

Verification Reporting Public and Nonpublic

Verification Collection Report

Deb Linderblood

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 SFA, SA, and FNS all have key roles in the process
- SFA – responsible for verification activities
- SA – aggregates data and submits to FNS; provides training to SFAs on achieving better verification results
- FNS-HQ – analyzes data and submits a Report to Congress₄



Verification Collection Report **DUE**

**SFAs report verification results to the
SA **by February 4, 2015.****



An Overview of the Verification Collection Report

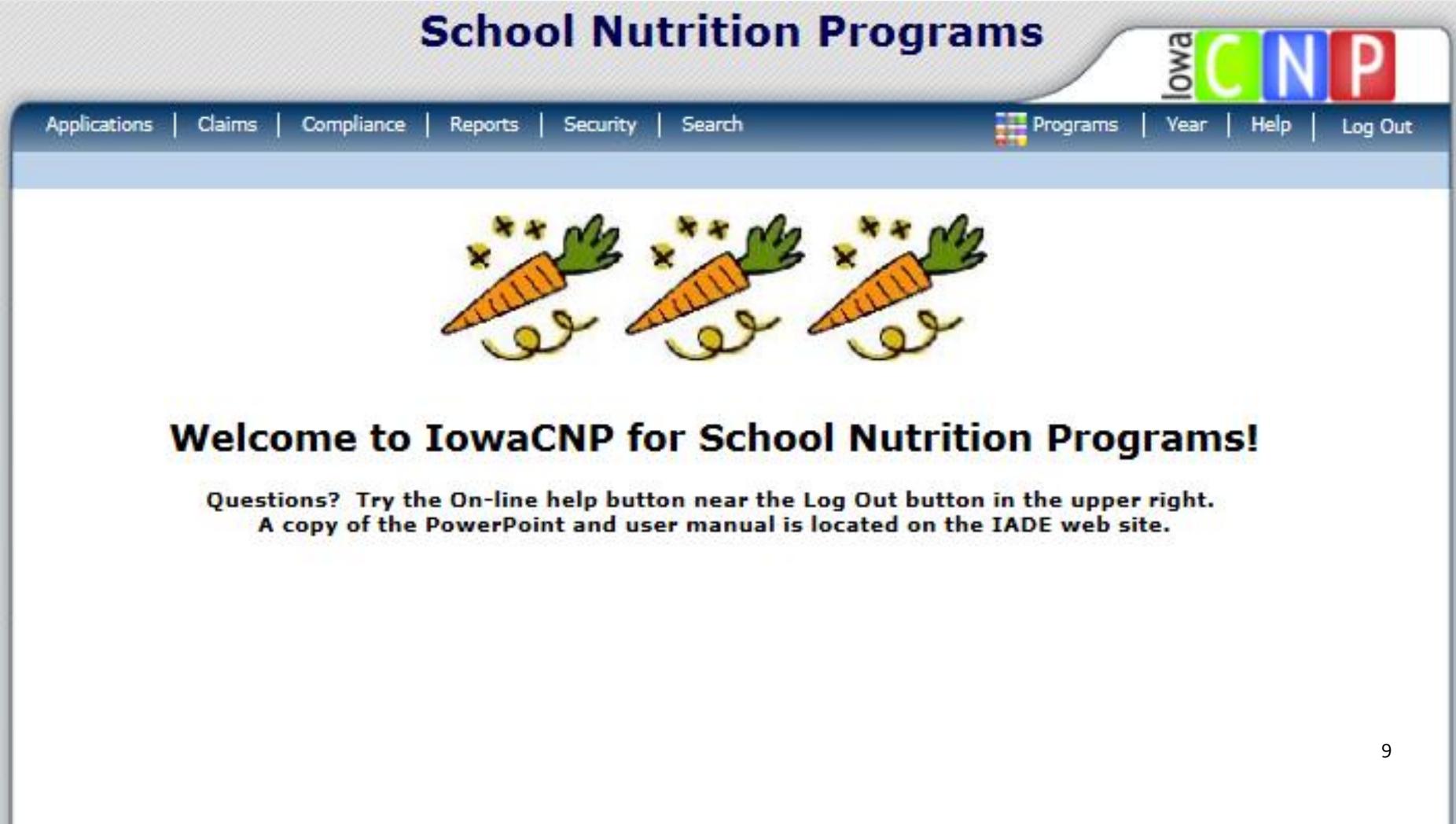
A Brief Overview

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

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



The screenshot shows the web application interface for IowaCNP School Nutrition Programs. At the top, the title "School Nutrition Programs" is displayed in a blue banner. To the right of the banner is the IowaCNP logo, which consists of the word "Iowa" in black, followed by the letters "C", "N", and "P" in green, blue, and red boxes respectively. Below the banner is a navigation menu with the following items: Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out. The main content area features three cartoon carrots with green tops and yellow stars above them. Below the carrots, the text reads: "Welcome to IowaCNP for School Nutrition Programs!" followed by "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."

School Nutrition Programs

IowaCNP

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



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



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[Year](#) | [Help](#) | [Log Out](#)

[Applications >](#)

School Year: 2014 - 2015

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



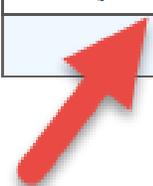
Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

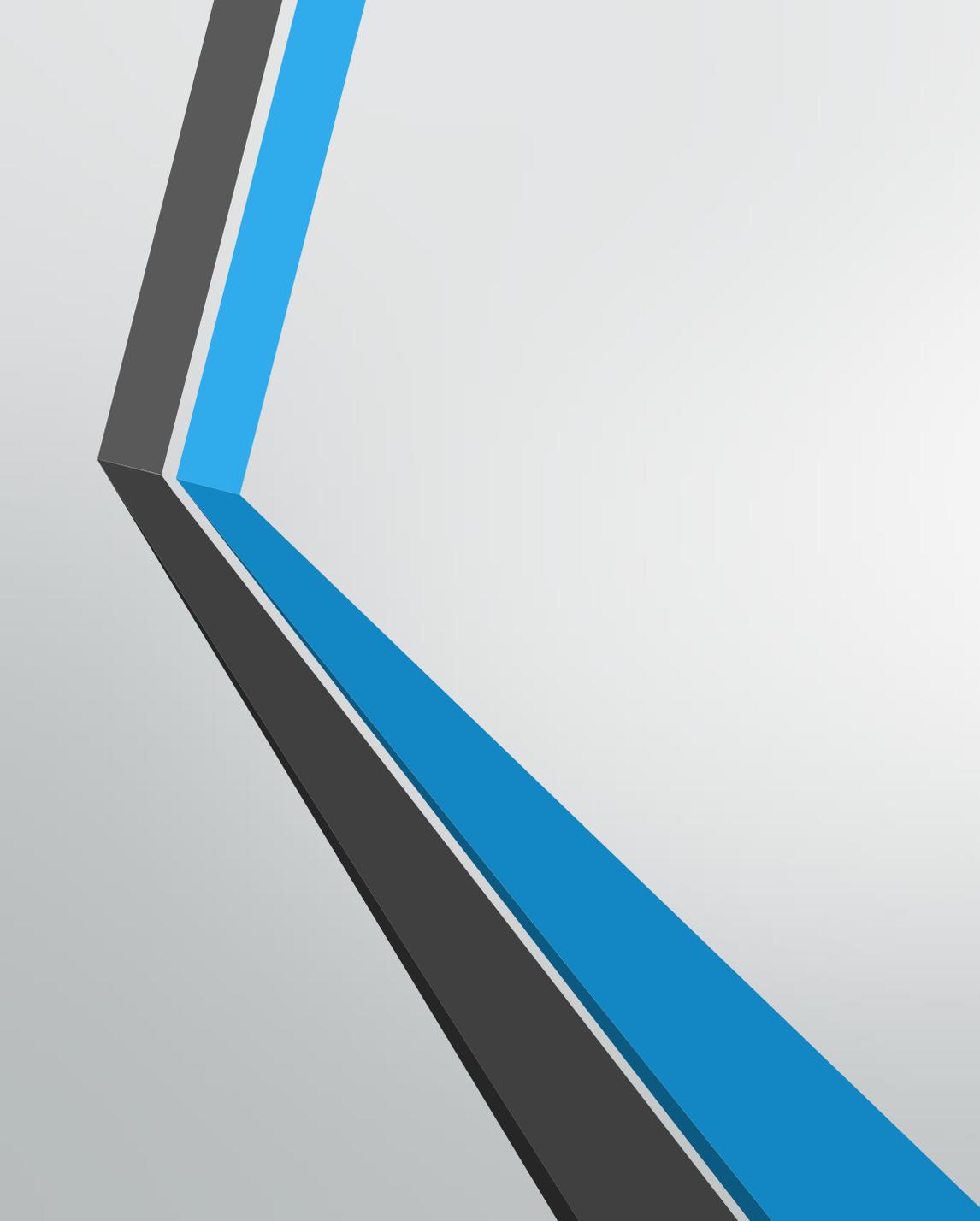
Applications > School Year: 2014 - 2015

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

Action	School Year	Received Date	Status
View Modify	2014 - 2015		Not Started
	2013 - 2014		Not Started





A Review of Each Section

General Information

School Nutrition Programs



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

Applications > Verification Report >

VIEW | **MODIFY** | INTERNAL USE ONLY

SFA Verification Collection Report For School Year: 2014 - 2015

41040000 Status: Active
Marshalltown Comm School District
DBA:
1002 SOuth 3rd Ave.
Marshalltown, IA 50158-3987
Type of Agency: Educational Institution
Type of SNP Organization: Public

General Information

Type of Organization: Public

Verification Contact Information

1. Name:	Salutation Mrs. <input type="checkbox"/>	First Name Lynn	Last Name Large
2. Email Address:	llarge@marshalltown.k12.ia.us		
3. Phone:	(641) 754-1185	Ext: 6120	Fax: (641) 754-1186
4. Title:	Food Service Director		

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.



Section 1

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"/>

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):	5	1500
1-2 Total RCCIs (Do not include schools counted in 1-1):		
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):		
1-2b RCCIs with NO day students:		



Section 2

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"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<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"/>



Section 3

Section 3: 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.

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)



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"/>

Line 3-2

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

Direct Certification Data Element

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.

Example of SNAP/Combo

	A	B	C	D	E	F	G	H
1	LocalID	StateID	LastName	FirstName	School#	Grade	Food Assistance	FIP
2	0000	0000000000	0000000000	0000	0209	06	1	1
3	0000	0000000000	0000000000	0000	0218	09	1	

Line 3-2

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

Direct Certification Data Element

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.

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

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.

Direct Certification Data Element

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.

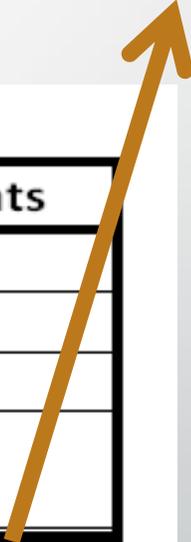
Example of Section 3-2

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



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.**



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.





Section 4

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, 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.



A. Number of Applications

B. Number of Students

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



Totals

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-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 = 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



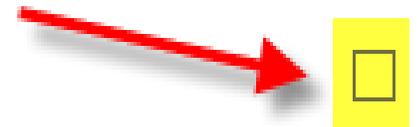
Section 5

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.



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:




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:

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

- 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.

Section 5-5: Applications Selected For Verification

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.	<input type="checkbox"/>
		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"/>
		<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.	<input checked="" type="checkbox"/>
		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"/>
		<input type="text"/>

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. 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:	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"/>

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

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 type="text" value="3"/>	<input 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 type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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

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" 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 type="text" value="1"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>



Verification for Cause

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;**

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

Submitting Report

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

Save

Cancel

Processed Messages and Finish

School Nutrition Programs

Iowa **C** **N** **P**

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

Applications > Verification Report >

**SFA Verification Collection Report
For School Year: 2014 - 2015**

The Verification Report has been processed.

Created By: cnp_system on: 8/4/2014 3:28:08 PM Modified By: DLinderblood on: 10/8/2014 12:41:53 PM

Processed Messages and Finish

The screenshot displays the Iowa School Nutrition Programs (SNP) web interface. At the top, the title "School Nutrition Programs" is centered, with the "Iowa SNP" logo on the right. A navigation menu below the title includes "Applications", "Claims", "Compliance", "Reports", "Security", "Search", "Programs", "Year", "Help", and "Log Out". The breadcrumb trail shows "Applications > Verification Report >". The main heading is "SFA Verification Collection Report For School Year: 2014 - 2015". A message box contains the following text: "The Verification Report has been processed with errors." followed by "Information entered is either incomplete or is not in compliance with the Iowa Department of Education 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." Below the message box, a blue arrow points to the "< Edit" button, and a "Finish" button is also visible. At the bottom, the creation and modification timestamps are shown: "Created By: cnp_system on: 9/10/2014 3:51:47 PM" and "Modified By: DLinderblood on: 10/8/2014 11:36:49 AM".

School Nutrition Programs

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

Applications > Verification Report >

**SFA Verification Collection Report
For School Year: 2014 - 2015**

The Verification Report has been processed with errors.

Information entered is either incomplete or is not in compliance with the Iowa Department of Education 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.



Created By: cnp_system on: 9/10/2014 3:51:47 PM Modified By: DLinderblood on: 10/8/2014 11:36:49 AM

Error Message

Code	Error Description
15155	Section 5 - Number of applications selected for verification sample does not meet minimum required to be verified.

Processed Messages and Finish

School Nutrition Programs

IOWA **CNP**

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

Applications > Verification Report >

**SFA Verification Collection Report
For School Year: 2014 - 2015**

The Verification Report has been processed with warnings.

Created By: cnp_system on: 8/4/2014 3:28:08 PM Modified By: DLinderblood on: 10/8/2014 1:04:53 PM

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.



Corrective Action

Corrective Action

Corrective Action Plan Attachments

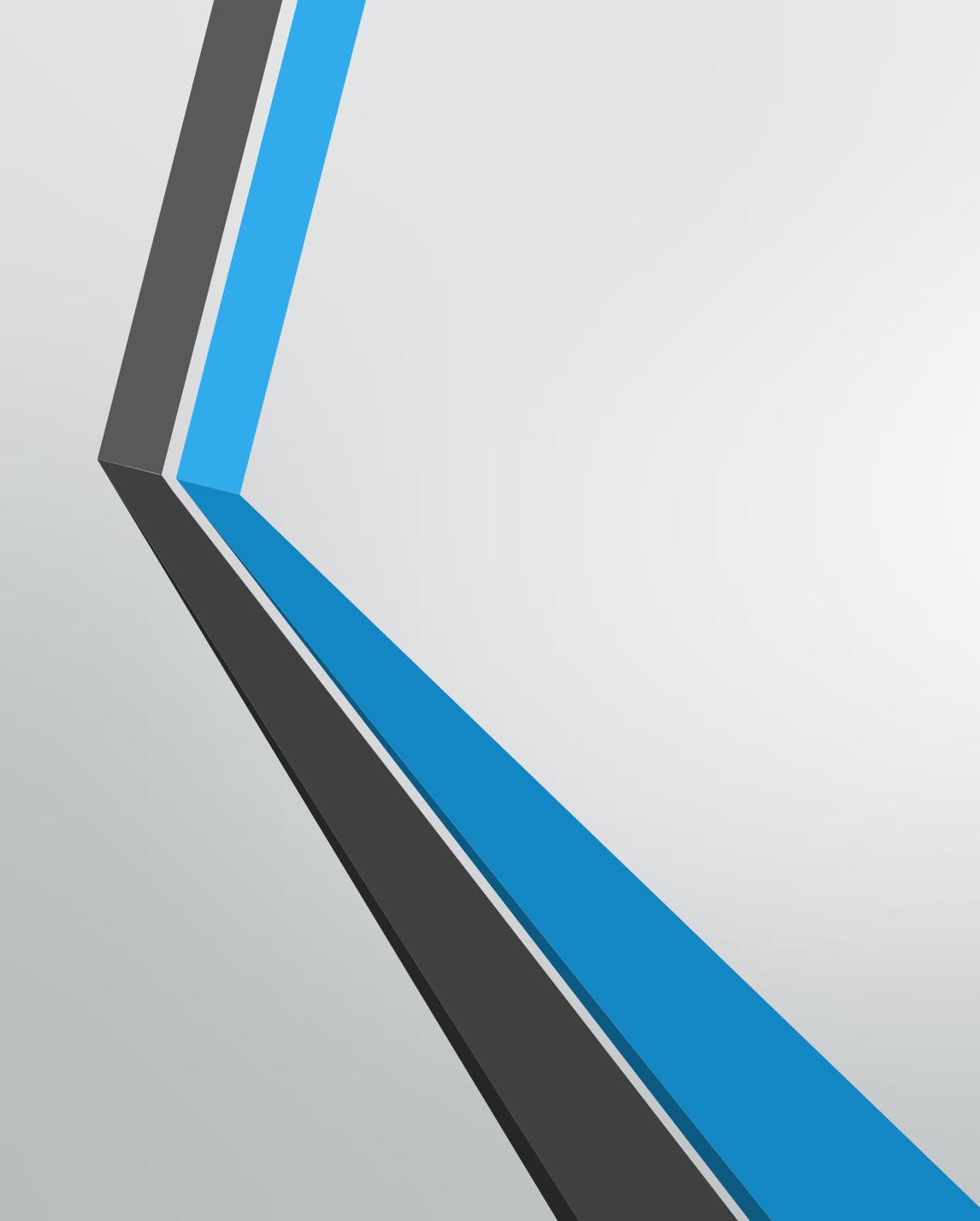
Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

[Add](#)

Attachment Count: 0

Resources:

- **For assistance:**
 - **Contact your area consultant**
 - **Deb Linderblood at Deb.Linderblood@iowa.gov**



Questions?????