



State of Arizona  
Department of Education

**HNS# 55-2013**

**MEMORANDUM**

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**To:** Sponsors of the National School Lunch Program

**From:** Mary Szafranski, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services

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

*Original Signed*

**Date:** September 25, 2013

**RE:** CRITICAL Verification Summary Reporting Requirements and Guidance for  
School Year (SY) 2013-2014

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**This critical memo serves to notify all Local Education Agencies (LEA) that Verification results must be reported to the Arizona Department of Education (ADE) by February 1, 2013 via the Verification Report on CNP Verification in Common Logon.**

The outcome of your verification results from SY 2012-2013 determine whether an LEA will qualify for Administrative Relief for SY 2013-2014. Sponsors that qualify for Administrative Relief have the option of choosing either Alternate One (Random Sampling Method) or Alternate Two (Focused Sampling Method). **LEAs that do not qualify for Administrative Relief must use the Standard Sampling Method** and select from error-prone applications. All sponsors **MUST** determine what sampling method to use by visiting the non-response rate report located at: <http://www.azed.gov/health-nutrition/files/2012/01/verification-non-response-rates-2012-2013.pdf>.

The Verification Summary Report questions have changed from the previous school year due to new USDA reporting requirements for LEAs. There is only one version of the Verification Summary Report. **ALL** Sponsors participating in the National School Lunch Program must complete the Verification Summary Report form in applicable sections. 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.



As a reminder, verification activities begin on October 1 and are completed on November 15, and as stated above, the results of the verification procedures must now be reported to ADE by February 1, 2014.

If you have questions or concerns regarding this memo, please contact your assigned School Nutrition Programs Specialist at 602-542-8700.

*This institution is an equal opportunity provider.*



## VERIFICATION SUMMARY REPORT GUIDANCE

### Part I: Enrollment, Application, and Eligibility Information

Report all **Application** counts as of October 1, 2013.

Report all **School, Residential Child Care Institution (RCCI), and Student** counts on this page as of **the last operating day in October.**

### SECTION 1

All School Food Authorities (SFAs) with schools or RCCIs operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must complete this section regardless if any/all schools are exempt from verification. Report schools or institutions operating the NSLP and/or SBP and students with access to the NSLP and/or SBP as of the last operating day in October.

1-1/A: TOTAL number of schools (not including RCCIs) operating the NSLP and/or SBP

1-1/B: TOTAL number of enrolled students with access to the NSLP and/or SBP.

1-2/A: TOTAL number of RCCIs operating the NSLP and/or SBP

1-2/B: TOTAL number of enrolled students with access to the NSLP and/or SBP in RCCIs.

1-2a/A & 1-2a/B: Of the RCCIs reported in 1-2A, enter the number of RCCIs with DAY students and ONLY the DAY students with access to the NSLP and/or SBP in RCCIs (day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable).

1-2b/A & 1-2b/B: Of the RCCIs reported in 1-2A, enter the number of RCCIs with NO day students and the TOTAL number of institutionalized students. NOTE: The sum of the students reported in 1-2a/B and 1-2b/B will NOT equal the total in 1-2/B.

### SECTION 2

All SFAs with some or all schools and/or RCCIs operating under an alternative provision (Special Assistance Provision 2 or Provision 3) must complete this section. For RCCIs operating an alternate provision, include both day and residential students. Report students with access to the NSLP and/or SBP as of the last operating day in October.

Questions 2-1 through 2-2 should be reported only if the school operates alternate provisions for BOTH programs (NSLP and SBP) resulting in no collection of applications for the school. Schools operating Special Assistance Provision 2 or 3 for only one program and collecting household applications for the other program should report applicable data in 2-5/A and 2-5/B.

2-1/A & 2-1/B: BASE year is when certification procedures are conducted (applications are collected and Direct Certification is run).

2-2/A & 2-2/B: NON BASE year is when no certification procedures are conducted.

- 2-2a/B, 2-2b/B: Use the Special Assistance Verification Exempt Calculator located at: <http://www.azed.gov/health-nutrition/special-assistance/> or multiply the most recent base year FREE percentage by the enrollment reported in 2-2/B to determine 2-2a/B. Multiply the most recent base year REDUCED PRICE percentage by the enrollment reported in 2-2/B to determine 2-2b/B.

2-3/A & 2-3/B: Not applicable in Arizona for program year 2013-2014; leave blank.

2-4/A & 2-4/B: Not applicable. Arizona does not operate other alternate provisions; leave blank.

2-5/A & 2-5/B: Enter the number of schools and/or RCCIs and students enrolled operating an alternate provision (Special Assistance Provision 2 or 3) for ONLY SBP or ONLY NSLP. Include schools/RCCIs operating in both a base year and non base year.

### **SECTION 3**

**All sponsors must complete this section.**

3-1: Answer Yes or No.

- Answer "Yes" if ONE OR MORE of the schools and/or RCCI's in the SFA were required to perform Direct Certification with Supplemental Nutrition Assistance Program (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 or 3 for ALL Schools).

Direct Certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP or TANF agency). This process eliminates the need for the household to submit an application.

3-2/B: Include students directly certified with SNAP and through programs other than SNAP. Include students that the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household directly certified with TANF or FDPIR. Also include in this count any student that the SFA deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP. Report students approved FREE eligible as of the last operating day in October. DO NOT include SNAP

letter method certifications in this SNAP count, report these in 3-4B. (SNAP letter method certifications are when the family submits a letter from the SNAP agency to document receipt of SNAP benefits. This is no longer considered to be direct certification.)

3-3/B: Not Applicable. Arizona's Direct Certification system does not differentiate between SNAP and other programs. All Directly Certified students should be reported in 3-2/B.

3-4/B: Include ONLY students certified as categorically FREE eligible based on a letter submitted by family from the SNAP agency. Include students that the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household certified as FREE categorically eligible with the SNAP letter method.

#### **SECTION 4**

All SFAs with schools and/or RCCIs collecting individual household applications must report this section **including** schools and/or RCCIs in a Special Assistance Provision 2 or 3 base year. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

4-1/A & 4-1/B: Enter the number of applications approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or FDPIR on an application) on file as of October 1st and the number of students as of the last operating day in October approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or FDPIR on an application). Include students that the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household categorically FREE eligible with SNAP, TANF, or FDPIR.

4-2/A & 4-2/B: Report the number of applications approved FREE eligible based on income information submitted by the household on file as of October 1st and the number of students as of the last operating day in October approved FREE eligible based on income information submitted by the household.

4-3/A & 4-3/B: Enter the number of applications approved REDUCED PRICE eligible based on income information submitted by the household on file as of October 1st and the number of students as of last operating day in October approved REDUCED PRICE eligible based on income information submitted by the household.

T-1: The total number of students reported as FREE eligible.  $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, \text{ if applicable})$

T-2: The total number of students reported as REDUCED PRICE eligible.  $(4-3B) + (2-2bB, \text{ if applicable})$

## **Part II: Results of Verification**

### **SECTION 5**

#### 5-1: Exempt from Verification

- Answer "No" if 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 below for list of exemptions).
- If "Yes", skip the remainder of Section 5.

Verification activities are NOT required for:

- Schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children;
- RCCIs which do not have day students;
- Schools electing the Community Eligibility Option (Not Applicable in Arizona for SY 2013-2014);
- Schools/RCCIs in which FNS has approved universal meal service through census data or using socioeconomic surveys; e.g., special cash assistance claims based on economic statistics regarding per capita income (Puerto Rico and the Virgin Islands);
- Schools participating only in the Special Milk Program;
- Schools in which all children are served with no separate charge for food service and no special cash assistance is claimed, (i.e., non- pricing programs claiming only the paid rate of reimbursement);
- All schools are Special Assistance Provision 2 or 3 schools in a non base year;
- Schools which do not have any free or reduced price eligible students;
- Other FNS determined exemptions on a case-by-case basis.

5-2: Indicate whether verification was performed and completed by the deadline of November 15th. If verification was completed after the deadline, report the remainder of Section 5 as applicable.

5-3: If verification was completed, check the type of verification process used to comply with the requirements of 7 CFR 245.6a. Please note the qualification requirements in 7 CFR 245.6a (d) must be met to use the two alternate sample sizes.

- Standard: Verify 3% or 3,000 of approved applications, whichever is less, selected from error-prone applications on file as of October 1st. If there are not enough error-prone applications, LEAs must select at random additional applications to complete sample size.
- Alternate One - Random: Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of October 1st.
- Alternate Two - Focused: Verify the lesser of 1% or 1,000 approved applications as of October 1st selected from error prone applications PLUS the lesser of one-half of one percent or 500 applications approved as of October 1st that provided a case number in lieu of income.

5-4: Error-prone applications are household applications approved as of October 1st indicating monthly income within \$100 of the monthly limit or annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

5-5: Enter the total number of applications initially selected for the verification process as indicated in 5-3.

5-6: Direct Verification Conducted: Direct verification is using records from public agencies to verify income and/or program participation.

- 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 & B: Only report applications and students if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification. Report applications and students not directly verified in the appropriate category in 5-8.

5-8: For the purposes of this report verification is complete:

- For households whose eligibility does not change as of the date of the confirmation of eligibility by a reviewing official;
- For households which do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility; For households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

**Responded:** The household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

**NOT Responded:** The household did not provide sufficient documentation or the household did not provide a response.

5-8/A: Results of Verification of Free Categorically Eligible:

5-8/A1a & b: Number of applications and students certified as free eligible based on SNAP/TANF/FDPIR documentation (case number) who responded and had no change in eligibility.

5-8/A2a & b: Number of applications and students certified as free eligible based on SNAP/TANF/FDPIR documentation (case number) who responded and were changed to Reduced Price eligibility.

5-8/A3a & b: Number of applications and students certified as free eligible based on SNAP/TANF/FDPIR documentation (case number) who responded and were changed to Paid eligibility.

5-8/A4a & b: Number of applications and students certified as free eligible based on SNAP/TANF/FDPIR documentation (case number) who did not respond and were changed to Paid eligibility.

5-8/B: Results of Verification of FREE Income Eligible:

5-8/B1a & b: Number of applications and students certified as FREE based on income / household size applications who responded and had no change in eligibility.

5-8/B2a & b: Number of applications and students certified as FREE based on income / household size applications who responded and were changed to Reduced Price eligibility.

5-8/B3a & b: Number of applications and students certified as FREE based on income / household size applications who responded and were changed to Paid eligibility.

5-8/B4a & b: Number of applications and students certified as FREE based on income / household size applications who did not respond and were changed to Paid eligibility.

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

5-8/C1a & b: Number of applications and students certified as REDUCED-PRICE based on income / household size applications who responded and had no change in eligibility.

5-8/C2a & b: Number of applications and students certified as REDUCED-PRICE based on income / household size applications who responded and were changed to Free eligibility.

5-8/C3a & b: Number of applications and students certified as REDUCED-PRICE based on income / household size applications who responded and were changed to Paid eligibility.

5-8/C4a & b: Number of applications and students certified as REDUCED-PRICE based on income / household size applications who did not respond and were changed to Paid eligibility.

The number of applications reported in 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.

VC-1: If applicable in at least one school and/or RCCI, report all applications verified for cause outside of the verification process (7 CFR 245.6a) as of November 15th. Applications verified for cause are NOT considered part of the required sample size. Include the results of verification for cause by original benefit type in the appropriate category in 5-8.