



State of Arizona
Department of Education

CN# 15-12

MEMORANDUM

TO: National School Lunch Program (NSLP) Sponsors

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Cara Peczkowski, Director
Arizona Department of Education, School Nutrition Programs

DATE: October 11, 2011

RE: Updated Verification Reporting Requirements for RCCIs and SMP Sponsors

Original Signed

The purpose of this memorandum is to inform Local Educational Agencies (LEAs) of the new verification reporting requirements for Residential Child Care Institutions (RCCIs) and Special Milk Program (SMP) sponsors. This new requirement reflects the United States Department of Agriculture (USDA) guidance to report student data for the annual USDA Direct Certification in the National School Lunch Program: State Implementation Progress Report to Congress.

Beginning program year 2012 (PY2012), the Arizona Department of Education (ADE) requires that all LEAs that operate the National School Lunch Program submit a Verification Summary Report via CNP Verification through Common Logon no later than March 1, 2012. Individuals who do not have access to CNP Verification must request access using the *Common Logon Permissions for Child Nutrition Programs* form. This form can be accessed by contacting Shaylin Shabi at Shaylin.Shabi@azed.gov or (602) 364-0718.

ADE understands that in most cases all students are counted and claimed in the free category due to the nature of RCCI and SMP sponsors. ADE must gather and report this information for the annual USDA Direct Certification in the National School Lunch Program: State Implementation Progress Report to Congress, regardless of the type of entity administering the NSLP.

RCCIs and SMP sponsors who do not collect applications must report student and enrollment information as of October 31st in Part 1 of the Verification Summary Report. For most RCCI and SMP sponsors, only free student and enrollment questions will be relevant and all other questions in Part 1 of the report should be entered as "0". LEAs that do not collect household applications will be



required to enter a “0” for all questions pertaining to applications in Part 1 and Part 2 of the Verification Summary Report.

For more information on the Verification Summary Report, please refer to the CNP Verification Guidance Manual found on ADE’s website at: <http://www.azed.gov/health-nutrition/nslp/verification/>.

For questions regarding this memorandum, please contact your School Nutrition Programs Specialist at (602) 542-8700.

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