 5-1 is checked, no further reporting in Section 5 is required.



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Now let's look at **Section 5**.

- **Line 5-1** asks for the SFA to identify if ALL of their schools are exempt from verification. If you check the box the remainder of the form grays out.

If you are not exempt from Verification you must complete the rest of Section 5 and should not check this box.

- 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.

- You also would check this box if you did not have any free or reduced price applications or if you are a RCCI with no day students.

Section 5-2: Verification Completed

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

November

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In 5-2 you will indicate whether or not the verification process was performed and completed by November 15th or after November 15th or indicate that verification was not performed or the process was not completed.

Section 5-2: Verification Completed

5-2 Was verification performed and completed?

Yes, completed by November 15th

Yes, completed after November 15th

Date Completed:

Justification:

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If you completed verification after November 15th the system will then ask you to enter the date it was completed and write in a justification as to why it was late. An example could be that after you selected a household for verification you determined that the family had moved so you then needed to select another household. To give them time to respond, your process was not completed until November 20th.

Section 5-2: Verification Completed

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

Reason:

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If you select no, verification was NOT performed or the process was not completed then 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

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)

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Line 5-3, asks for the type of verification process you used.

You will choose from Standard, Alternate one or Alternate two.

Section 5-4: Error Prone Applications

- Reporting the number of error prone applications (5-4)

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

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- **Line 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 from all of your 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 you had as of October 1.

Section 5-5: Applications Selected For Verification

5-5 Number of applications selected for verification sample:

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- **Line 5-5**, asks for the School Food Authority to report the total number of applications selected for their 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
<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>

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Lines 5-6 and 5-7 capture the results of direct verification.

If the check box is blank - then you will report the number of applications and students confirmed through direct verification. This would be applications with a case number written on them that you entered into Elookup and if found, these applications and students were directly verified and you did not have to have the household provide documentation.

In the second example on the slide, 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.

Section 5-8: Results of Verification by Original Benefit Type

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	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.	b.	a.	b.	a.	b.
	Applications	Students	Applications	Students	Applications	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:	REDUCED PRICE <input type="text"/>	<input type="text"/>	REDUCED PRICE <input type="text"/>	<input type="text"/>	FREE <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"/>

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Section 5-8 requires the SFA to report your 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. Letter B is free by income and Letter C is reduced price by income.
- There are two sub-columns in each section which 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

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.

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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.

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

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.	b.	a.	b.	a.	b.
	Applications	Students	Applications	Students	Applications	Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input style="background-color: yellow;" type="text" value="3"/>	<input style="background-color: yellow;" type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input style="background-color: yellow;" type="text" value="1"/>	<input style="background-color: yellow;" type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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.

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

Result Category	A. FREE-Categorically Eligible <small>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</small>		B. FREE-Income <small>Certified as FREE based on income/household size application</small>		C. REDUCED PRICE-Income <small>Certified as REDUCED PRICE based on income/household size application</small>	
	a.	b.	a.	b.	a.	b.
	Applications	Students	Applications	Students	Applications	Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input style="background-color: yellow;" type="text" value="1"/>	<input style="background-color: yellow;" type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Example 2

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 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

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Applications Verified for Cause

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.

- **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;**

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•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. You will report the number of applications as of November 15th that were verified for cause.

• Applications verified for cause are NOT considered part of the required number of applications to verify.

Applications Verified for Cause

- Verification results based on applications reported in **section 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**.

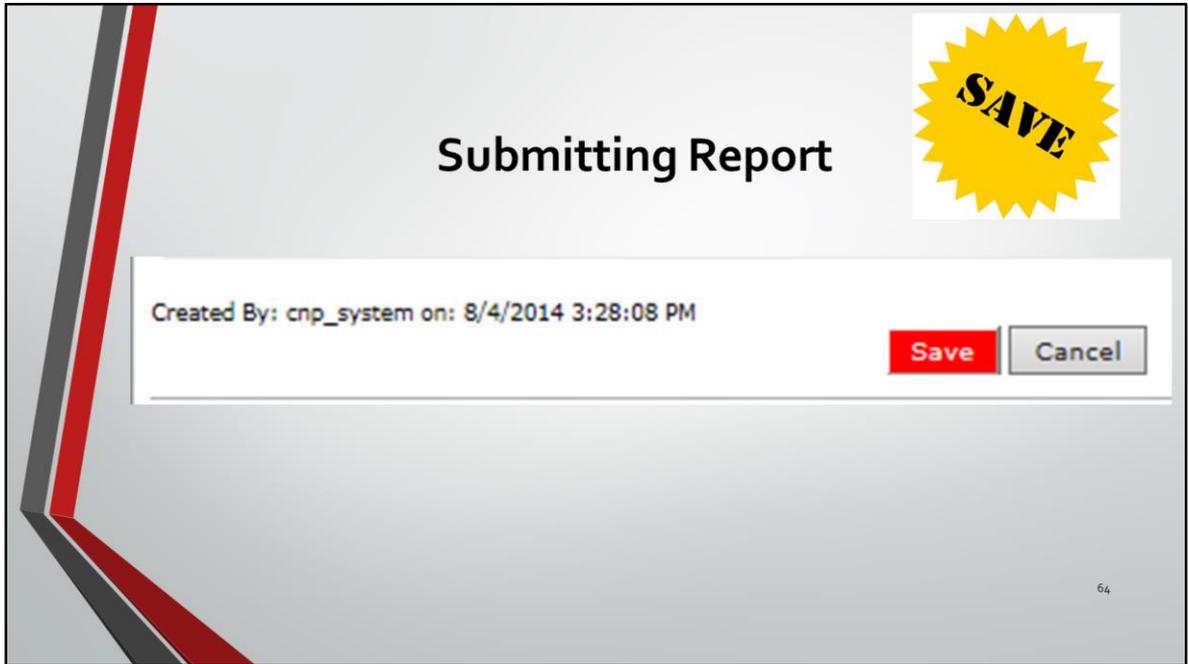
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- Your verification results reported in **section 5-8** should include both the results of verification from the verification process AND the results from any applications verified for cause reported in **VC-1**.
- **If you do not report both the results of verification and the results of verification for cause you will get an error message.**



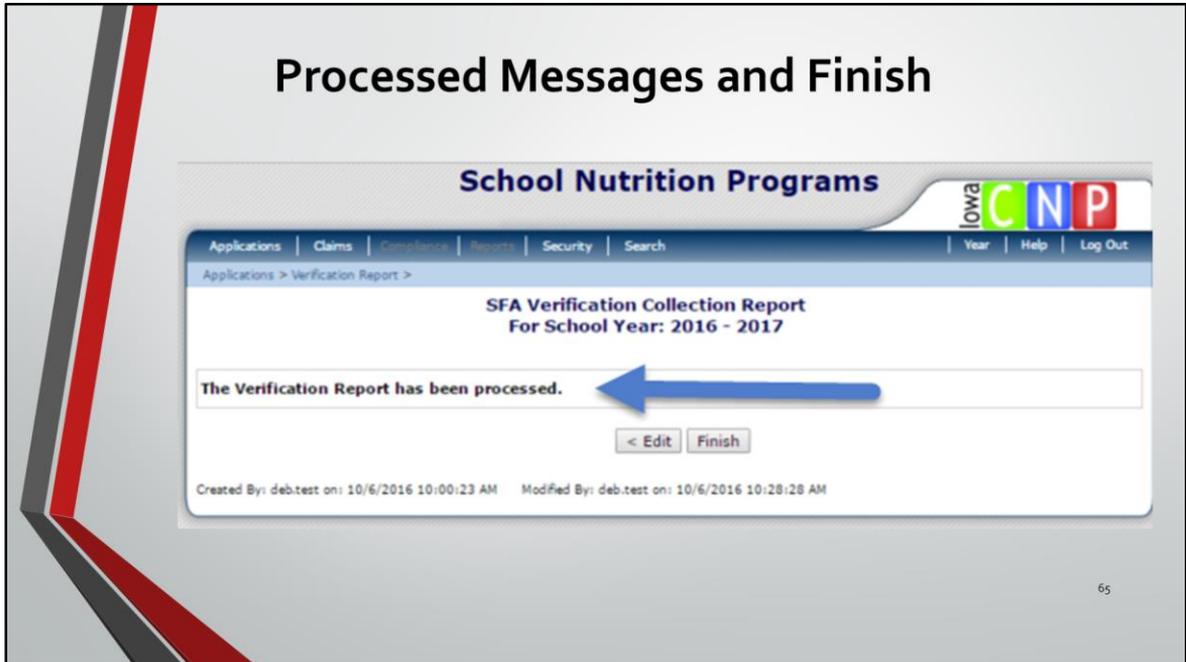
Submitting the Report

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It is important to scroll to the bottom of the form and click on the SAVE button in order to submit your report.

Processed Messages and Finish



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.

Processed Messages and Finish

The screenshot displays the Iowa School Nutrition Programs (SNP) web application interface. The main heading is "SFA Verification Collection Report For School Year: 2016 - 2017". A red arrow points to the message: "The Verification Report has been processed with errors." Below this message, a green arrow points to the "< Edit" button. The interface also includes a navigation menu with options like Applications, Claims, Compliance, Reports, Security, and Search, and a user menu with Year, Help, and Log Out. The footer shows the report was created and modified by "deb.test" on 10/6/2016.

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 you 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.

Processed Messages and Finish

The screenshot displays the Iowa School Nutrition Programs (SNP) web interface. At the top, the title "School Nutrition Programs" is visible alongside the "Iowa SNP" logo. A navigation bar includes links for "Applications", "Claims", "Compliance", "Reports", "Security", and "Search". The main content area shows the "SFA Verification Collection Report For School Year: 2016 - 2017". A message box states: "The Verification Report has been processed with warnings." A green arrow points to this message. Below the message, there are two buttons: "< Edit" (highlighted with a red box) and "Finish". At the bottom of the report area, it says "Created By: deb.test on: 10/6/2016 10:00:23 AM" and "Modified By: deb.test on: 10/6/2016 10:35:29 AM".

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.

Warning Message

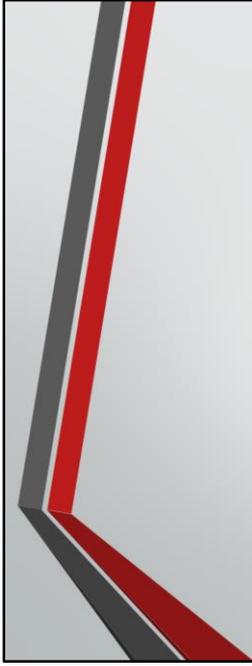
Code	Warning Description
16008	Section VC-1 - Number of applications reported as verified for cause equals the number of applications reported as verified. Note that applications verified for cause are not the same applications verified for the sample.



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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 click on Save.



Corrective Action

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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

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SFAs 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 16th due date for submitting your report, I will be contacting SFAs who did not complete their Verification Report, completed too few verifications and informing SFAs of corrective action which needs to be turned into the SA.

If you have an Administrative Review this year, your consultant will review your verification documentation. If she finds errors, you may be required to complete Corrective action related to verification. Corrective action may consist of completing the State Agency's tutorial on verification, participating in the Verification Webinar next fall or making revisions to your Verification Report.

For Additional Assistance

- Bureau of Nutrition Programs
 - Main telephone number: 515-281-5356
- Consultant
 - Deb Linderblood: 515-281-5663
 - deb.linderblood@iowa.gov
- Administrative Consultant
 - Patti Harding: 515-281-4754
 - patti.harding@iowa.gov



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(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.

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We will now answer any questions you may have.



Questions?????

Thanks For ALL You Do!!



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