

Step by Step Instruction: How to Submit the Verification Report in CNP Verification

Professional Standards Learning Code 3110
Length: 1 hour



Revised September 2016

"Step by Step Instruction: How to Submit the Verification Report in CNP Verification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction 1 of the Arizona Department of Education.

Step by Step Instruction: How to Submit the Verification Report in CNP Verification

Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to complete the CNP Verification Summary Report (VSR).
- The following slides provide guidance on how to submit the Verification Summary Report (VSR) using the Arizona Department of Education (ADE) CNP Verification system.
- Attendees are expected to already understand the process of verification. ***Please review the online course below before continuing:***
 - [Verification Overview](#)

*Step by Step
Instruction:
How to Submit
the Verification
Report in CNP
Verification*

Objectives

At the end of this training, attendees should be able to:

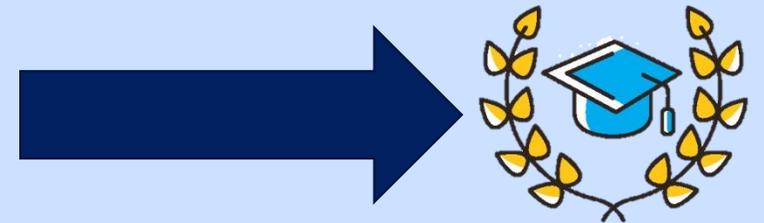
- understand how to report verification;
- become familiar with the verification report requirements and deadlines; and
- be able to document submission of the Verification Summary Report (VSR).

Comprehension Check

Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

Be sure to review these quiz questions and the answers, available within the guide.

This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.



*Step by Step
Instruction:
How to Submit
the Verification
Report in CNP
Verification*

Definitions

Common Logon: An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

Program Year (PY): The operating period for Child Nutrition Programs, which is July 1-June 30.

Verification Summary Report (VSR): An online report that summarizes all the verification activities that took place as of October 1 such as total enrollment, total number of applications selected for verification, and any documentation from households.

*Step by Step
Instruction:
How to Submit
the Verification
Report in CNP
Verification*

The Step by Step Instruction will include:

Verification Overview	Slides 7-11
Verification Reporting Requirements	Slides 12-25
Log into CNP Verification	Slides 26-40
CNP Verification Report	Slides 41-60
Documenting Submission of the Verification Report	Slides 61-67

The following slides will only cover how-to instructions for submitting the verification report. Please refer back to the [ADE Online Training Library](#) for other How-To-Guides regarding operation of the program.

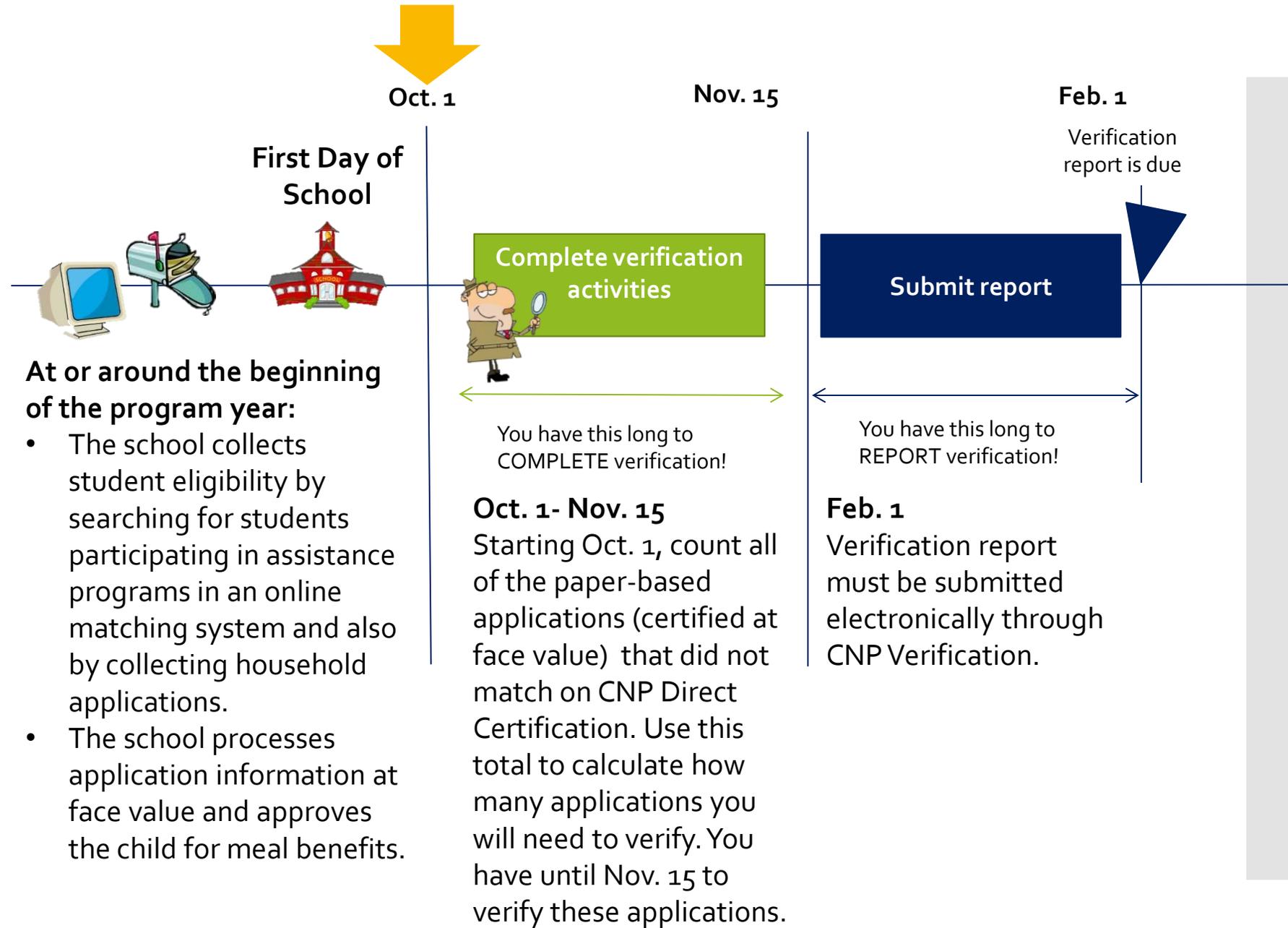
Verification Overview

Verification Overview

What is Verification?

- Verification is the process of confirming the eligibility for free and reduced-price meals under the National School Lunch Program.
- Verification **MUST** include either confirmation of income eligibility or confirmation that the child is eligible to receive benefits from assistance programs.
- At state or local discretion, verification may also include confirmation of any other information on the application that is required as a condition of eligibility.

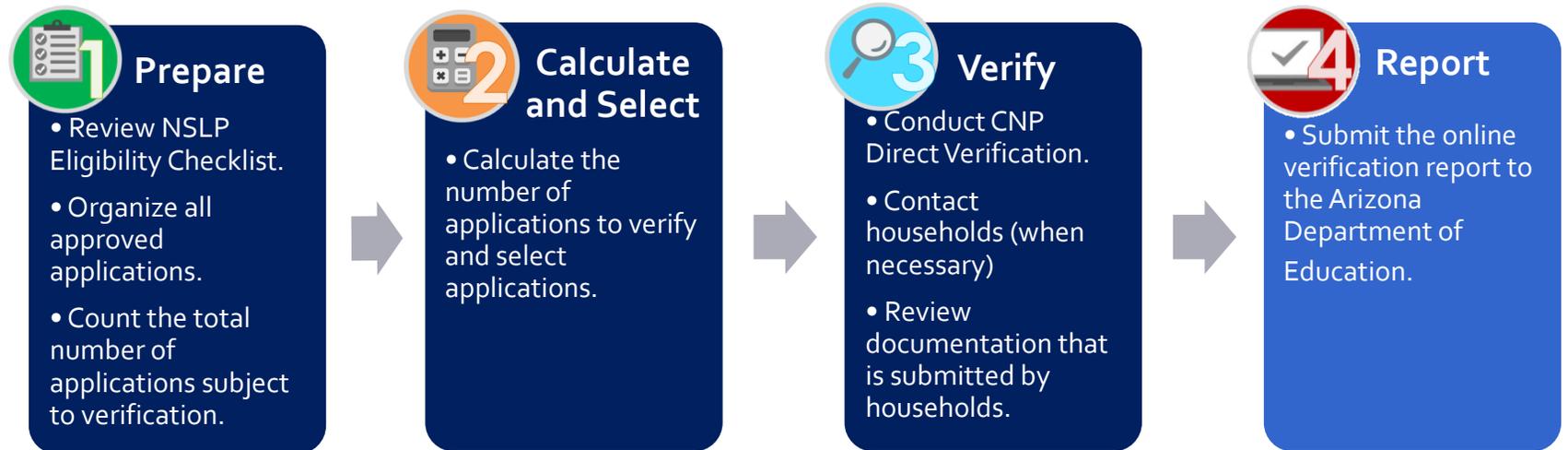
Verification Overview



Verification Overview

Verification: Four-Phase Process

This how-to-guide only reviews *Phase 4* of the verification process. Please refer back to [ADE Verification Webpage](#) for more resources on the other three phases of verification.



Verification Overview

Verification Guides

ADE has released a series of verification guides that explain what data should be entered into each field. It is recommended that you download the verification guide that is specific to how you operate the National School Lunch Program (NSLP):

Operate regular NSLP

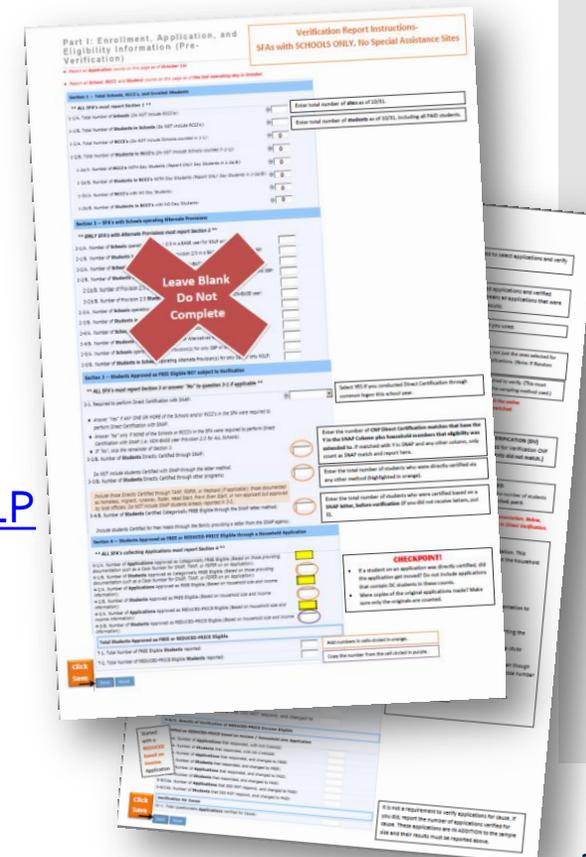
- [Regular NSLP](#)

Operate Special Assistance

- [All sites are operating in their Base Years](#)
- [Operate in their Base Year and Regular NSLP](#)
- [All sites are operating in their Non-Base Years](#)
- [Operate in their Non-Base Year and Regular NSLP](#)
- [All sites operate the CEP Only](#)
- [Operate in the CEP and Regular NSLP](#)

Residential Child Care Institutions

- [RCCI with Day Students](#)
- [RCCI with NO Day Students](#)



Verification Reporting Requirements

Verification Reporting Requirements

Reporting Requirements

Each year, Local Educational Agencies (LEAs) must report:

- their enrollment data as of October 31st; and
- how many applications were selected for verification and if the households responded with appropriate documentation.

LEAs will report this data electronically on the verification report through common logon.

Verification Reporting Requirements

What is Common Logon?

Common logon is an online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

The image shows two screenshots of the Common Logon application interface. The left screenshot displays the login page with the Arizona Department of Education logo and the text 'COMMON LOGON'. It features a 'Username:' field, a 'Password:' field, and a 'Continue >>' button. Below the login fields is a list of important notices and links. The right screenshot shows the 'Common Logon Application Menu' with a list of application options: 'CNP Direct Certification / Direct Verification', 'CNP Menu Certification', 'CNP Verification', 'CNPWeb', 'LEA Profile', and 'Online Registration Internal Web'. At the bottom of the menu are 'Change Profile' and 'Logout' buttons.

Common Logon Application Menu: List of all ADE web applications. Each web application holds permissions to a different report and/or database.

Verification Reporting Requirements

How do I obtain access to Common Logon?

ADE will provide individual users with a Common Logon username and password and access to specific common logon applications.

Users must submit the form *Common Logon Permissions for NSLP* in order to receive a username and password, and access to CNP Verification.

The form can be found on [ADE Program Forms Webpage](#).

Permission
Form



Verification Reporting Requirements

Common Logon Permissions for NSLP

For access to CNP Verification, check off the box titled *Check here to request **CNP VERIFICATION** permissions OR to keep them if you received them previously.*

The form must be signed by the designated official or authorized signer (found on the LEA's Food Program Permanent Service Agreement).

The form can be emailed to the contact information listed on the top of the form. ADE will process the request within 7-10 days and notify the individual requesting permissions.

Contact ADE at (602) 542-8700 if you have questions while completing this form.

Common Logon Permissions for NSLP
Please scan & e-mail the completed form to
ADESchoolNutrition@azed.gov

Sponsor Name (this is the name of your District, your Non-Profit, your Church, etc.)		CTDS #
First Name (if person having permissions added/deleted)	Last Name	
Username (enter if you already have a username that you use to login to the ADE Common Logon. Example: JSmith1983)	Work E-Mail Address	
Title	Work Phone Number	Ext.

Permissions Section

- Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.
- Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.
- Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.
- Check here if the user should be DELETED

Authorized Representative	
Signature	Date
Work E-Mail Address	Work Phone Number Ext.

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract, or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy, is an employee with this organization, and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

ADE USE ONLY

Approved By: _____ Date: _____
ADE Child Nutrition Programs Representative Revised 5/18/2016

Arizona Department of Education, Health and Nutrition Services
1535 West Jefferson Street, Bin #7, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

Verification Reporting Requirements

Why do I need to submit a Verification Summary Report if I do not collect applications/ or do verification?

LEAs are required to report enrollment information on the verification report. Even if the LEA is not required to conduct verification, the LEA still needs to report their enrollment information no later than February 1st.

Comprehension Check

What is the one data set all LEAs must submit on the Verification Summary Report?

- A. Meal prices and enrollment
- B. Enrollment and verification results (if applicable)
- C. Average Daily Attendance and enrollment
- D. Verification results and meal prices



Comprehension Check

What is the one data set all LEAs must submit on the Verification Summary Report?

- A. Meal prices and enrollment
- B. Enrollment and verification results (if applicable)**
- C. Average Daily Attendance and enrollment
- D. Verification results and meal prices

All LEAs must report their enrollment and the results of verification if applicable. If an LEA does not conduct verification, they must still submit their enrollment using this report. Refer to slide 13 to review this guidance.



Verification Reporting Requirements

When is the earliest I can submit my verification report?

You can submit the verification report once you have all of the information needed; you do not have to wait until February 1st to submit the report.

In 2013-2014, the verification report was changed and no longer requires LEAs to report non-responders past November 15th. LEAs should have all data required to submit the report by November 16th. All non-responders as of November 15th will be reported as *didn't respond* and their eligibility status will be changed to *paid*.

If you were not required to conduct verification, you are able to submit your verification report as soon as ADE releases the current year's report online. This typically occurs around November 15th.

Comprehension Check

What application in common logon is needed in order to submit the verification report?

- A. CNP Web
- B. CNP Direct Certification/Direct Verification
- C. CNP Menu Certification
- D. CNP Verification



Comprehension Check

What application in common logon is needed in order to submit the verification report?

- A. CNP Web
- B. CNP Direct Certification/Direct Verification
- C. CNP Menu Certification
- D. CNP Verification**

The verification report is submitted in CNP Verification. Refer to slide 16 for guidance about how to access CNP Verification and how to request access if no one at your site currently has it.



Verification Reporting Requirements

Do I need to send in the applications that were selected for verification to ADE along with their supporting documentation by February 1st?

No. You only need to submit the verification report to ADE by February 1st. All applications selected for verification and their documentation is kept on file at the LEA.

Verification Reporting Requirements

If February 1st falls on a weekend, can the report be submitted by Monday?

Yes, if the reporting due date falls on a weekend or holiday, the verification report must be submitted to ADE by the next business day.

- For example, in school year 2014-15, February 1st fell on a Sunday so the report had to be submitted no later than Monday, February 2nd.

ADE strongly encourages the report to be submitted as close to November 15th as possible.

Verification Reporting Requirements

What happens if I do not submit my Verification Summary Report by February 1st?

Any LEA that does not submit their report by February 1st will have their reimbursements placed on hold until the verification report is submitted and will be required to attend a mandatory training the following program year.

Log into CNP Verification

Log into CNP Verification

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/nslp/>.

The screenshot shows the Arizona Department of Education's Health & Nutrition Services webpage. At the top, there is the Arizona Department of Education logo, social media icons for Facebook and Twitter, and the AZ.GOV logo. A search bar is located in the top right corner. Below the header is a navigation menu with links for HOME, ALL PROGRAMS, STAFF DIRECTORY, CONTACT ADE, FAQ, SCHOOL REPORT CARDS, COMMON LOGON, and ADECONNECT. The main heading is "HEALTH & NUTRITION SERVICES". Below this is a secondary navigation bar with links for Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced. The main content area features a breadcrumb trail: "You are here: Home / National School Lunch & School Breakfast Program". The title is "National School Lunch & School Breakfast Program". There is a "Mission:" section with a photo of a child eating and the text: "To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children." Below the mission are two call-to-action buttons: "How LEAs Apply for the National School Lunch & School Breakfast Programs" and "Operating the National School Lunch & School Breakfast Programs". On the right side, there is a vertical column of buttons: "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us". On the left side, there is a "HNS PROGRAMS" menu with links for Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced.

Log into CNP Verification

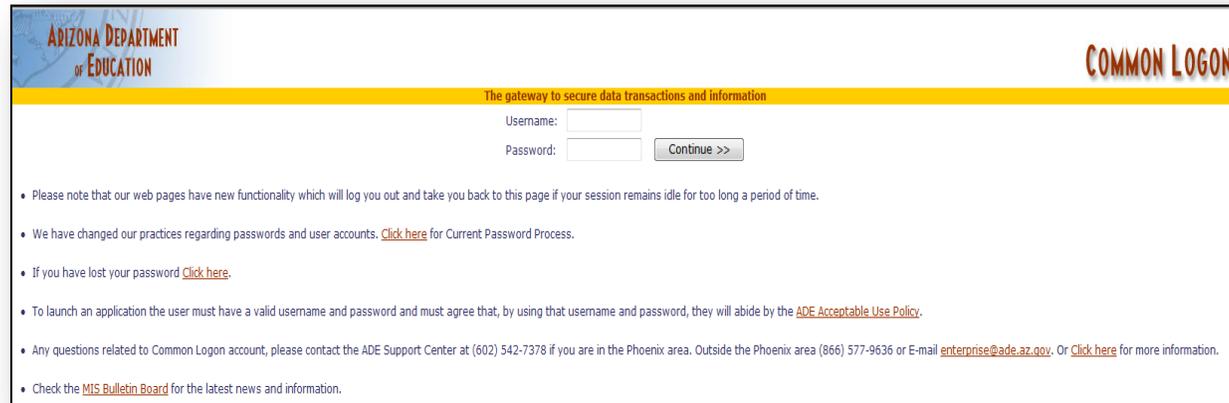
2. Click on [COMMON LOGON](#) found on the upper right of the webpage.



The screenshot shows the Arizona Department of Education website. At the top left is the logo with the text "Arizona Department of Education". To the right are social media icons for Facebook and Twitter, a font size control, and a search bar. A blue arrow points to the "COMMON LOGON" link in the top navigation menu. Below the navigation is a banner for "HEALTH & NUTRITION SERVICES". The main content area is titled "National School Lunch & School Breakfast Program" and includes a mission statement, a photo of a child eating, and two call-to-action buttons: "How LEAs Apply for the National School Lunch & School Breakfast Programs" and "Operating the National School Lunch & School Breakfast Programs". A sidebar on the left lists "HNS PROGRAMS" with links to Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/Reduced. A sidebar on the right contains buttons for "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us".

Log into CNP Verification

A new webpage will load. It should look like this screen:



The screenshot shows the login page for the Arizona Department of Education's Common Logon system. At the top left is the logo for the Arizona Department of Education, and at the top right is the text "COMMON LOGON". Below the logo is a yellow banner with the text "The gateway to secure data transactions and information". The main content area contains a login form with fields for "Username:" and "Password:", followed by a "Continue >>" button. Below the form is a list of five bullet points providing additional information and links.

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



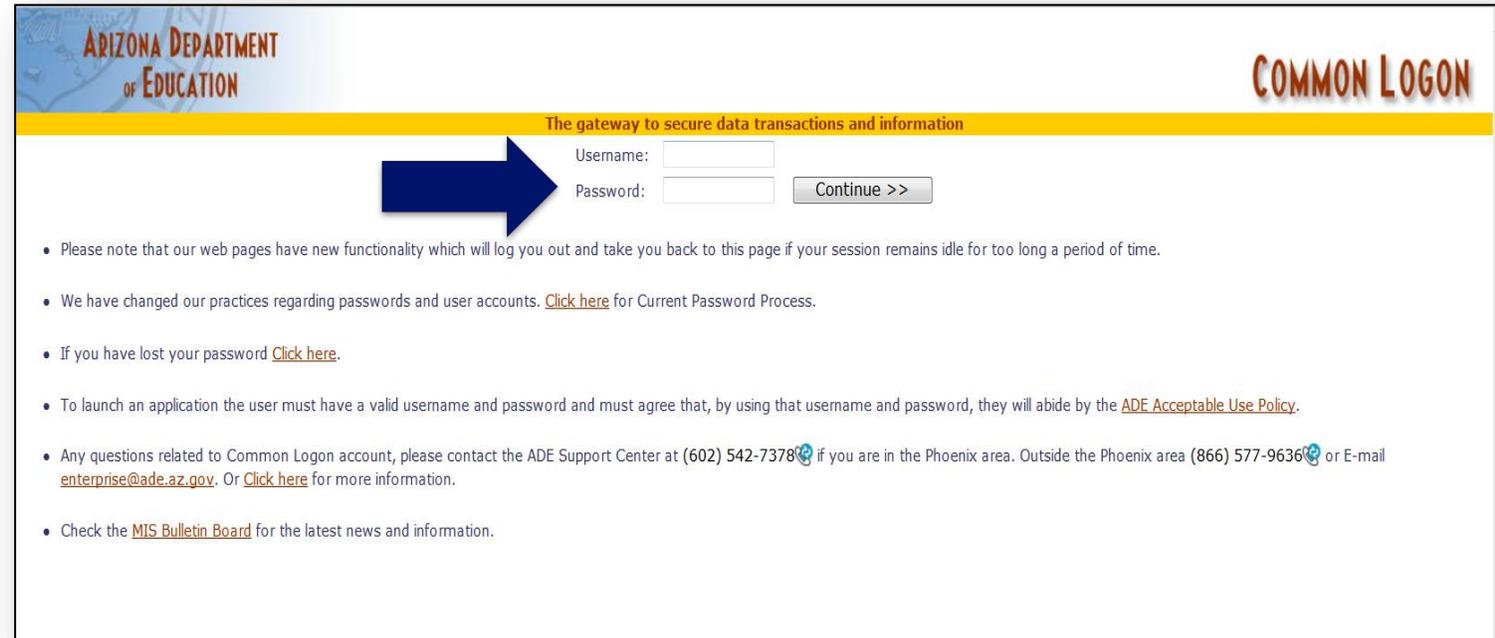
You must have a username and password in order to access Common Logon.

****If you do not have a username and password:***

- Complete the form *Common Logon Permissions for NSLP/Direct Certification*, requesting Direct Certification permissions, and send to ADE. This form can be found on the [ADE Program Forms Webpage](#).
- Receive a common logon username and password to access CNP Verification in 7-10 days.

Log into CNP Verification

3. Enter your Username and Password.



ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Log into CNP Verification

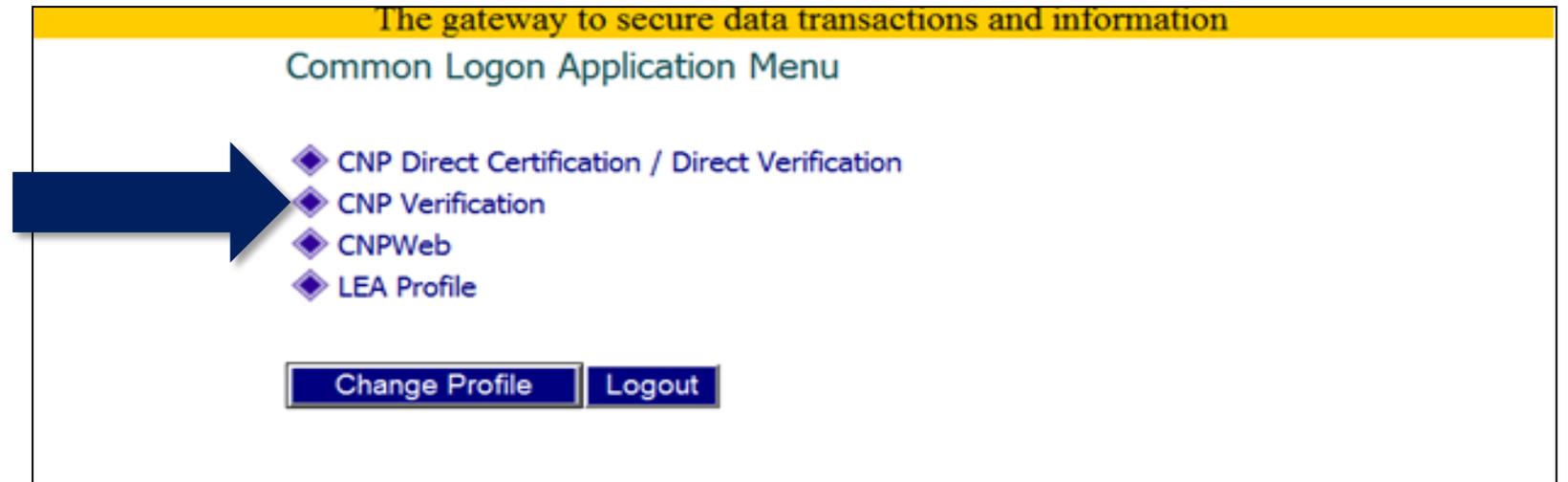
You have successfully logged into Common Logon.

After logging in, your webpage will show all common logon applications you have access to.



Log into CNP Verification

4. Click on CNP Verification.



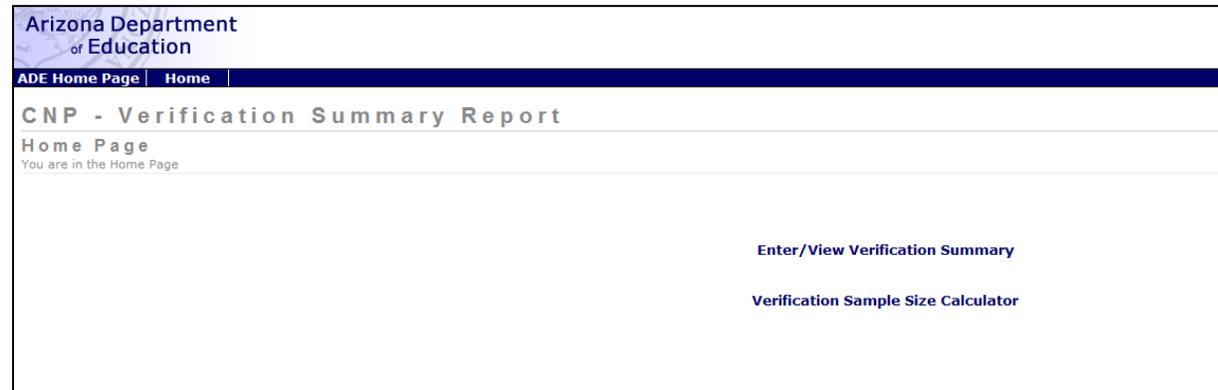
You must have access to CNP Verification.
This is an additional option on the Common Logon Permissions form.

**If you already have a user name and password, but do not see the CNP Direct Verification option, follow the instructions on slide 16.*

Log into CNP Verification

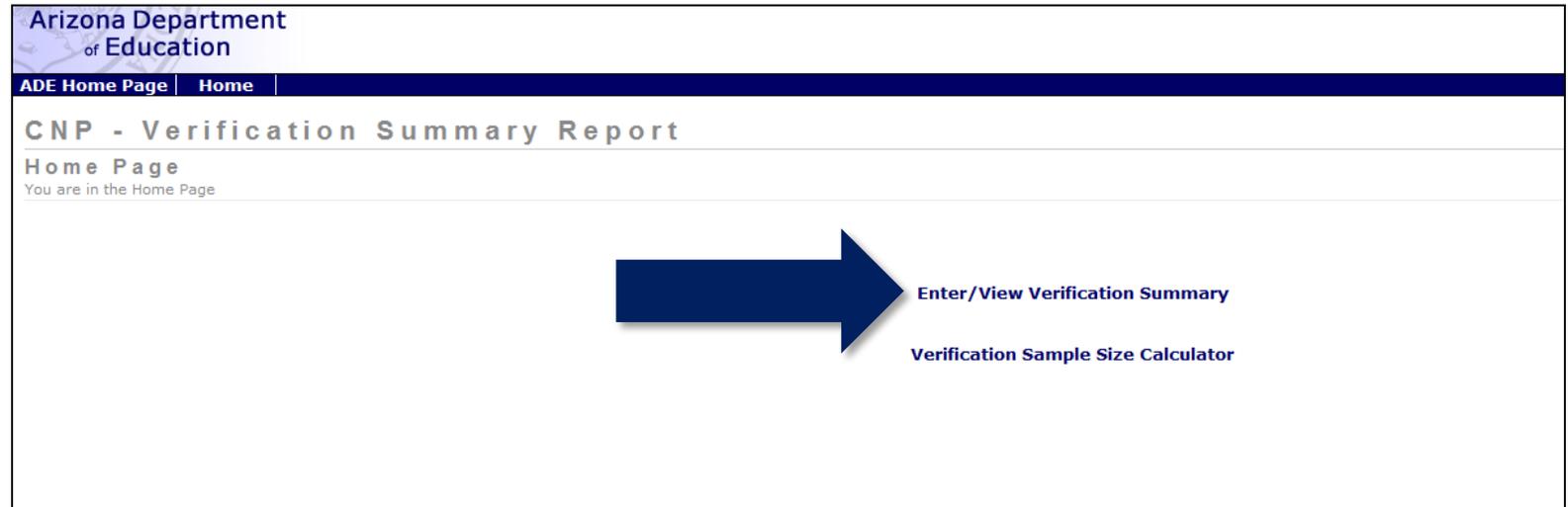
You have successfully logged into the CNP Verification System.

A new screen will load. It should look like this:



Log into CNP Verification

5. Click Enter/View Verification Summary.



Arizona Department
of Education

ADE Home Page | Home

CNP - Verification Summary Report

Home Page
You are in the Home Page

Enter/View Verification Summary

Verification Sample Size Calculator

Log into CNP Verification

6. Click on View by Entity circle and click search current program year's report as shown below:

Arizona Department
of Education

ADE Home Page | Home

CNP - Verification Report

View Verification Report(s)
You are in the Home Page > View Verification Report(s)

Verification Report: ALL

Status: ALL

Entity: LEA Name (00-00-00-000)

View by Verification Report View by Entity

Search

*Log into CNP
Verification*

7. Click on current program year's report as shown below:

Arizona Department of Education

ADE Home Page | Home

CNP - Verification Report

View Verification Report(s)
You are in the Home Page > View Verification Report(s)

Verification Report: ALL

Status: ALL

Entity: LEA Name (00-00-00-000)

View by Verification Report View by Entity

LEA Name (00-00-00-000)

Report	Status	Last Update User	Last Update Date
CNP Verification 2004-2005 - Short Form	Submitted to ADE	arodriguez	02/28/2005 18:47:53
CNP Verification 2005-2006 - Short Form / Standard	Submitted to ADE	arodriguez	02/23/2006 13:50:52
CNP Verification 2006-2007 - Short Form / Standard	Submitted to ADE	arodriguez	02/20/2007 16:10:14
CNP Verification 2007-2008 - Short Form / Standard	Submitted to ADE	arodriguez	02/27/2008 09:33:46
CNP Verification 2008-2009 - Short Form / Standard	Submitted to ADE	arodriguez	02/18/2009 14:00:34
CNP Verification 2009-2010 - Short Form / Standard	Submitted to ADE	arodriguez	03/02/2010 11:04:57
CNP Verification 2010-2011 - Short Form / Standard	Submitted to ADE	arodriguez	02/17/2011 15:52:08
CNP Verification 2011-2012 - Short Form / Standard	Submitted to ADE	arodriguez	02/21/2012 14:54:03
CNP Verification 2012-2013 - Short Form / Standard	Submitted to ADE	arodriguez	02/28/2013 10:12:48
CNP Verification 2013-2014 - All Sponsors	Submitted to ADE	arodriguez	02/03/2014 11:13:44
CNP Verification 2014-2015 - All Sponsors	Submitted to ADE	arodriguez	12/02/2014 10:56:29
CNP Verification 2014-2015 - Second Review	Submitted to ADE	arodriguez	12/02/2014 09:04:38
CNP Verification 2015-2016 - All Sponsors	Not Initiated	-	-



Log into CNP Verification

8. Open your verification report by clicking [Start Verification Summary](#).

Arizona Department
of Education

[ADE Home Page](#) | [Home](#)

CNP - Verification Report

Report Options

You are in the [Home Page](#) > [View Verification Report\(s\)](#) > Report Options

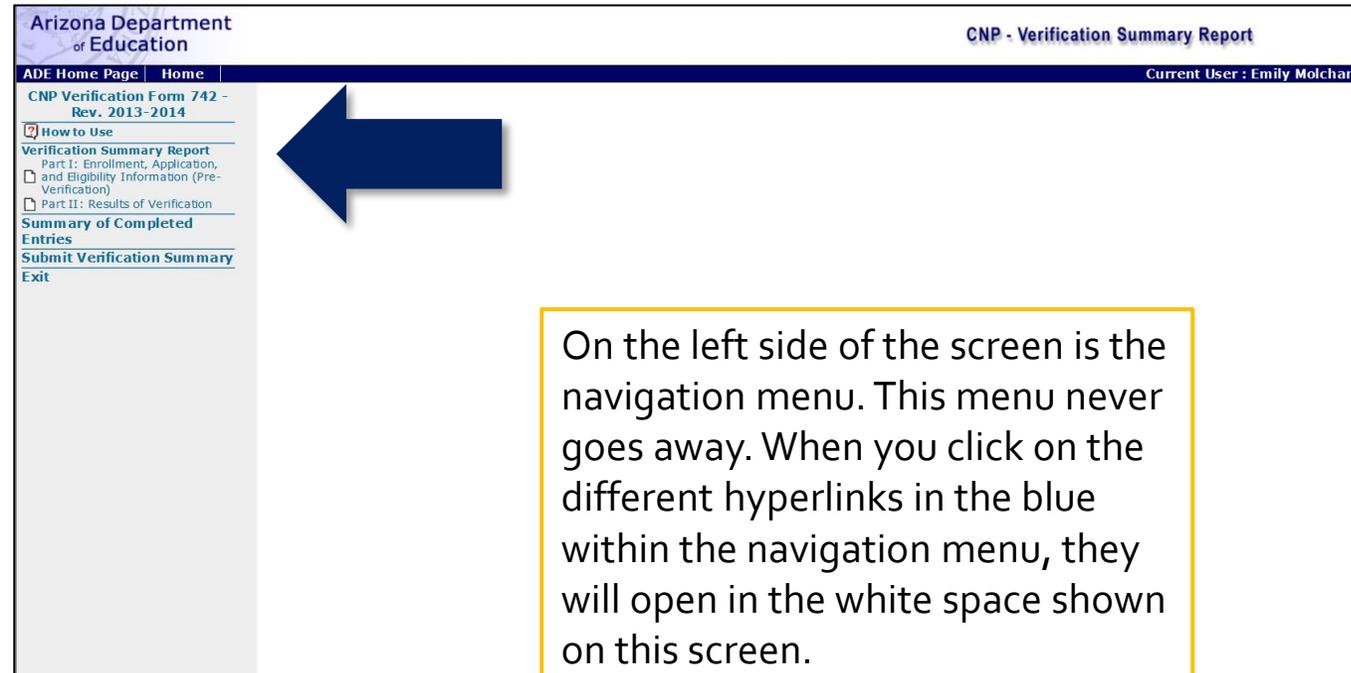
CNP Verification 2015-2016 - All Sponsors

- ▶ [Start Verification Summary](#)
Select this option to start entering your verification information.

[Go Back](#)

Log into CNP Verification

A new webpage will load. It should look like this screen:



The screenshot shows the Arizona Department of Education's CNP - Verification Summary Report interface. The page title is "Arizona Department of Education" and the current page is "CNP - Verification Summary Report". The current user is identified as "Emily Molchan". The navigation menu on the left includes links for "ADE Home Page", "Home", "CNP Verification Form 742 - Rev. 2013-2014", "How to Use", "Verification Summary Report", "Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)", "Part II: Results of Verification", "Summary of Completed Entries", "Submit Verification Summary", and "Exit". A blue arrow points to the navigation menu.

On the left side of the screen is the navigation menu. This menu never goes away. When you click on the different hyperlinks in the blue within the navigation menu, they will open in the white space shown on this screen.

Log into CNP Verification

9. Click  for helpful information about verification.



Arizona Department of Education

CNP - Verification Summary Report

Current User: Emily Molchan

Home

CNP Verification Form 742 - Rev. 2013-2014

[How to Use](#)

Verification Summary Report

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

Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary

Exit

Arizona Department of Education

CNP - Verification Summary Report

Current User: Emily Molchan

Home

CNP Verification Form 742 - Rev. 2013-2014

[How to Use](#)

Verification Summary Report

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

Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary

Exit

CNP Verification Form 742 - Rev. 2013-2014

CNP Verification 2014-2015 - All Sponsors
Seba Dalkai Boarding School
094013000

What is Verification?

Verification is the process of confirming the eligibility for Free and Reduced-Price meals under the National School Lunch Program or School Breakfast Program. Verification MUST include either confirmation of income eligibility or confirmation that the child is eligible to receive benefits under the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR). At State or local discretion, Verification may also include confirmation of any other information on the application that is required as a condition of eligibility.

Please visit the Arizona Department of Education's **National School Lunch & School Breakfast Program Verification** Web page (<http://www.azed.gov/health-nutrition/nslp/verification>) for a complete list of resources to use during the process.

When should I start the Verification process?

Please refer to the "**Verification Best Practices Schedule**" found on the ADE **NSLP & SBP Verification** Web page for detailed information on the Verification process and schedule guidance.

How do I conduct Direct Verification?

Please refer to the "**Step-by-Step Guide: How to Conduct Direct Verification**" found on the ADE **NSLP & SBP Verification** Web page for detailed instructions on how to use the CNP Direct Verification application system.

Adapted from Form FNS-742 (Feb. 2004) OMB #0584-0026

Log into CNP Verification

10. Click **Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)** to begin entering data into Part I of the verification report.

Arizona Department of Education

CNP - Verification Summary Report

ADE Home Page | Home | Current User : Emily Molchan

CNP Verification Form 742 - Rev. 2013-2014

How to Use

Verification Summary Report

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

Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary

Exit

Arizona Department of Education

CNP - Verification Summary Report

ADE Home Page | Home | Current User : IntQ

CNP Verification Form 742 - Rev. 2013-2014

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

CNP Verification 2015-2016 - All
Buckeye Union High Sch

- 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**:

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 Provision:

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

2-4/A. (Not Applicable)

2-4/B. (Not Applicable)

2-5/A. Number of **Schools** operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:

2-5/B. Number of **Students in Schools** operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:

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

CNP Verification Report

CNP Verification Report

Entering data into the verification report

There are two types of ways to enter information into the verification report: dropdowns, and blank fields.

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 SNA

Include letter from the SNAP agency.

Dropdown: user must select one of the answers provided when clicking the dropdown. These choices are also written below the question.

Blank fields: user types the answer directly into the report.

Comprehension Check

What additional resource does ADE make available online to help you understand what data to enter in each section of the report?

- A. Verification guides for each type of operation.
- B. Another Step-by-step presentation like this one.
- C. A narrated, animated, recorded presentation.
- D. There isn't an additional resource. This is the only guidance for submitting the report.



Comprehension Check

What additional resource does ADE make available online to help you understand what data to enter in each section of the report?

- A. Verification guides for each type of operation.**
- B. Another Step-by-step presentation like this one.
- C. A narrated, animated, recorded presentation.
- D. There isn't an additional resource. This is the only guidance for submitting the report.

There are detailed guides for each type of operation available on the ADE Verification webpage. Refer to slide 11 for more information and links that will take you directly to the verification guides.



CNP Verification Report

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

1. Enter data directly into the empty boxes shown on the report.

Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)		CNP Verification 2015-2016- All Sponsors
<ul style="list-style-type: none">• 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):	<input type="text"/>	
1-1/B. Total Number of Students in Schools (Do NOT include RCCI's):	<input type="text"/>	
1-2/A. Total Number of RCCI's (Do NOT include Schools counted in 1-1):	<input type="text"/>	
1-2/B. Total Number of Students in RCCI's (Do NOT include Schools counted in 1-1):	<input type="text"/>	
1-2a/A. Number of RCCI's WITH Day Students (Report ONLY Day Students in 1-2a/B):	<input type="text"/>	
1-2a/B. Number of Students in RCCI's WITH Day Students (Report ONLY Day Students in 1-2a/B):	<input type="text"/>	
1-2b/A. Number of RCCI's with NO Day Students:	<input type="text"/>	
1-2b/B. Number of Students in RCCI's with NO Day Students:	<input type="text"/>	

CNP Verification Report

2. Once all data has been entered, click **Save** found at the bottom of the webpage.

Arizona Department of Education

CNP - V

ADE Home Page Home

CNP Verification Form 742 - Rev. 2013-2014

How to Use

Verification Summary Report

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

Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary

Exit

2-4/A. (Not Applicable)

2-4/B. (Not Applicable)

2-5/A. Number of **Schools** operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:

2-5/B. Number of **Students in Schools** operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:

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, FDIPIR, or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant 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 FDIPIR 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 FDIPIR 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:

Save Reset

CNP Verification Report

The verification report contains internal edit checks, meaning that the report will flag errors for certain fields if an incorrect value is entered.

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

CNP Verification 2015-
2016- All Sponsors

- 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**.

 Errors were found in the validation of the page. Please see each marked section.

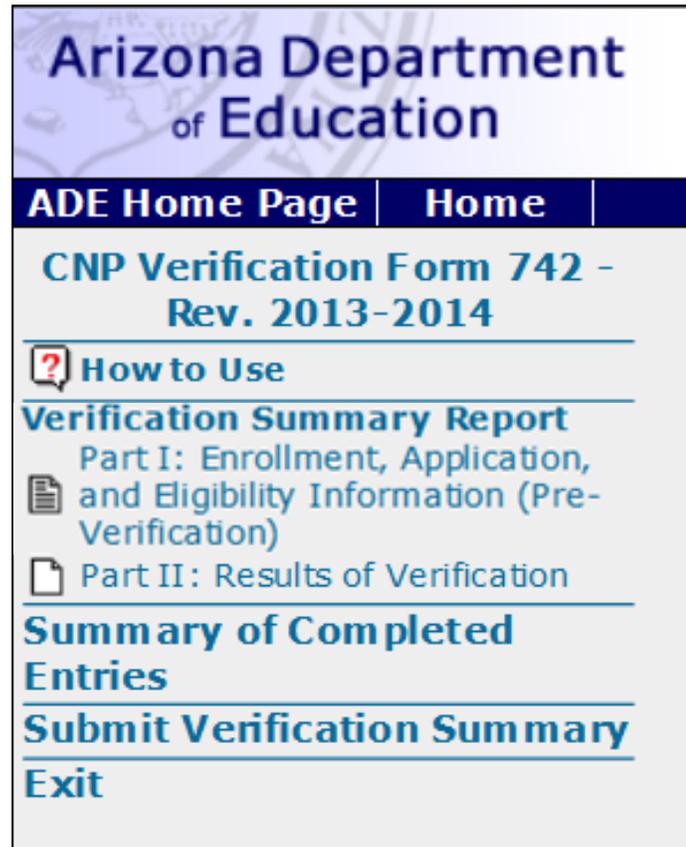
If you have a message with this icon  you have an error message. Reference the top of the page to view the message.

The questions that have an error are marked with this icon  .

CNP Verification Report

How do I know if the data saved in Part I?

The navigation menu will display the status of your report.



The screenshot shows the navigation menu for the Arizona Department of Education's CNP Verification Form 742 - Rev. 2013-2014. The menu items are: ADE Home Page, Home, CNP Verification Form 742 - Rev. 2013-2014, How to Use, Verification Summary Report (with sub-items: Part I: Enrollment, Application, and Eligibility Information (Pre-Verification) and Part II: Results of Verification), Summary of Completed Entries, Submit Verification Summary, and Exit.

The folded paper icon next to Part I and Part II reflects the status of each Part:

-  means no data has been entered or saved.
-  means data has been entered and saved.
-  means data has been saved but there are errors found.

In the example on the right, Part I data has been entered and saved. There is no data entered in Part II.

CNP Verification Report

3. Once your data for Part I has been entered and saved, click [Part II: Results of Verification](#) to begin entering data into Part II of the verification report.

Arizona Department of Education
CNP - Verification Summary Report

ADE Home Page | Home | Current User : Emily Molchan

CNP Verification Form 742 - Rev. 2013-2014

How to Use

Verification Summary Report

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

Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary

Exit

Arizona Department of Education
CNP - Verification Summary Report

ADE Home Page | Home | Current User : Int0

CNP Verification Form 742 - Rev. 2013-2014

How to Use

Verification Summary Report

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

Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary

Exit

Part II: Results of Verification

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.

Comprehension Check

How do you navigate from Part I to Part II of the report?

- A. Notify your specialist when you complete Part I and they will unlock Part II for you.
- B. Wait for an automatic email from ADE after you complete Part I. It will have a link for Part II
- C. Click Save at the end of Part I and use the navigation menu on the left side of the screen to click on Part II.
- D. Once you finish Part I, Part II automatically appears.



Comprehension Check

How do you navigate from Part I to Part II of the report?

- A. Notify your specialist when you complete Part I and they will unlock Part II for you.
- B. Wait for an automatic email from ADE after you complete Part I. It will have a link for Part II
- C. Click Save at the end of Part I and use the navigation menu on the left side of the screen to click on Part II.**
- D. Once you finish Part I, Part II automatically appears.

The navigation menu on the left side of the screen is always available and should be used to move through the various parts of the report. Review slides 39 for guidance about how to navigate through the report.



CNP Verification Report

Part II: Results of Verification

4. Enter data directly into the empty boxes shown on the report.

Part II: Results of Verification CNP Verification 2015-2016- All Sponsors

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.

CNP Verification Report

5. Once all data has been entered, click **Save** found at the bottom of the webpage.

Arizona Department of Education CNP - V

[ADE Home Page](#) | [Home](#)

CNP Verification Form 742 - Rev. 2013-2014

How to Use

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

Part II: Results of Verification

[Summary of Completed Entries](#)

[Submit Verification Summary](#)

[Exit](#)

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:

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:



CNP Verification Report

The verification report contains internal edit checks, meaning that the report will flag errors for certain fields if an incorrect value is entered.

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

CNP Verification 2015-
2016- All Sponsors

- 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**.

 Errors were found in the validation of the page. Please see each marked section.

If you have a message with this icon  you have an error message. Reference the top of the page to view the message.

The questions that have an error are marked with this icon  .

CNP Verification Report

How do I know if the data saved in Part II?

The navigation menu will display the status of your report.

Arizona Department
of Education

ADE Home Page | Home

CNP Verification Form 742 -
Rev. 2013-2014

How to Use

Verification Summary Report

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

**Summary of Completed
Entries**

Submit Verification Summary

Exit

The folded paper icon next to Part I and Part II reflects the status of each Part:

- means no data has been entered or saved.
- means data has been entered and saved.
- means data has been saved but there are errors found.

In the example on the right, Part II data has been entered and saved.

CNP Verification Report

You can review your verification report by clicking [Summary of Completed Entries](#), found on the navigation menu.

Arizona Department of Education CNP - Verification Summary Report

ADE Home Page Home Current User : Emily Molch

CNP Verification Form 742 - Rev. 2013-2014 CNP Verification 2014-2015 - All Sponsors
Salt River Pima-Maricopa Community Schools
078656000

How to Use
Verification Summary Report
Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)
Part II: Results of Verification

Summary of Completed Entries

Submit Verification Summary
Exit

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

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

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):	4
1-1/B. Total Number of Students in Schools (Do NOT include RCCI's):	857
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 :	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

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

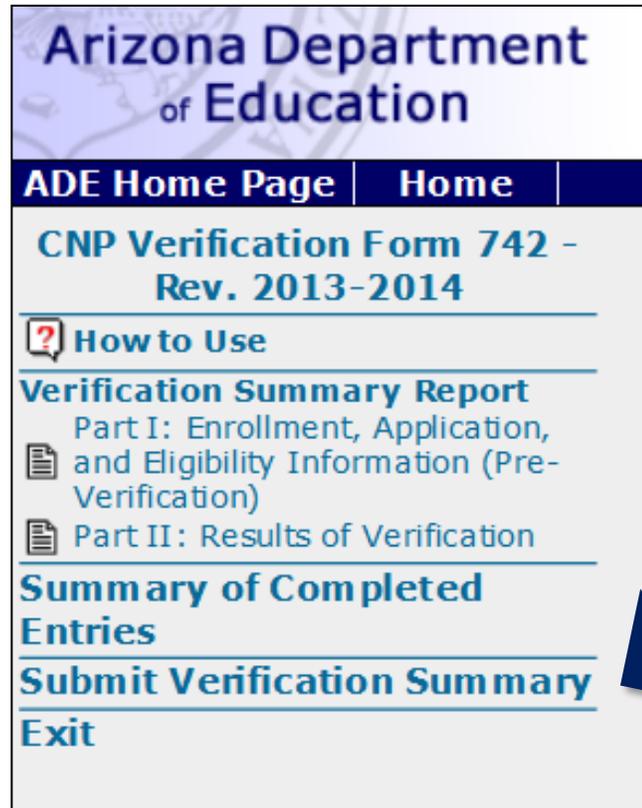
**** ONLY SFA's with Alternate Provisions must report Section 2 ****

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:	

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

CNP Verification Report

6. Once you are done reviewing your verification report, you can submit it by clicking [Submit Verification Summary](#).



Arizona Department of Education

ADE Home Page | Home

CNP Verification Form 742 - Rev. 2013-2014

 [How to Use](#)

Verification Summary Report

-  [Part I: Enrollment, Application, and Eligibility Information \(Pre-Verification\)](#)
-  [Part II: Results of Verification](#)

Summary of Completed Entries

Submit Verification Summary

Exit

Once the report is submitted, you are unable to edit the verification report. If you have submitted, but need to edit data, please contact your School Nutrition Programs Specialist.

Comprehension Check

How do you submit the report once it is complete?

- A. Click Save at the end of Part II and the report will automatically be submitted.
- B. Email your specialist once all the data is entered and they will unlock the submit button.
- C. Click Save at the end of Part II, then click *Submit the Verification Report* in the navigation menu on the left side of the screen.



Comprehension Check

How do you submit the report once it is complete?

- A. Click Save at the end of Part II and the report will automatically be submitted.
- B. Email your specialist once all the data is entered and they will unlock the submit button.
- C. **Click Save at the end of Part II, then click *Submit the Verification Report* in the navigation menu on the left side of the screen.**

Remember, the navigation menu on the left side of the screen never goes away. The verification report will not be submitted until you click *Submit Verification Summary* in this menu. Refer to slide 38 to review this guidance.



CNP Verification Report

Why am I getting error messages when I try to submit my verification report?

An error message is an indication of errors in your data. In the example below you can see that the user is receiving error messages because the data entered in Part I contains errors and there is no saved data in Part II. You are only able to submit the verification report when both sections have data without errors.

The screenshot shows the Arizona Department of Education's website for the CNP Verification Form 742 (Rev. 2013-2014). The page is titled "Validation Messages" and contains the following content:

- Arizona Department of Education**
- ADE Home Page | Home**
- CNP Verification Form 742 - Rev. 2013-2014**
- [How to Use](#)
- Verification Summary Report**
 - Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)
 - Part II: Results of Verification
- Summary of Completed Entries**
- Submit Verification Summary**
- Exit**

The "Validation Messages" section displays the following messages:

- The following messages were found while validating the document
- Messages**
- Page [Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)] contains errors.
- Page [Part II: Results of Verification] is required.

A blue arrow points to the "Submit Verification Summary" button, and a blue oval highlights the error messages.

Documenting Submission of the Verification Report

Documenting Submission of the Verification Report

Documenting submission

- The following slides will guide you through the process of documenting the submission of your verification report.
- Attendees are expected to already understand how to navigate through CNP Verification to access the verification report.

Documenting Submission of the Verification Report

1. Confirm the status of the verification report you submitted. The status should show *Submitted to ADE* as shown below:

Arizona Department of Education

ADE Home Page | Home

CNP - Verification Report

View Verification Report(s)

You are in the Home Page > View Verification Report(s)

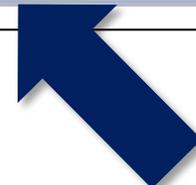
Verification Report: ALL

Status: ALL

Entity: LEA Name (00-00-00-000)

View by Verification Report View by Entity

Report	Status	Last Update User	Last Update Date
CNP Verification 2004-2005 - Short Form	Submitted to ADE	arodriguez	02/28/2005 18:47:53
CNP Verification 2005-2006 - Short Form / Standard	Submitted to ADE	arodriguez	02/23/2006 13:50:52
CNP Verification 2006-2007 - Short Form / Standard	Submitted to ADE	arodriguez	02/20/2007 16:10:14
CNP Verification 2007-2008 - Short Form / Standard	Submitted to ADE	arodriguez	02/27/2008 09:33:46
CNP Verification 2008-2009 - Short Form / Standard	Submitted to ADE	arodriguez	02/18/2009 14:00:34
CNP Verification 2009-2010 - Short Form / Standard	Submitted to ADE	arodriguez	03/02/2010 11:04:57
CNP Verification 2010-2011 - Short Form / Standard	Submitted to ADE	arodriguez	02/17/2011 15:52:08
CNP Verification 2011-2012 - Short Form / Standard	Submitted to ADE	arodriguez	02/21/2012 14:54:03
CNP Verification 2012-2013 - Short Form / Standard	Submitted to ADE	arodriguez	02/28/2013 10:12:48
CNP Verification 2013-2014 - All Sponsors	Submitted to ADE	arodriguez	02/03/2014 11:13:44
CNP Verification 2014-2015 - All Sponsors	Submitted to ADE	arodriguez	12/02/2014 10:56:29
CNP Verification 2014-2015 - Second Review	Submitted to ADE	arodriguez	12/02/2014 09:04:38
CNP Verification 2015-2016 - All Sponsors	Submitted to ADE	arodriguez	12/18/2015 07:34:36



Documenting Submission of the Verification Report

2. Hard copies are not required, but if you would like to print a copy of the completed report, click into the report you wish to print

Arizona Department of Education

ADE Home Page | Home

CNP - Verification Report

View Verification Report(s)

You are in the Home Page > View Verification Report(s)

Verification Report: ALL

Status: ALL

Entity: LEA Name (00-00-00-000)

View by Verification Report View by Entity

LEA Name (00-00-00-000)

Report	Status	Last Update User	Last Update Date
CNP Verification 2004-2005 - Short Form	Submitted to ADE	arodriguez	02/28/2005 18:47:53
CNP Verification 2005-2006 - Short Form / Standard	Submitted to ADE	arodriguez	02/23/2006 13:50:52
CNP Verification 2006-2007 - Short Form / Standard	Submitted to ADE	arodriguez	02/20/2007 16:10:14
CNP Verification 2007-2008 - Short Form / Standard	Submitted to ADE	arodriguez	02/27/2008 09:33:46
CNP Verification 2008-2009 - Short Form / Standard	Submitted to ADE	arodriguez	02/18/2009 14:00:34
CNP Verification 2009-2010 - Short Form / Standard	Submitted to ADE	arodriguez	03/02/2010 11:04:57
CNP Verification 2010-2011 - Short Form / Standard	Submitted to ADE	arodriguez	02/17/2011 15:52:08
CNP Verification 2011-2012 - Short Form / Standard	Submitted to ADE	arodriguez	02/21/2012 14:54:03
CNP Verification 2012-2013 - Short Form / Standard	Submitted to ADE	arodriguez	02/28/2013 10:12:48
CNP Verification 2013-2014 - All Sponsors	Submitted to ADE	arodriguez	02/03/2014 11:13:44
CNP Verification 2014-2015 - All Sponsors	Submitted to ADE	arodriguez	12/02/2014 10:56:29
CNP Verification 2014-2015 - Second Review	Submitted to ADE	arodriguez	12/02/2014 09:04:38
CNP Verification 2015-2016 - All Sponsors	Submitted to ADE	arodriguez	12/18/2015 07:34:36



Documenting Submission of the Verification Report

The report will show a read-only copy, it should look like this:

The screenshot shows a web browser window with the URL <https://www.ade.az.gov/cnpverification/verification/View.asp>. The page title is "ADE - CNP Verification". The browser's address bar shows the URL. The page content includes the Arizona Department of Education logo and navigation links. The main heading is "CNP - Verification Report". Below this, there is a "View Verification Report" link and a breadcrumb trail: "You are in the Home Page > View Verification Report(s) > Report Options > View Verification Report". The report is for "CNP Verification 2015-2016 - All Sponsors" and "Arizona Department of Education 00-00-00-000". The report is divided into sections, with the first section being "Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)". This section includes instructions to report application counts as of October 1st and school, RCCE, and student counts as of the last operating day in October. The report is organized into three main sections: Section 1 (Total Schools, RCCE's, and Enrolled Students), Section 2 (SFA's with Schools operating Alternate Provisions), and Section 3 (Students Approved as FREE Eligible NOT subject to Verification). Each section contains specific reporting instructions and questions.

Section 1 -- Total Schools, RCCE's, and Enrolled Students

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

1-1/A. Total Number of **Schools** (Do NOT include RCCE's):
1-1/B. Total Number of **Students in Schools** (Do NOT include RCCE's):
1-2/A. Total Number of **RCCE's** (Do NOT include Schools counted in 1-1):
1-2/B. Total Number of **Students in RCCE's** (Do NOT include Schools counted in 1-1):
1-2a/A. Number of **RCCE's** WITH Day Students:
1-2a/B. Number of **Students in RCCE's** WITH Day Students (Report ONLY Day Students in 1-2a/B):
1-2b/A. Number of **RCCE's** with NO Day Students:
1-2b/B. Number of **Students in RCCE'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 Provision:
2-3/B. Number of **Students in Schools** operating the Community Eligibility Provision:
2-4/A. (Not Applicable)
2-4/B. (Not Applicable)
2-5/A. Number of **Schools** operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:
2-5/B. Number of **Students in Schools** operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP:

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 ****

Documenting Submission of the Verification Report

3. Click **File** found on the top internet menu, and click **Print**.

The screenshot shows a web browser window with the URL <https://www.ade.az.gov/cnpverification/verification/View.asp>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The 'File' menu is open, displaying options such as New tab, Duplicate tab, New window, New session, Open..., Edit with Microsoft Word, Save, Save as..., Close tab, Page setup..., Print..., and Page review... The 'Print...' option is highlighted with a blue selection bar. A blue arrow points to the 'File' menu, and another blue arrow points to the 'Print...' option. The background of the browser window shows a 'CNP - Verification Summary Report' page with various sections and data tables.

Documenting Submission of the Verification Report

All documents collected for verification must be kept on file for a minimum of five years. This includes but is not limited to:

- *applications selected for verification;*
- *tracking forms;*
- *documents provided by the household; and*
- *any documentation showing correspondence was attempted (for example, a note that says **household was called on 10/15**).*

Documentation must be readily available for ADE during an Administrative Review.

Technical Assistance

If you have any questions about what data to enter into the report, refer to the Report Guides found in Phase 4 on the Verification Webpage at:

<http://www.azed.gov/health-nutrition/nslp/verification/>

You can also contact your NSLP Specialist for additional assistance.

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***How to Submit the Verification Report in CNP Verification.***

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: ***How to Submit the Verification Report in CNP Verification***
- Learning Code: 3110
- 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

End of Training

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: ***How to Submit the Verification Report in CNP Verification***

Professional Standards Learning Code: ***3110***

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