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

Verification Report Instructions- Combination of Regular and Special Assistance Sites in a Base Year

- *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)*:	0
1-2/B. Total Number of **Students in RCCI's** *(Do NOT include Schools counted in 1-1)*:	0
1-2a/A. Number of **RCCI's** WITH Day Students *(Report ONLY Day Students in 1-2a/B)*:	0
1-2a/B. Number of **Students in RCCI's** WITH Day Students *(Report ONLY Day Students in 1-2a/B)*:	0
1-2b/A. Number of **RCCI's** with NO Day Students:	0
1-2b/B. Number of **Students in RCCI's** with NO Day Students:	0

Enter total number of **sites** as of 10/31.

Enter total number of **students** as of 10/31, including all PAID 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:	0
2-2/B. Number of **Students in Schools** operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	0
2-2a/B. Number of Provision 2/3 **Students** reported as FREE in a NON-BASE year:	0
2-2b/B. Number of Provision 2/3 **Students** reported as REDUCED-PRICE in a NON-BASE year:	0
2-3/A. Number of **Schools** operating the Community Eligibility Option:	0
2-3/B. Number of **Students in Schools** operating the Community Eligibility Option:	0
2-4/A. Number of **Schools** operating other Alternatives for NSLP and SBP:	0
2-4/B. Number of **Students in Schools** operating other Alternatives for NSLP and SBP:	0
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:	

CHECKPOINT!

You will enter data in Section 2 about your sites that are operating in a base year.

Only enter data if the school operates a base year for BOTH meal services (NSLP and SBP) resulting in children are eating at "no cost".

Only enter data if the school operates a base year for just one meal service and collects money for reduced and paid for the other meal service.

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:

Select YES if you conducted Direct Certification through common logon this school year.

- *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.

Include all regular and base year data

Enter the number of **CNP Direct Certification matches that have the Y in the SNAP Column plus household members that eligibility was extended to**. If matched with Y in SNAP and any other column, only count as SNAP match and report here.

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.

Enter the total number of students who were directly certified via any other method (highlighted in orange).

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.

Enter the total number of students who were certified based on a **SNAP letter, before verification** (if you did not receive letters, put 0).

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)*:	

CHECKPOINT!

- If a student on an application was directly certified, did the application get moved? Do not include applications that contain DC students in these counts.
- Were copies of the original applications made? Make sure only the originals are counted.

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:	

Add numbers in cells circled in orange.

Copy the number from the cell circled in purple.

Click Save

Save Reset

Part II: Results of Verification

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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:

Select **NO.** You were required to select applications and verify their eligibility status.

Performed means you selected applications and verified eligibility status. **Completed** means all applications that were selected were notified of the results.

Select the sampling method you used.

As of **10/1**, report **ALL** error prone applications, not just the ones selected for verification. Put '0' if you had no error prone applications. (Note: If *Random Sampling*, leave blank.)

Report the number of applications you were required to verify. (This must match the number that was calculated based on the sampling method used.)

STOP CHECKPOINT

You are required to search ONLY the students on the applications that were selected for verification through the online database: CNP Direct Verification. Below you will report if you searched in Direct Verification and if any matched.

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** MATCHED Direct Verification:

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

REPORT IF YOU RAN DIRECT VERIFICATION (DV)
Did you search the students selected for Verification in CNP DV? **(Choose yes even if the students did not match.)**

REPORT HOW MANY MATCHED
When you ran DV, did you get any matches? Report the number of students and applications that matched. **If none matched, put 0.**

STOP CHECKPOINT

If the applications did not match on Direct Verification, you were required to contact the household requesting documentation. Below, report the remaining applications and students' verification result. Do not include those that were reported as a match in Direct Verification.

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

Started with a Case # or Foster Application

5-8/A1a. Number of **Applications** that responded, with NO CHANGE:
1b. Number of **Students** that responded, with NO CHANGE:
2a. Number of **Applications** that responded, and changed to ED-PRICE:
b. Number of **Students** that responded, and changed to ED-PRICE:
Number of **Applications** that responded, and changed to
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

Started with a FREE based on income Application

Number of **Applications** that responded, with NO CHANGE:
Number of **Students** that responded, with NO CHANGE:
Number of **Applications** that responded, and changed to PRICE:
umber of **Students** that responded, and changed to 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

rtified as REDUCED-PRICE based on income / household size Application

Started with a REDUCED based on income Application

1a. Number of **Applications** that responded, with NO CHANGE:
b. Number of **Students** that responded, with NO CHANGE:
a. Number of **Applications** that responded, and changed to FREE:
Number of **Students** that responded, and changed to FREE:
Number of **Applications** that responded, and changed to PAID:
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:

RESPONSE:
Household provided sufficient documentation. This includes verbal or written notification that the household declines befits.

NO RESPONSE:
The household did not respond,
-OR-
The household provided incomplete documentation to verify eligibility.

NO CHANGE: Provided documentation supporting the original eligibility.
Ex. Verify case # app →Household gives income stubs supporting free → FREE
Eligibility status did not change (stayed free) even though the method of how eligibility was reached did (case number to income).

CHANGE: Original eligibility DID change based on documentation provided.

Verification for Cause

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

It is not a requirement to verify applications for cause. If you did, report the number of applications verified for cause. These applications are IN ADDITION to the sample size and their results must be reported above.

Click Save

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