Step by Step Instruction for Special Assistance:

How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report (Special Assistance)

PROFESSIONAL STANDARDS: 1 HOUR

LEARNING CODE: 3100

Arizona Department of Education

Please note this instruction is specific to School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) in the state of Arizona. This content is specific to the regulations regulated by the Arizona Department of Education.

This instruction will:

- Review **non-base year SFAs** responsibilities of submitting the Verification Summary Report in CNP Verification.
- Explain why the worksheet "Calculation for Adjusted Free and Reduced-Price Eligible" is needed to complete the Verification Summary Report.
- Describe how to enter data into the worksheet "Calculation for Adjusted Free and Reduced-Price Eligible".
- Illustrate where to enter the adjusted eligible data into the CNP Verification Summary Report.

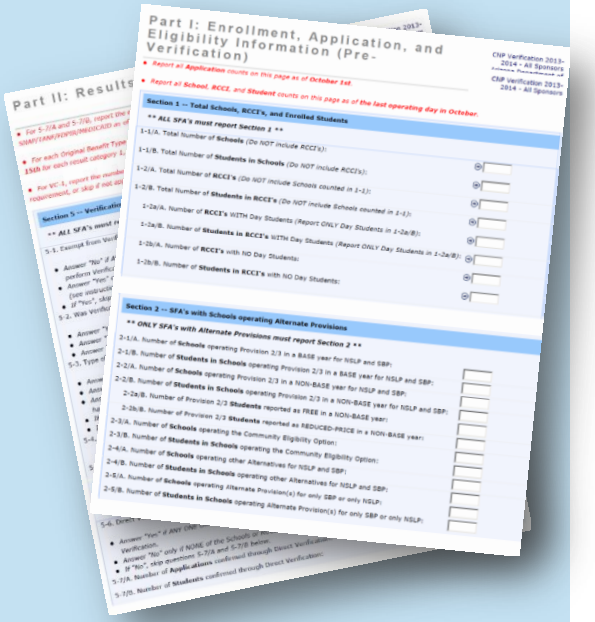
Is this instruction for you?

This instruction is ONLY for SFAs that:

- ✓ All sites are operating a non-base year for lunch and breakfast; or
- ✓ At least one site is operating a non-base year for lunch and breakfast (other sites can be operating normal NSLP or base years).

STOP, this instruction is NOT for you if:

- ✗ Do not operate any non-base year sites; or
- ✗ All sites are operating base years; or
- ✗ All sites are operating normal NSLP; or
- ✗ All sites that operate a non-base year, only operate non-base year for lunch OR for breakfast. Other meal service operates normal NSLP.

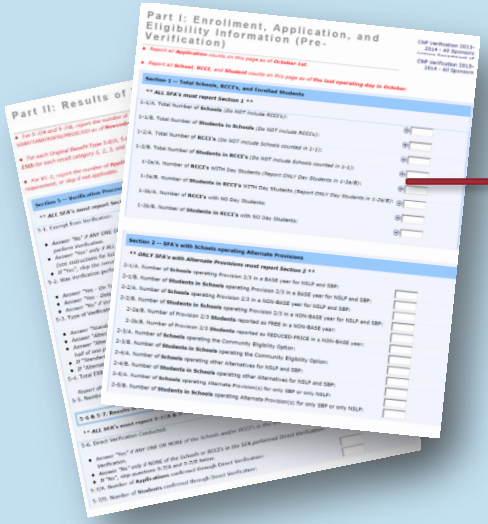


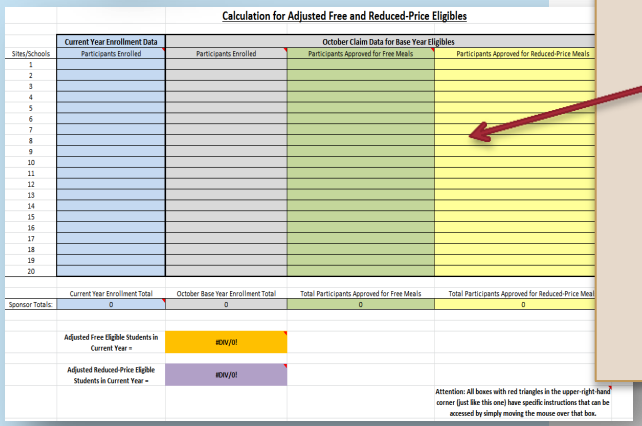
Verification Summary Report

- Starting school year 2013-2014, Non-Base year sponsors will receive a blank Verification Summary Report on CNP Verification called "All SFAs".
- **You must still submit the Verification Report, but you will only complete certain fields.**
  - Refer to the Verification Summary Report Guide by Sponsor to help determine which fields must be entered depending if all your sites are Non-Base Years, or a mixture of Non-Base Year, Base Years and normal NSLP.

Verification Summary Report

- The report will ask for:
  - the number of FREE students in your NON base year
  - the number of REDUCED students in your NON base year





The problem: You were told to NOT collect eligibility information… so how will you determine for this program year, how many are free and how many are reduced?

The solution: Open the "Calculation for Adjusted Free and Reduced-Price Eligible" worksheet. Plug in your October base claim data (Total Participants, Free Participants and Reduced Participants) and your current October claim data (Total Participants). The calculator will automatically calculate BOTH values for you!

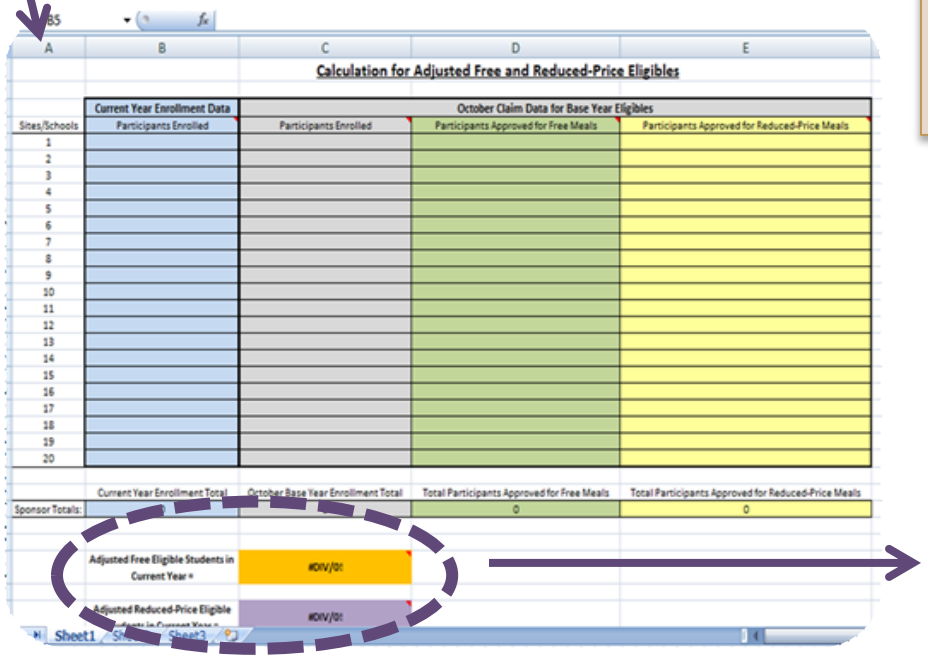
Process for Calculating Student Eligibility

Enter into Worksheet:

- October Base Year Claim Data
- October Non-Base Year Claim Data

By entering Base Year and Non-Base Year claim data into the Worksheet – the Adjusted FREE students and the Adjusted REDUCED students are automatically calculated.

You can now enter this information for your Verification Report, due February 1st.



Calculation for Adjusted Free and Reduced-Price Eligibles

	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
Sites/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
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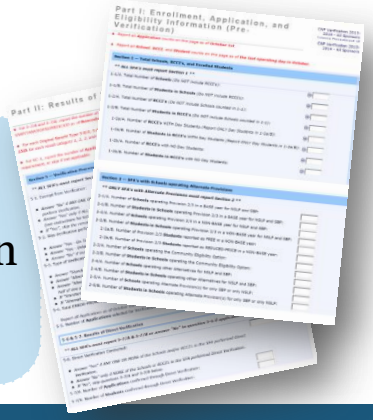
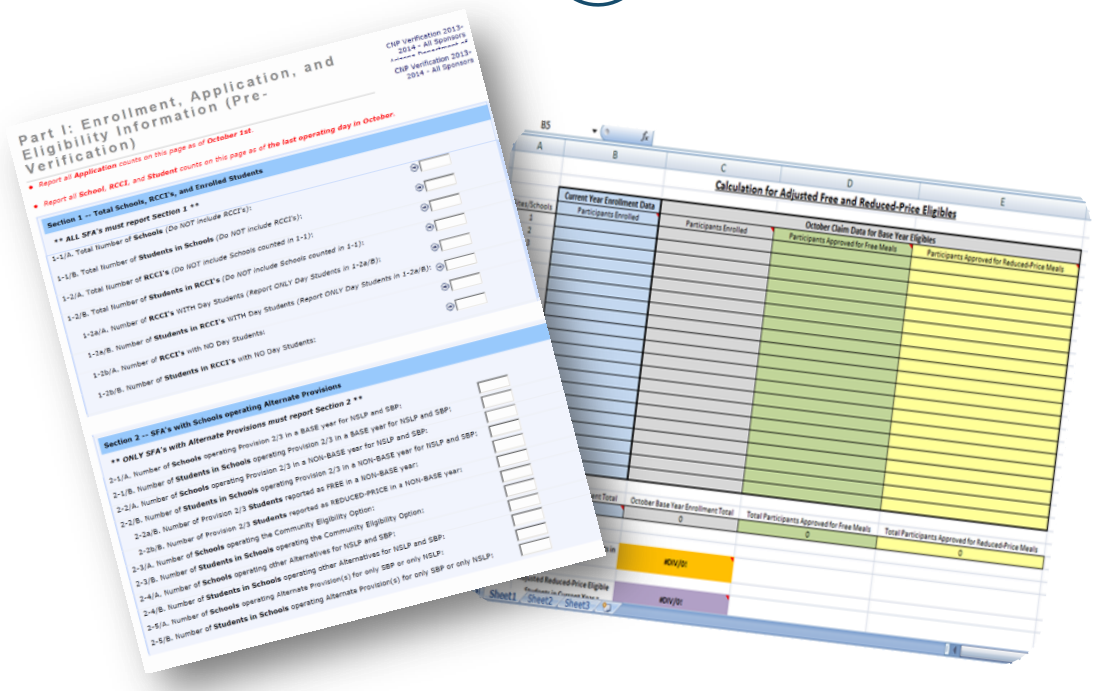
	Current Year Enrollment Total	October Base Year Enrollment Total	Total Participants Approved for Free Meals	Total Participants Approved for Reduced-Price Meals
Sponsor Totals:			0	0
	Adjusted Free Eligible Students in Current Year =	#DIV/0!		
	Adjusted Reduced-Price Eligible	#DIV/0!		

Use data in the CNP Verification Report



What fields on the Verification Summary Report use the calculator?



Verification Summary Report Fields

Section 2:
2-2a/B
2-2b/B

Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)	
Section 1	Total Schools, RCCI's, and Enrolled Students
Section 2	SFA's with Schools operating Alternate Provisions
Section 3	Students Approved as FREE Eligible NOT Subject to Verification
Section 4	Students Approved as FREE or REDUCED-Price Eligible through a Household Application
Part II: Results of Verification	
Section 5	Verification Process and Results

Verification Summary Report: Section 2

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:

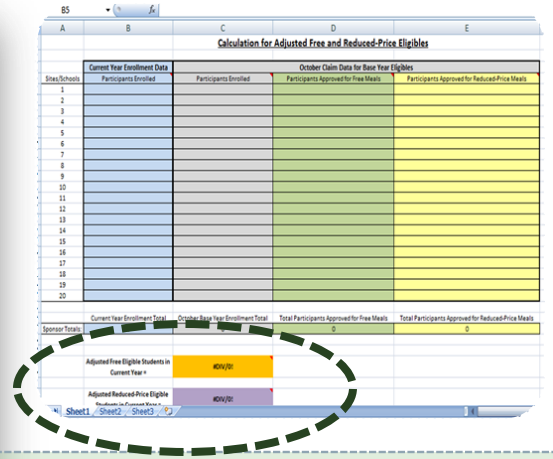
2-3/B. Number of **Students in Schools** operating the Community Eligibility Option:

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:



USE CALCULATOR FOR 2-2A/b AND 2-2B/b

How to complete the Worksheet calculator

Calculation for Adjusted Free and Reduced-Price Eligibles

	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
Sites/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
1				
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	Current Year Enrollment Total	October Base Year Enrollment Total	Total Participants Approved for Free Meals	Total Participants Approved for Reduced-Price Meals
Sponsor Totals:	0	0	0	0

Adjusted Free Eligible Students in Current Year =	#DIV/0!
Adjusted Reduced-Price Eligible Students in Current Year =	#DIV/0!

Attention: All boxes with red triangles in the upper-right-hand corner (just like this one) have specific instructions that can be accessed by simply moving the mouse over that box.

Use this worksheet if operating provision for lunch AND breakfast at the same site.

*If all sites do NOT operate SBP and do operate provision non-base year for lunch, please contact your Programs Specialist.

Locating the Calculator

- Special Assistance Exempt Calculator worksheet found on the Special Assistance Webpage.
- It is a Microsoft Excel document.

1. Open the Special Assistance Exempt Calculator worksheet found on the Special Assistance Webpage.

Calculation for Adjusted Free and Reduced-Price Eligibles

	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
Sites/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
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	Current Year Enrollment Total	October Base Year Enrollment Total	Total Participants Approved for Free Meals	Total Participants Approved for Reduced-Price Meals
Sponsor Totals:	0	0	0	0

Adjusted Free Eligible Students in Current Year =	#DIV/0!
Adjusted Reduced-Price Eligible Students in Current Year =	#DIV/0!

Attention: All boxes with red triangles in the upper-right-hand corner (just like this one) have specific instructions that can be accessed by simply moving the mouse over that box.

Navigating the Calculator

Enter Current Year October Claim

Enter Base Year October Claim

Each row is for ONE Non-Base Year site

Calculation for Adjusted Free and Reduced-Price Eligibles

	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
Sites/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
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20				
	Current Year Enrollment Total	October Base Year Enrollment Total	Total Participants Approved for Free Meals	Total Participants Approved for Reduced-Price Meals
Sponsor Totals:	0	0	0	0

Answer for 2-2a/B

Adjusted Free Eligible Students in Current Year = #DIV/0!

Answer for 2-2b/B

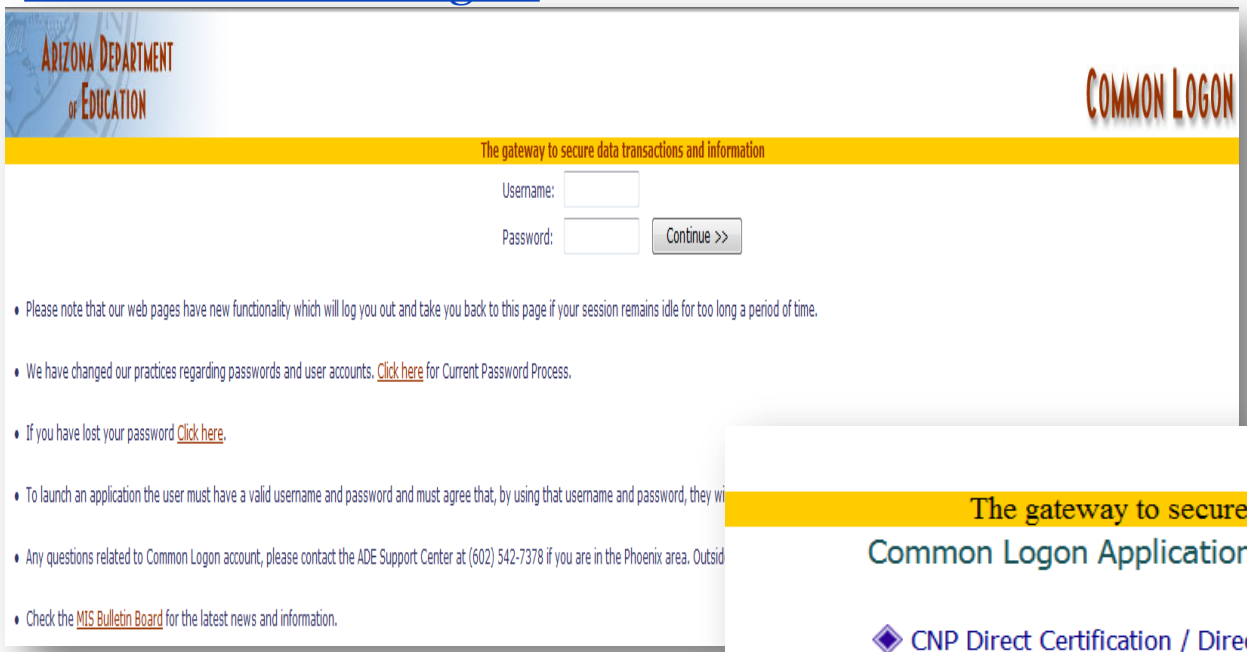
Adjusted Reduced-Price Eligible Students in Current Year = #DIV/0!

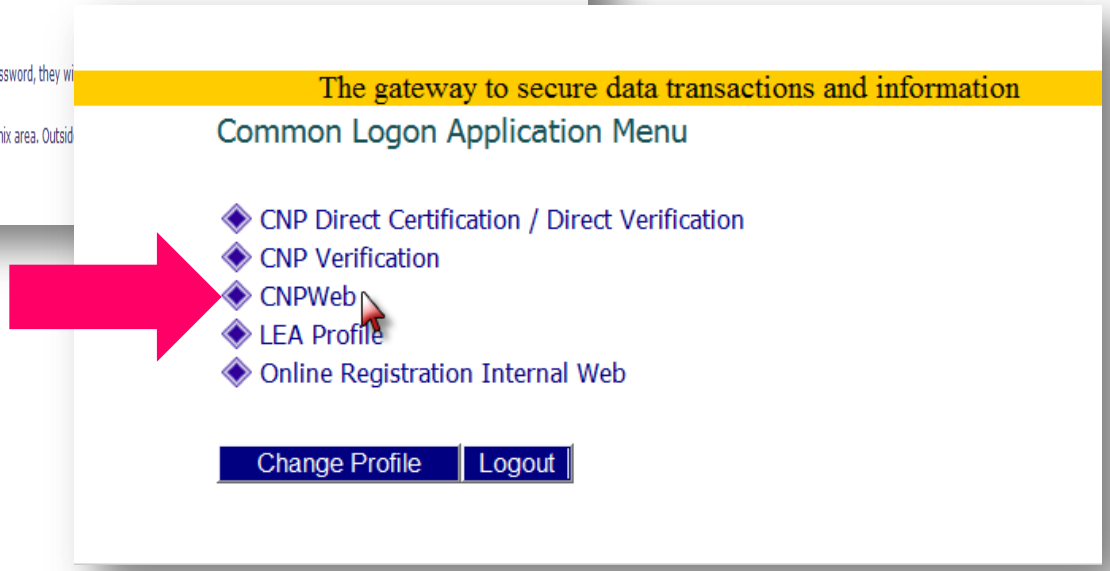
Help Function

Attention: All boxes with red triangles in the upper-right-hand corner (just like this one) have specific instructions that can be accessed by simply moving the mouse over that box.

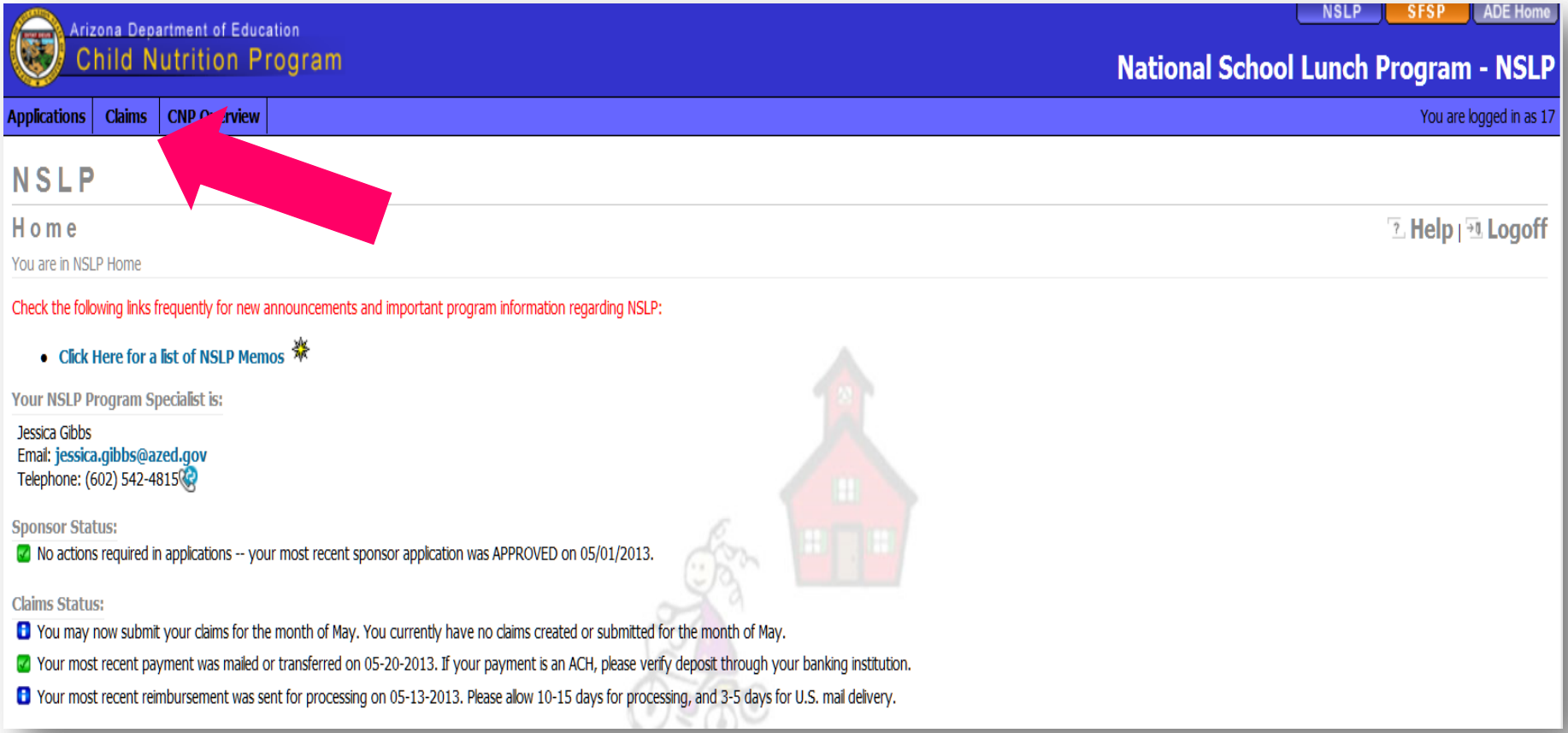
2. Log into Common Logon and click CNPWeb

Link to Common Logon

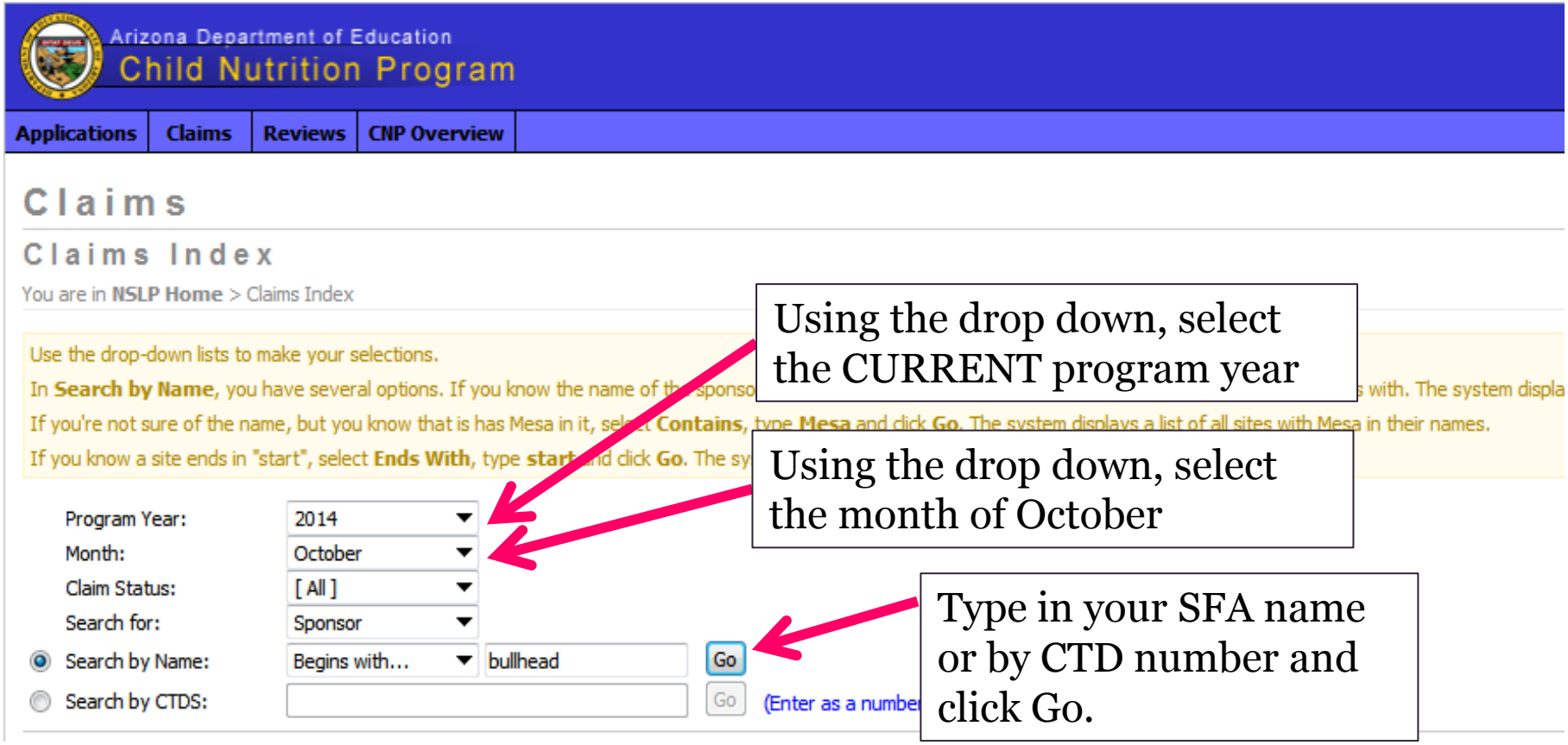




3. Click Claims



4. Search for the CURRENT (NON-BASE Year) OCTOBER claim



5. Click "View" to open the CURRENT (NON-BASE YEAR) site's claim

Bullhead City School District (08-04-15)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

October

Bullhead City Jr High School (08-04-15-130)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View		Original	Regular Claim	Submitted	11/01/2013 2:57p	Submitted by Sunny McDaniel on 11/01/2013 at 3:03 PM

Coyote Canyon School (08-04-15-103)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View		Original	Regular Claim	Submitted	11/01/2013 2:58p	Submitted by Sunny McDaniel on 11/01/2013 at 3:03 PM

Desert Valley School (08-04-15-105)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View		Original	Regular Claim	Submitted	11/01/2013 2:59p	Submitted by Sunny McDaniel on 11/01/2013 at 3:03 PM

Diamondback Elementary School (08-04-15-107)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View		Original	Regular Claim	Submitted	11/01/2013 3:00p	Submitted by Sunny McDaniel on 11/01/2013 at 3:03 PM

Fox Creek Jr High School (08-04-15-110)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View		Original	Regular Claim	Submitted	11/01/2013 3:01p	Submitted by Sunny McDaniel on 11/01/2013 at 3:03 PM

Sunrise Elementary (08-04-15-104)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View		Original	Regular Claim	Submitted	11/01/2013 3:03p	Submitted by Sunny McDaniel on 11/01/2013 at 3:03 PM

6. Find the following information on the CURRENT (NON BASE YEAR) claim:

Use Lunch Data:

- Participants Enrolled

Desert Valley School
(08-04-15-105)

Regular Claim

Breakfast - Severe Need	
Number of Days Served:	17
Free Meals Served:	5077
Reduced-Price Meals Served:	449
Paid Meals Served:	697
Total Meals Served:	6223
Participants Enrolled:	515
Lunch - High Rate	
Number of Days Served:	17
Free Meals Served:	6084
Reduced-Price Meals Served:	487
Paid Meals Served:	837
Total Meals Served:	7408
Participants Enrolled:	515

7. Open in Excel the calculator and enter CURRENT (NON BASE YEAR) data in BLUE COLUMN.

Calculation for Adjusted Free and Reduced-Price Eligibles

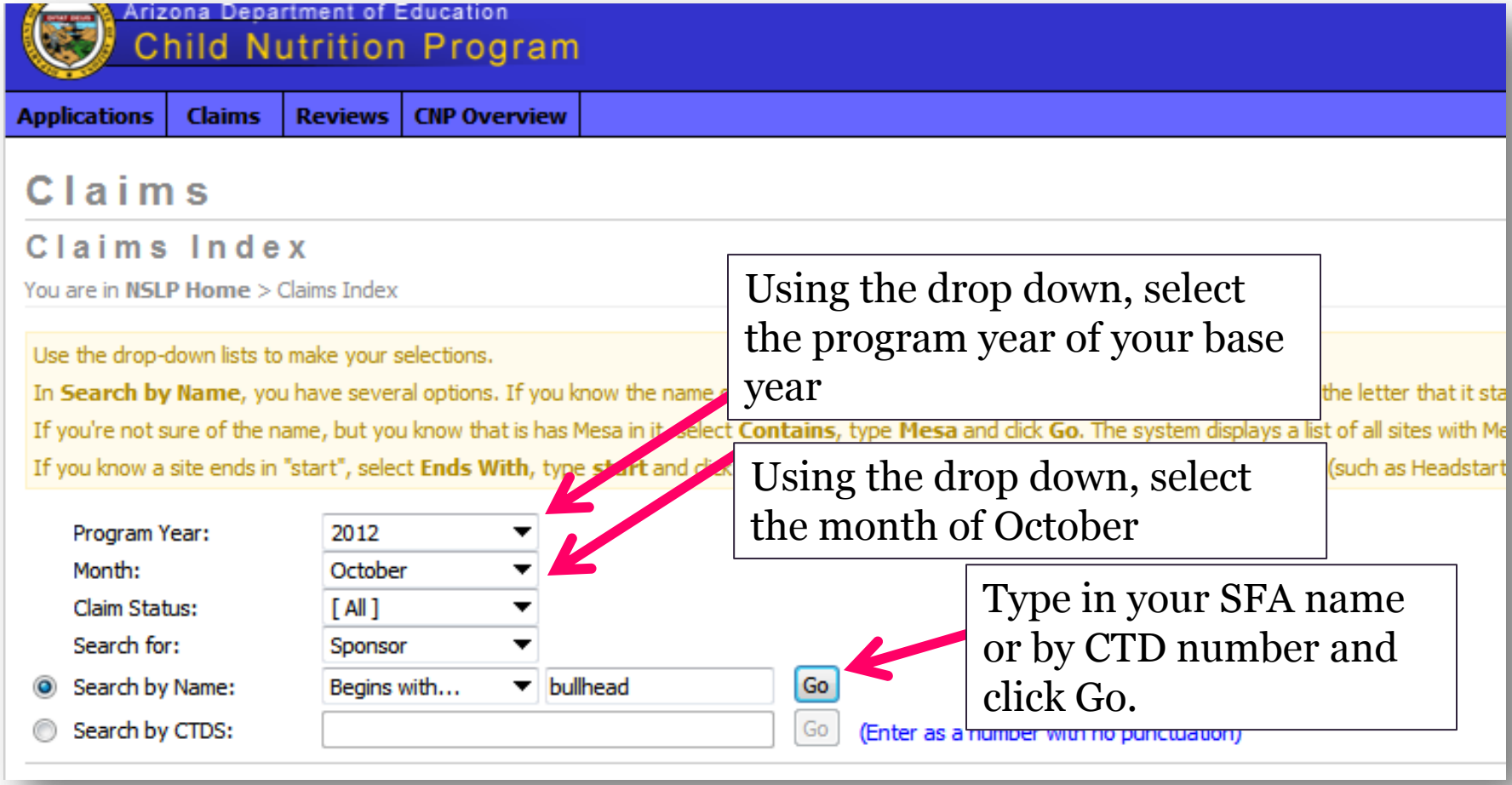
	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
Sites/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
1	515			
2				
3				
4				
5				
6				
7				

(08-04-15-105)

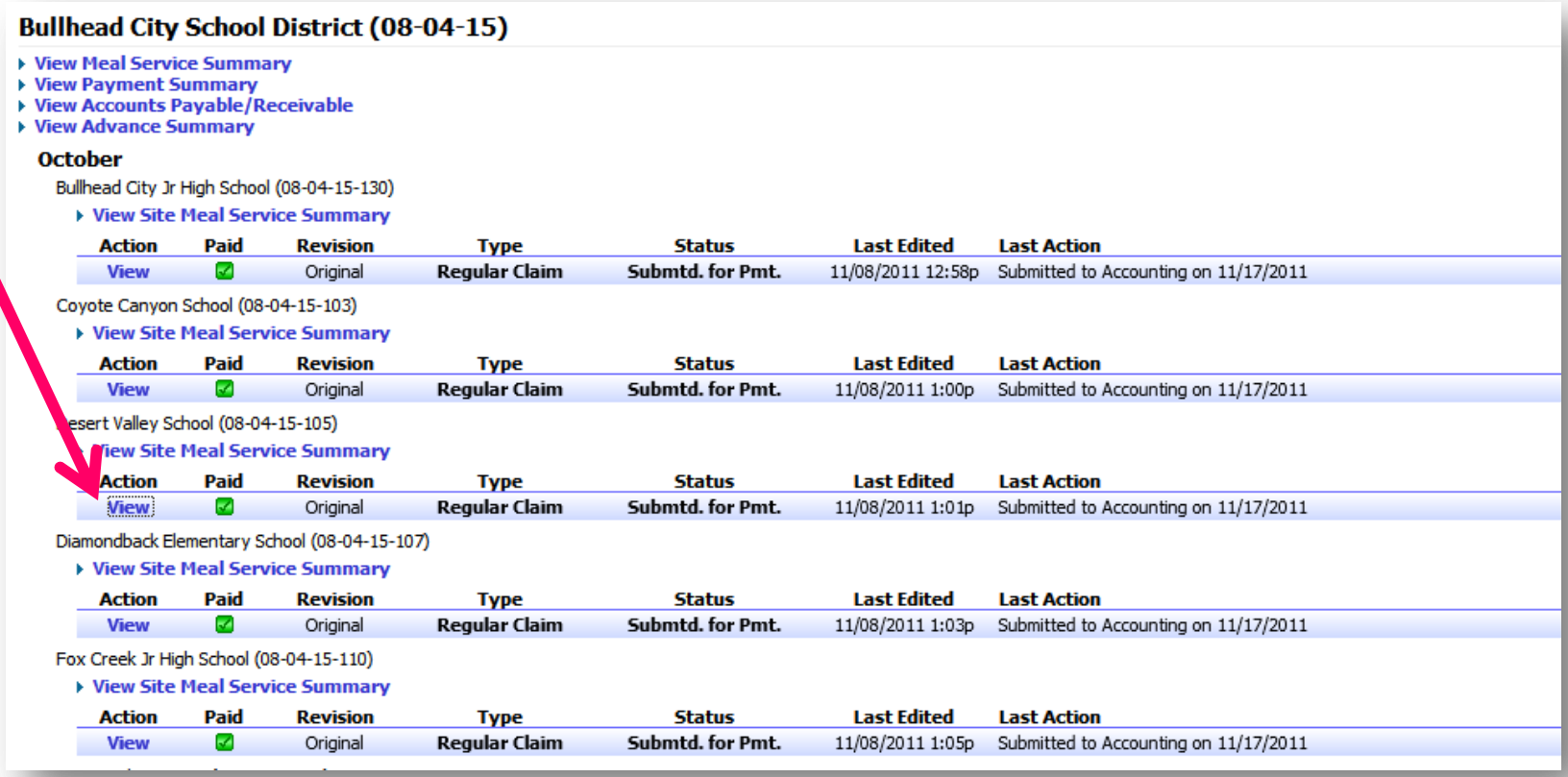
Regular Claim

Breakfast - Severe Need	
Number of Days Served:	17
Free Meals Served:	5077
Reduced-Price Meals Served:	449
Paid Meals Served:	697
Total Meals Served:	6223
Participants Enrolled:	515
Lunch - High Rate	
Number of Days Served:	17
Free Meals Served:	6084
Reduced-Price Meals Served:	487
Paid Meals Served:	837
Total Meals Served:	7408
Participants Enrolled:	515

8. Go back to CNPWeb and search for the OCTOBER BASE YEAR Claims



9. Click “View” to open the BASE YEAR site’s claim



Bullhead City School District (08-04-15)

- View Meal Service Summary
- View Payment Summary
- View Accounts Payable/Receivable
- View Advance Summary

October

Bullhead City Jr High School (08-04-15-130)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	✓	Original	Regular Claim	Submtd. for Pmt.	11/08/2011 12:58p	Submitted to Accounting on 11/17/2011

Coyote Canyon School (08-04-15-103)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	✓	Original	Regular Claim	Submtd. for Pmt.	11/08/2011 1:00p	Submitted to Accounting on 11/17/2011

esert Valley School (08-04-15-105)

- iew Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	✓	Original	Regular Claim	Submtd. for Pmt.	11/08/2011 1:01p	Submitted to Accounting on 11/17/2011

Diamondback Elementary School (08-04-15-107)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	✓	Original	Regular Claim	Submtd. for Pmt.	11/08/2011 1:03p	Submitted to Accounting on 11/17/2011

Fox Creek Jr High School (08-04-15-110)

- View Site Meal Service Summary

Action	Paid	Revision	Type	Status	Last Edited	Last Action
View	✓	Original	Regular Claim	Submtd. for Pmt.	11/08/2011 1:05p	Submitted to Accounting on 11/17/2011

10. Find the following information on the BASE YEAR claim:

Use Lunch Data:

- **Participants Approved for Free Meals**
- **Participants Approved for Reduced-Price Meals**
- **Participants Enrolled**

You are in **NSLP Home** > **Claims Index** > NSLP Site Claim

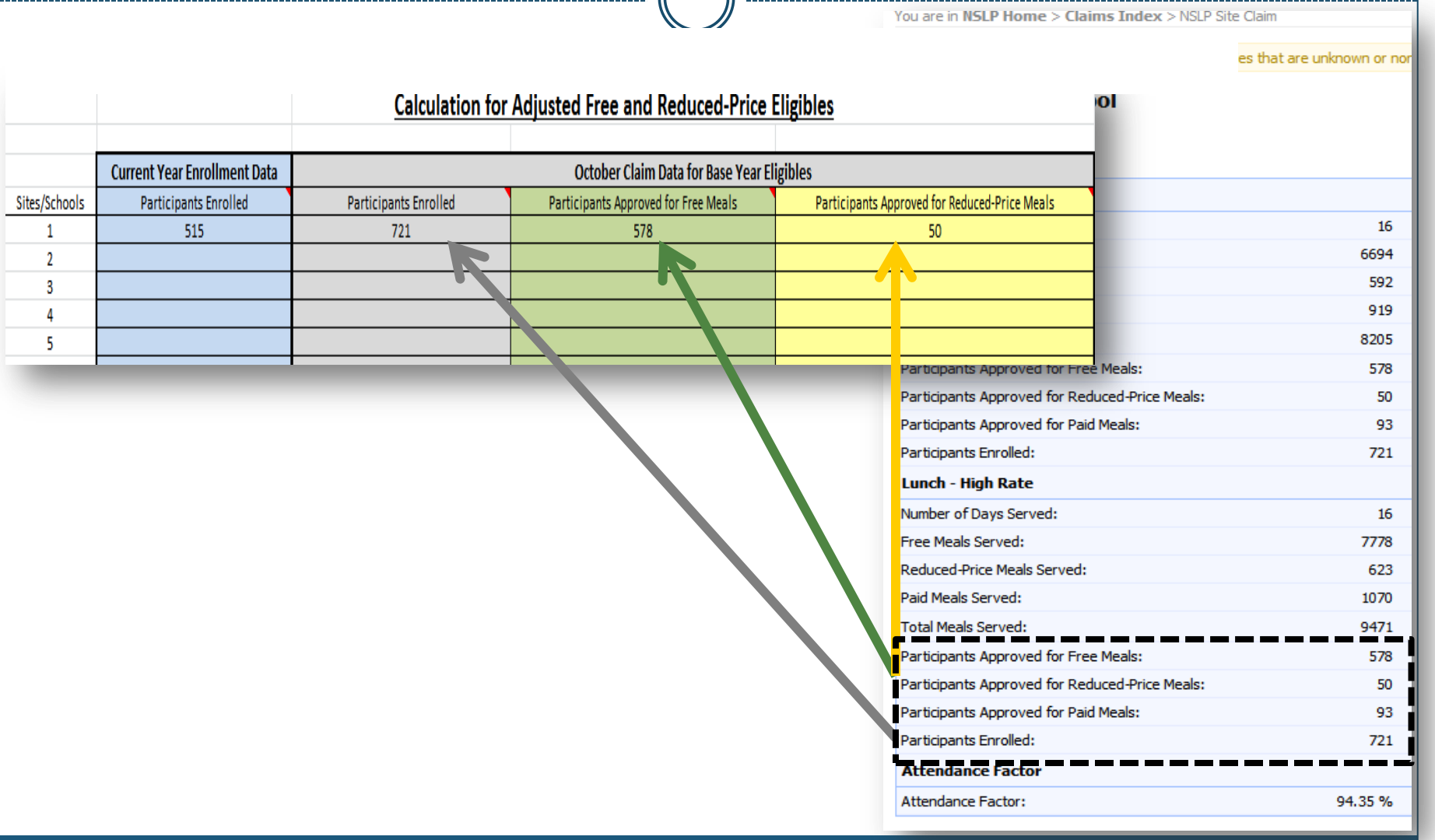
unknown or nor

Desert Valley School
(08-04-15-105)

Regular Claim

Breakfast - Severe Need	
Number of Days Served:	16
Free Meals Served:	6694
Reduced-Price Meals Served:	592
Paid Meals Served:	919
Total Meals Served:	8205
Participants Approved for Free Meals:	578
Participants Approved for Reduced-Price Meals:	50
Participants Approved for Paid Meals:	93
Participants Enrolled:	721
Lunch - High Rate	
Number of Days Served:	16
Free Meals Served:	7778
Reduced-Price Meals Served:	623
Paid Meals Served:	1070
Total Meals Served:	9471
Participants Approved for Free Meals:	578
Participants Approved for Reduced-Price Meals:	50
Participants Approved for Paid Meals:	93
Participants Enrolled:	721
Attendance Factor	
Attendance Factor:	94.35 %

11. Go back to the calculator in Excel and enter the BASE YEAR data into the GREY, GREEN and YELLOW columns.



Calculation for Adjusted Free and Reduced-Price Eligibles

	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
Sites/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
1	515	721	578	50
2				
3				
4				
5				

You are in **NSLP Home** > **Claims Index** > NSLP Site Claim

es that are unknown or nor

	16
	6694
	592
	919
	8205
Participants Approved for Free Meals:	578
Participants Approved for Reduced-Price Meals:	50
Participants Approved for Paid Meals:	93
Participants Enrolled:	721
Lunch - High Rate	
Number of Days Served:	16
Free Meals Served:	7778
Reduced-Price Meals Served:	623
Paid Meals Served:	1070
Total Meals Served:	9471
Participants Approved for Free Meals:	578
Participants Approved for Reduced-Price Meals:	50
Participants Approved for Paid Meals:	93
Participants Enrolled:	721
Attendance Factor	
Attendance Factor:	94.35 %

12. Repeat for all NON-BASE YEAR sites operating provision for lunch AND breakfast

Enter next site's data on row 2

Calculation for Adjusted Free and Reduced-Price Eligibles

	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
es/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
1	515	721	578	50
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	Current Year Enrollment Total	October Base Year Enrollment Total	Total Participants Approved for Free Meals	Total Participants Approved for Reduced-Price Meals
Sponsor Totals:	515	721	578	50

Adjusted Free Eligible Students in Current Year =	413
Adjusted Reduced-Price Eligible Students in Current Year =	36

Attention: All boxes with red triangles in the upper right hand

Once all sites have been entered in the calculator, locate the values in the yellow and purple box.

Calculation for Adjusted Free and Reduced-Price Eligibles

	Current Year Enrollment Data	October Claim Data for Base Year Eligibles		
Sites/Schools	Participants Enrolled	Participants Enrolled	Participants Approved for Free Meals	Participants Approved for Reduced-Price Meals
1	515	721	578	50
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	Current Year Enrollment Total	October Base Year Enrollment Total	Total Participants Approved for Free Meals	Total Participants Approved for Reduced-Price Meals
Sponsor Totals:	515	721	578	50

Adjusted Free Eligible Students in Current Year =	413
Adjusted Reduced-Price Eligible Students in Current Year =	36

These values will be entered into the CNP Verification Summary Report

13. Input data into Verification Summary Report found in CNP Verification

Current Year Enrollment Total	October Base Year Enrollment Total
515	721
Adjusted Free Eligible Students in Current Year =	413
Adjusted Reduced-Price Eligible Students in Current Year =	36

*This step requires you to first log into Common Logon and open the CNP Verification application. Once in the report, click "Part I" and scroll down to Section 2.

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

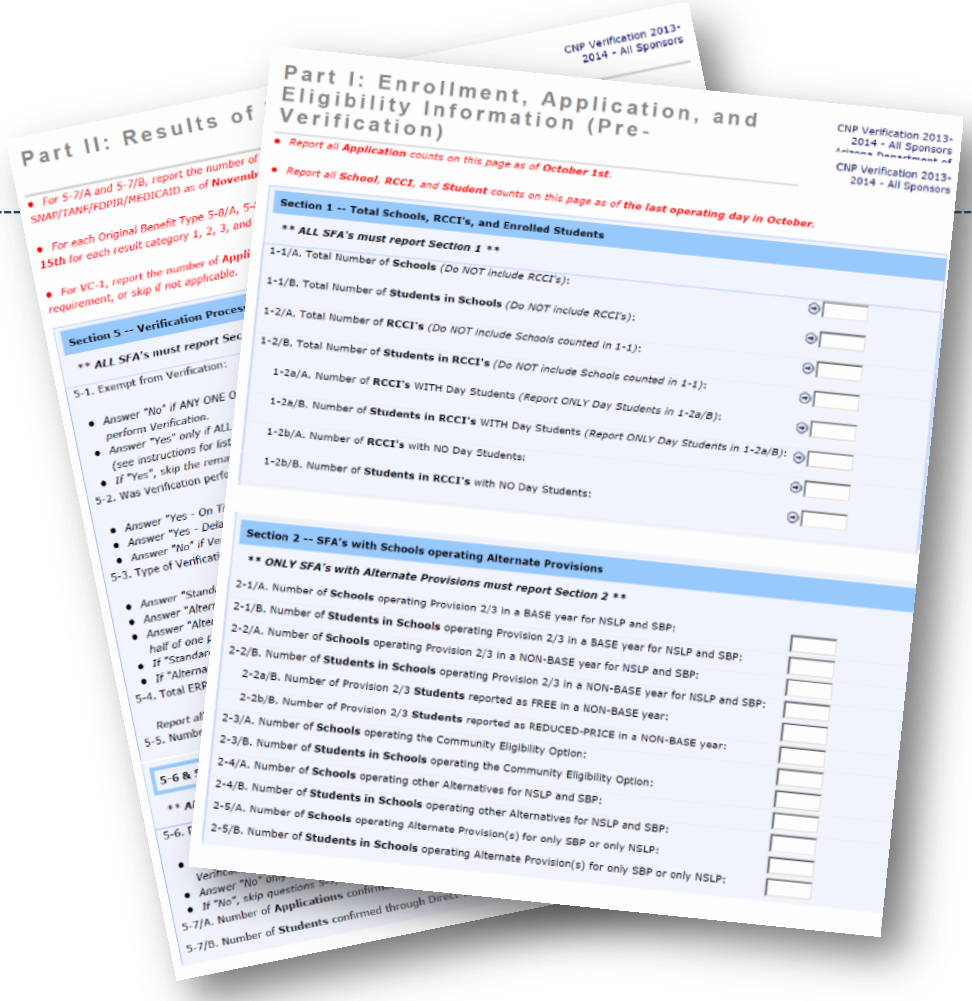
*** ONLY SFA's with Alternate Provisions must report Section 2 ***

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:	1
2-2/B. Number of **Students in Schools** operating Provision 2/3 in a NON-BASE year for NSLP and SBP:	515
2-2a/B. Number of Provision 2/3 **Students** reported as FREE in a NON-BASE year:	413
2-2b/B. Number of Provision 2/3 **Students** reported as REDUCED-PRICE in a NON-BASE year:	36
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:	

Not done yet…

Complete the rest of the Verification Summary Report and submit by February 1st on CNP Verification.

***Will not need to use the calculator for the remaining fields.**



CNP Verification 2013-2014 - All Sponsors

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:

Part II: Results of

- For 5-7/A and 5-7/B, report the number of
SNAP/TANF/FDPIR/MEDICAID as of Novemb
- For each Original Benefit Type 5-8/A, 5-
15th for each result category 1, 2, 3, and
- For VC-1, report the number of Appli
requirement, or skip if not applicable.

Section 5 -- Verification Proces

** ALL SFA's must report Sec

5-1. Exempt from Verification:

- Answer "No" if ANY ONE O
perform Verification.
- Answer "Yes" only if ALL
(see instructions for list
- If "Yes", skip the rema

5-2. Was Verification perfe

- Answer "Yes - On T
- Answer "Yes - Dela
- Answer "No" if Ve

5-3. Type of Verificati

- Answer "Stand
- Answer "Alter
- Answer "Alte
half of one p
- If "Standar
- If "Alterna

5-4. Total ERP

Report al

5-5. Numbe

5-6 & 7

** A

5-6. T

- Verific
- Answer "No" dire
- If "No", skip questions 5-
confirm

5-7/A. Number of **Applications** confirm

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

Congratulations!

You have completed the ***Step by Step Instruction for Special Assistance: How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report (Special Assistance).*** To request a Certificate, please go to the next slide.

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
  - Training Title: ***Step by Step Instruction for Special Assistance: How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report (Special Assistance)***
  - Learning Codes: 3100
  - Key Area: 3000-Administration
  - Length: 1 hour
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

Request a Certificate

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey.

- Training Title: ***Step by Step Instruction for Special Assistance: How to Calculate Adjusted Eligibles for Non-Base Year Verification Summary Report (Special Assistance)***
- Professional Standards Learning Code: ***3100***

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This institution is an equal opportunity provider.