## 2013-2014 Verification Summary Report Guide by Sponsor Type and Required Sections

Starting school year 2013-2014, all SFAs will need to submit the new Verification Summary Report by February 1st. The report is available in CNP Verification via Common Logon. The new report contains Part I and Part II. Again, all SFAs must submit the report (including SFAs not participating in Verification activities). Please note, there is only one format for the report; therefore, depending on the sponsor type, all five sections may not apply. Please use this guide with the attached sample Verification Summary Report to identify your sponsor type and determine which questions must be reported. The attached sample Verification Summary Report must only be used as a reference for the section numbers below.

ADE has provided specific guidance on how to answer each question listed. Please read the attached guidance and use as a tool while entering data into the Verification Summary Report, found in memo HNS 55-13: Verification Summary Reporting Requirements and Guidance for School Year (SY) 2013-2014.

| | Part I | | | | Part II |
|---|---|---|---|---|---|
| **SPONSOR TYPE** | **SECTION 1** | **SECTION 2** | **SECTION 3** | **SECTION 4** | **SECTION 5** |
| Sponsors operating NSLP and/or SBP (not operating ANY sites under Provision) | 1-1/A<br>1-1/B | | 3-1<br>3-2/B<br>3-3/B<br>3-4/B | 4-1/A<br>4-1/B<br>4-2/A<br>4-2/B<br>4-3/A<br>4-3/B<br><br>T-1<br>T-2 | 5-1<br>5-2<br>5-3<br>5-4<br>5-5<br>5-6<br>5-7<br>5-8<br>VC-1 |
| RCCI without Day Students | 1-2/A<br>1-2/B<br>1-2b/A<br>1-2b/B | | 3-1 | | 5-1<br>5-6 |
| RCCI with Day Students | 1-2/A<br>1-2/B<br>1-2a/A<br>1-2a/B | | 3-1<br>3-2/B<br>3-3/B<br>3-4/B | 4-1/A<br>4-1/B<br>4-2/A<br>4-2/B<br>4-3/A<br>4-3/B<br><br>T-1<br>T-2 | 5-1<br>5-2<br>5-3<br>5-4<br>5-5<br>5-6<br>5-7<br>5-8<br>VC-1 |

| | Part I | | | | Part II |
|---|---|---|---|---|---|
| **SPONSOR TYPE** | **SECTION 1** | **SECTION 2** | **SECTION 3** | **SECTION 4** | **SECTION 5** |
| Special Assistance Provision 2/3 **Base Year Only** (not operating ANY regular NSLP and/or SBP sites or any Non-Base Year sites) | 1-1/A<br>1-1/B | 2-1/A<br>2-1/B<br>***2-5/A**<br>***2-5/B** | 3-1<br>3-2/B<br>3-3/B<br>3-4/B | 4-1/A<br>4-1/B<br>4-2/A<br>4-2/B<br>4-3/A<br>4-3/B<br><br>T-1<br>T-2 | 5-1<br>5-2<br>5-3<br>5-4<br>5-5<br>5-6<br>5-7<br>5-8<br>VC-1 |
| Special Assistance Provision 2/3 **Non-Base Year** Only (not operating ANY regular NSLP and/or SBP sites or any Base Year sites) | 1-1/A<br>1-1/B | 2-2/A<br>2-2/B<br>2-2a/B<br>2-2b/B<br>***2-5/A**<br>***2-5/B** | 3-1 | T-1<br>T-2 | 5-1<br>5-6 |
| Combination of regular NSLP sites and Special Assistance Provision 2/3 (Base Year and/or Non-Base Year) | 1-1/A<br>1-1/B | 2-1/A<br>2-1/B<br>2-2/A<br>2-2/B<br>2-2a/B<br>2-2b/B<br>***2-5/A**<br>***2-5/B** | 3-1<br>3-2/B<br>3-3/B<br>3-4/B | 4-1/A<br>4-1/B<br>4-2/A<br>4-2/B<br>4-3/A<br>4-3/B<br><br>T-1<br>T-2 | 5-1<br>5-2<br>5-3<br>5-4<br>5-5<br>5-6<br>5-7<br>5-8<br>VC-1 |

*** To be filled out if operating Provision 2/3 for only SBP OR NSLP. If operating Provision 2/3 for BOTH SBP and NSLP, leave 2-5/A and 2-5/B blank.**

# Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)



- *Report all **Application** counts on this page as of **October 1st**.*
- *Report all **School**, **RCCI**, and **Student** counts on this page as of **the last operating day in October**.*

## Section 1 -- Total Schools, RCCI's, and Enrolled Students

***** ALL SFA's must report Section 1 *****

1-1/A. Total Number of **Schools** *(Do NOT include RCCI's)*:

1-1/B. Total Number of **Students in Schools** *(Do NOT include RCCI's)*:

1-2/A. Total Number of **RCCI's** *(Do NOT include Schools counted in 1-1)*:

1-2/B. Total Number of **Students in RCCI's** *(Do NOT include Schools counted in 1-1)*:

1-2a/A. Number of **RCCI's** WITH Day Students *(Report ONLY Day Students in 1-2a/B)*:

1-2a/B. Number of **Students in RCCI's** WITH Day Students *(Report ONLY Day Students in 1-2a/B)*:

1-2b/A. Number of **RCCI's** with NO Day Students:

1-2b/B. Number of **Students in RCCI's** with NO Day Students:

## Section 2 -- SFA's with Schools operating Alternate Provisions

***** ONLY SFA's with Alternate Provisions must report Section 2 *****

2-1/A. Number of **Schools** operating Provision 2/3 in a BASE year for NSLP and SBP:

2-1/B. Number of **Students in Schools** operating Provision 2/3 in a BASE year for NSLP and SBP:

2-2/A. Number of **Schools** operating Provision 2/3 in a NON-BASE year for NSLP and SBP:

2-2/B. Number of **Students in Schools** operating Provision 2/3 in a NON-BASE year for NSLP and SBP:

2-2a/B. Number of Provision 2/3 **Students** reported as FREE in a NON-BASE year:

2-2b/B. Number of Provision 2/3 **Students** reported as REDUCED-PRICE in a NON-BASE year:

2-3/A. Number of **Schools** operating the Community Eligibility Option:

2-3/B. Number of **Students in Schools** operating the Community Eligibility Option:

2-4/A. Number of **Schools** operating other Alternatives for NSLP and SBP:

2-4/B. Number of **Students in Schools** operating other Alternatives for NSLP and SBP:

2-5/A. Number of **Schools** operating Alternate Provision(s) for only SBP or only NSLP:

2-5/B. Number of **Students in Schools** operating Alternate Provision(s) for only SBP or only NSLP:

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## Section 3 -- Students Approved as FREE Eligible NOT subject to Verification

***** ALL SFA's must report Section 3 or answer "No" to question 3-1 if applicable *****

3-1. Required to perform Direct Certification with SNAP:

- *Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA were required to perform Direct Certification with SNAP.*
- *Answer "No" only if NONE of the Schools or RCCI's in the SFA were required to perform Direct Certification with SNAP (i.e. NON-BASE year Provision 2/3 for ALL Schools).*
- *If "No", skip the remainder of Section 3.*

3-2/B. Number of **Students** Directly Certified through SNAP:

*Do NOT include students Certified with SNAP through the letter method.*

3-3/B. Number of **Students** Directly Certified through other programs:

*Include those Directly Certified through TANF, 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/B. Number of **Students** Certified Categorically FREE Eligible through the 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

***** ALL SFA's collecting Applications must report Section 4 *****

4-1/A. Number of **Applications** Approved as Categorically FREE Eligible *(Based on those providing documentation such as a Case Number for SNAP, TANF, or FDPIR on an Application)*:

4-1/B. Number of **Students** Approved as Categorically FREE Eligible *(Based on those providing documentation such as a Case Number for SNAP, TANF, or FDPIR on an Application)*:

4-2/A. Number of **Applications** Approved as FREE Eligible *(Based on household size and income information)*:

4-2/B. Number of **Students** Approved as FREE Eligible *(Based on household size and income information)*:

4-3/A. Number of **Applications** Approved as REDUCED-PRICE Eligible *(Based on household size and income information)*:

4-3/B. Number of **Students** Approved as REDUCED-PRICE Eligible *(Based on household size and income information)*:

### Total Students Approved as FREE or REDUCED-PRICE Eligible

T-1. Total Number of FREE Eligible **Students** reported:

T-2. Total Number of REDUCED-PRICE Eligible **Students** reported:

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# Part II: Results of Verification



- *For 5-7/A and 5-7/B, report the number of **Applications** and **Students** confirmed through Direct Verification with SNAP/TANF/FDPIR/MEDICAID as of **November 15th**.*

- *For each Original Benefit Type 5-8/A, 5-8/B, and 5-8/C, report the number of **Applications** and **Students** as of **November 15th** for each result category 1, 2, 3, and 4. Do NOT include Applications or Students already reported in 5-7/A or 5-7/B.*

- *For VC-1, report the number of **Applications** as of **November 15th** Verified for Cause in addition to the Verification requirement, or skip if not applicable.*

## Section 5 -- Verification Process and Results

** ***ALL SFA's must report Section 5 or answer "Yes" to question 5-1 if applicable*** **

5-1. Exempt from Verification:

- *Answer "No" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA are required to perform Verification.*
- *Answer "Yes" only if ALL of the Schools and RCCI's in the SFA are exempt from Verification (see instructions for list of exemptions).*
- *If "Yes", skip the remainder of Section 5.*

5-2. Was Verification performed and completed?

- *Answer "Yes - On Time" if Verification was completed by November 15th.*
- *Answer "Yes - Delayed" if Verification was completed after November 15th.*
- *Answer "No" if Verification was NOT performed or the process was NOT completed.*

5-3. Type of Verification process used:

- *Answer "Standard" for lesser of 3% or 3,000 error-prone.*
- *Answer "Alternate One - Random" for lesser of 3% or 3,000 selected randomly.*
- *Answer "Alternate Two - Focused" for lesser of 1% or 1,000 error-prone PLUS lesser of one-half of one percent or 500 with SNAP/TANF/FDPIR Case Numbers.*
- *If "Standard" or "Alternate Two - Focused", report question 5-4 below.*
- *If "Alternate One - Random", skip question 5-4 below.*

5-4. Total ERROR-PRONE **Applications**:

*Report all Applications as of October 1st considered error-prone.*

5-5. Number of **Applications** selected for Verification sample:

## 5-6 & 5-7. Results of Direct Verification

** ***ALL SFA's must report 5-7/A & 5-7/B or answer "No" to question 5-6 if applicable*** **

5-6. Direct Verification Conducted:

- *Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA performed Direct Verification.*
- *Answer "No" only if NONE of the Schools or RCCI's in the SFA performed Direct Verification.*
- *If "No", skip questions 5-7/A and 5-7/B below.*

5-7/A. Number of **Applications** confirmed through Direct Verification:

5-7/B. Number of **Students** confirmed through Direct Verification:

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(Part II, continued)

## 5-8/A. Results of Verification of FREE Categorically Eligible

***Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. Case Number) on Application***

5-8/A1a. Number of **Applications** that responded, with NO CHANGE:

5-8/A1b. Number of **Students** that responded, with NO CHANGE:

5-8/A2a. Number of **Applications** that responded, and changed to REDUCED-PRICE:

5-8/A2b. Number of **Students** that responded, and changed to REDUCED-PRICE:

5-8/A3a. Number of **Applications** that responded, and changed to PAID:

5-8/A3b. Number of **Students** that responded, and changed to PAID:

5-8/A4a. Number of **Applications** that DID NOT respond, and changed to PAID:

5-8/A4b. Number of **Students** that DID NOT respond, and changed to PAID:

## 5-8/B. Results of Verification of FREE Income Eligible

***Certified as FREE based on income / household size Application***

5-8/B1a. Number of **Applications** that responded, with NO CHANGE:

5-8/B1b. Number of **Students** that responded, with NO CHANGE:

5-8/B2a. Number of **Applications** that responded, and changed to REDUCED-PRICE:

5-8/B2b. Number of **Students** that responded, and changed to REDUCED-PRICE:

5-8/B3a. Number of **Applications** that responded, and changed to PAID:

5-8/B3b. Number of **Students** that responded, and changed to PAID:

5-8/B4a. Number of **Applications** that DID NOT respond, and changed to PAID:

5-8/B4b. Number of **Students** that DID NOT respond, and changed to PAID:

## 5-8/C. Results of Verification of REDUCED-PRICE Income Eligible

***Certified as REDUCED-PRICE based on income / household size Application***

5-8/C1a. Number of **Applications** that responded, with NO CHANGE:

5-8/C1b. Number of **Students** that responded, with NO CHANGE:

5-8/C2a. Number of **Applications** that responded, and changed to FREE:

5-8/C2b. Number of **Students** that responded, and changed to FREE:

5-8/C3a. Number of **Applications** that responded, and changed to PAID:

5-8/C3b. Number of **Students** that responded, and changed to PAID:

5-8/C4a. Number of **Applications** that DID NOT respond, and changed to PAID:

5-8/C4b. Number of **Students** that DID NOT respond, and changed to PAID:

## Verification for Cause

VC-1. Total questionable **Applications** Verified for Cause:

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