Submitting the Verification Summary Report for School Food Authorities That Collected Household Applications in School Year 2022-2023

WEBINAR

December 8, 2022

Professional Standards Learning Code: 3110

Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division.

Intended Audience

This training is intended for **School Food Authorities (SFAs) that collected household applications.** All regulations are specific to operating the National School Lunch Program (NSLP) under the direction of ADE.

This webinar is being recorded and will be posted on the HNS website for future use.

Agenda

- Quick verification overview
- Log into *CNP Verification Reporting* in ADEConnect
- Locate the Verification Summary Report (VSR) in *CNP Verification Reporting*
- Navigate through the VSR and enter data in the required fields
- Submit and print the report
- Q&A

Today's Webinar Essentials

What do I need to submit my report during the webinar today?

- Google Chrome
- Access to *CNP Verification Reporting*
- Completed *Data Form for SFAs That Conducted Verification* (preferred)

Disclaimer

SFAs with all sites on an active Provision 2/3 non-base year or Community Eligibility Provision cycle, are **prohibited** from collecting NSLP applications and do not conduct verification activities.

- If you are an SFA with sites **only** on a Special Provision Option as explained above or an RCCI, this webinar does **not** apply to you.

- **Please log off and attend the webinar on January 19th. ☺**

Do you plan on submitting your VSR today?

Please select the answer below:

1. Yes! I have everything I need to submit my report.
2. No, I do not have access to *CNP Verification Reporting*.
3. No, I do not have the *Data Form For SFAs That Conduct Verification* ready.
4. No, I do not have 2 or 3.
5. I already submitted and I am here to check my work.

Overview of Verification

What is Verification?

Verification is the process of confirming free and reduced-price meal eligibility.

Verification is only required when eligibility is determined through the household application process, not through direct certification.

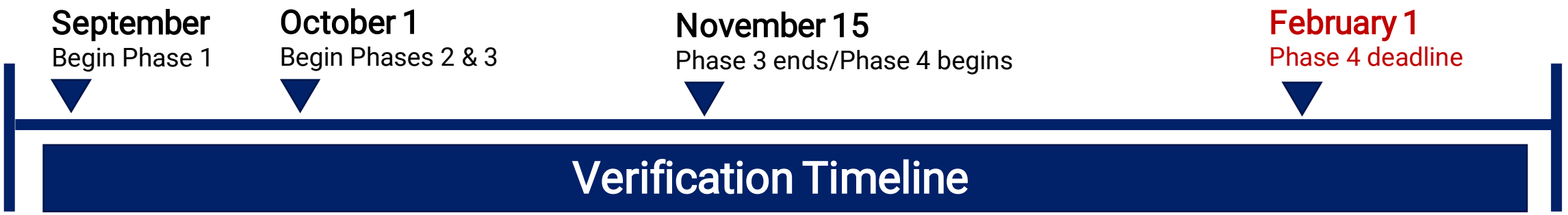
Please note: All SFAs that collected any household applications in SY 22-23 are required to conduct verification on those applications and complete the VSR. This includes SFAs that have some sites operating regular NSLP while other sites within the SFA are operating on a Special Assistance Provision cycle. Your report will be mixed with both VSR field requirements!

Verification Phases

The verification process has four phases, with each phase having an individual timeline.

- Phase 1: Prepare
- Phase 2: Calculate and Select
- Phase 3: Verify
- **Phase 4: Report**

Verification Timeline



Reporting Requirements

Each year, SFAs must report:

- their enrollment data as of October 31st; and
- the number of applications selected for verification and the results of verification activities.

Any SFA that does not submit their report by February 1st will have their reimbursements placed on hold until the report is submitted.

Last Steps of Verification

Congratulations! You are almost done with the verification process as the last step is reporting your SFA data and the applications that were selected for verification.

- Think of the VSR as telling HNS your verification story.
- We hope many of you can submit today. If not, it’s ok!
- Your assigned HNS specialist can provide you with technical assistance after the webinar if you need additional help.

Log into ADEConnect

Time to Follow Along!

Please follow along by opening another tab/window in Google Chrome.

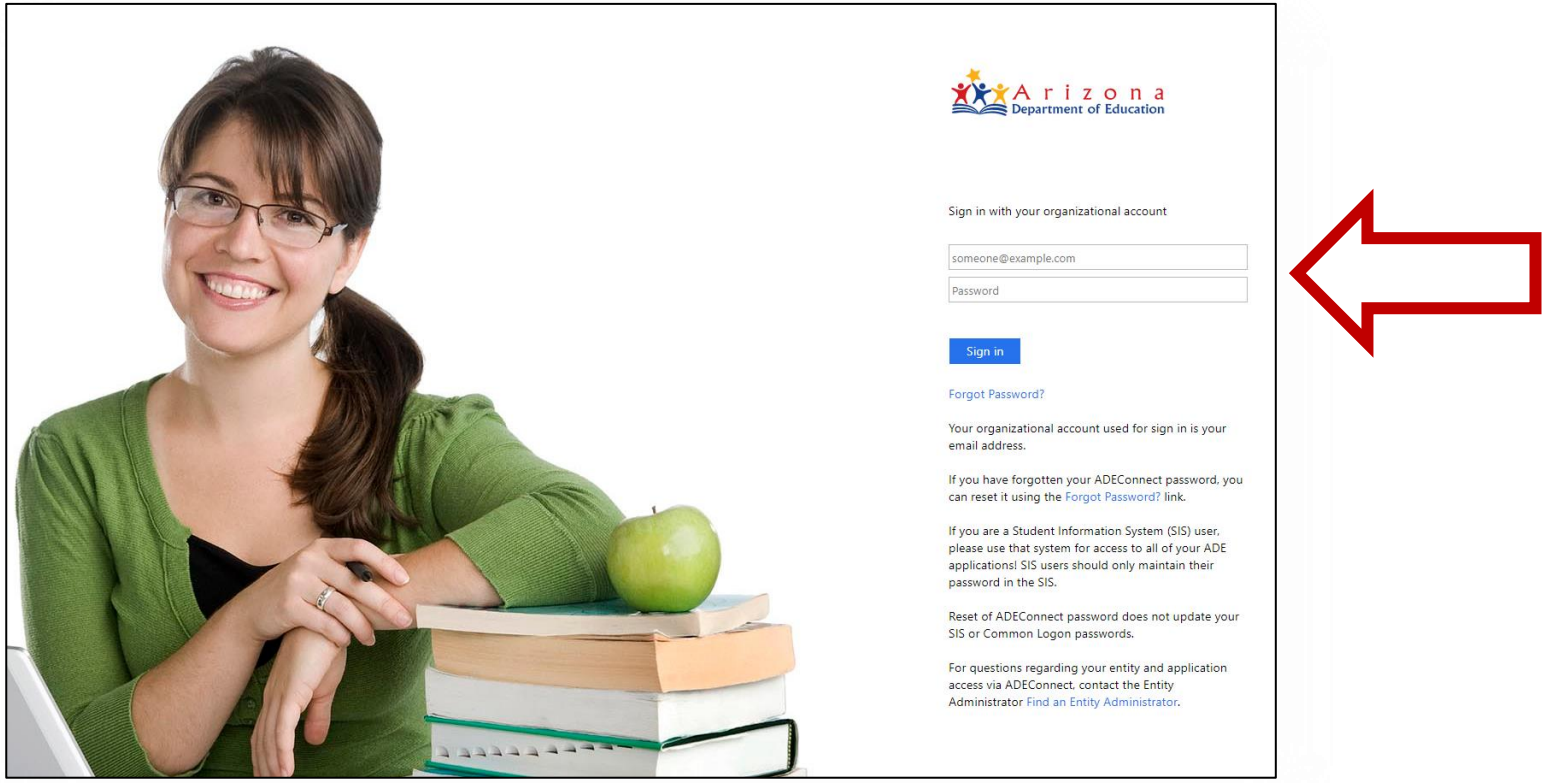
ADEConnect

1. Go to any ADE webpage: http://www.azed.gov/hns/

2. Click on **ADEConnect**.

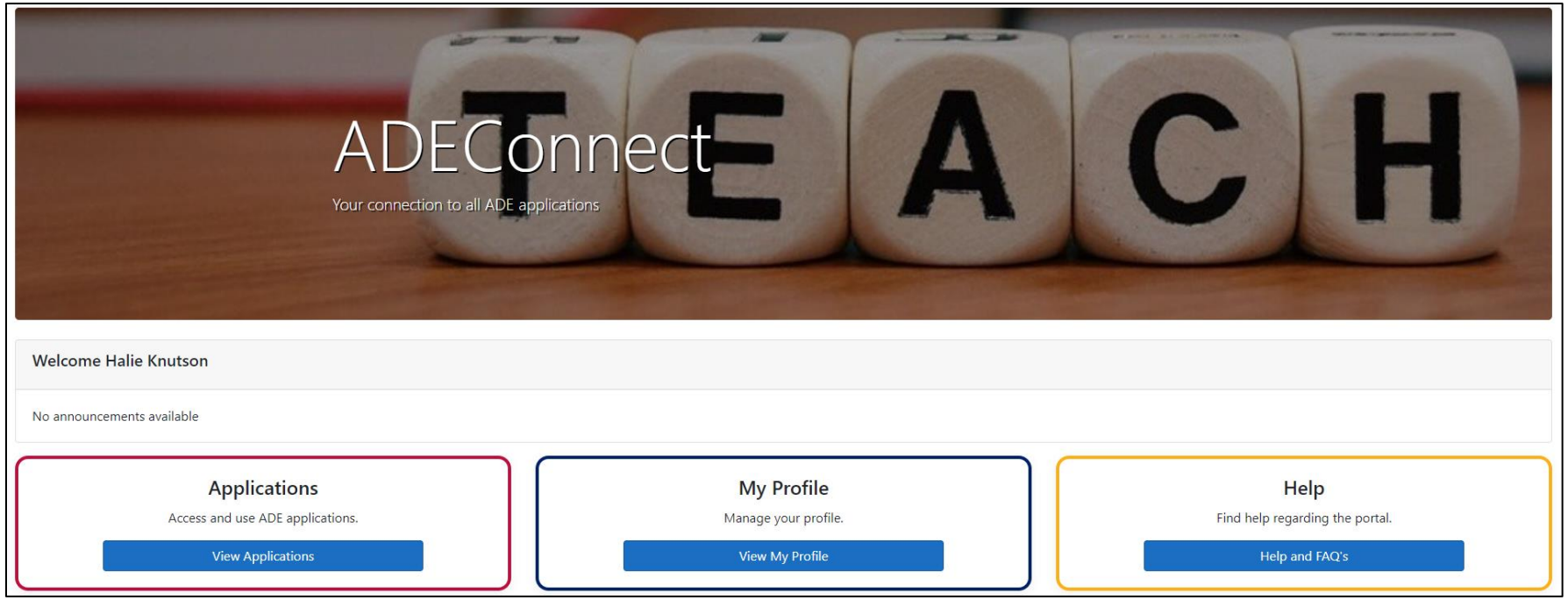
Logging In

3. The system will log you in automatically or you will need to enter your username and password.



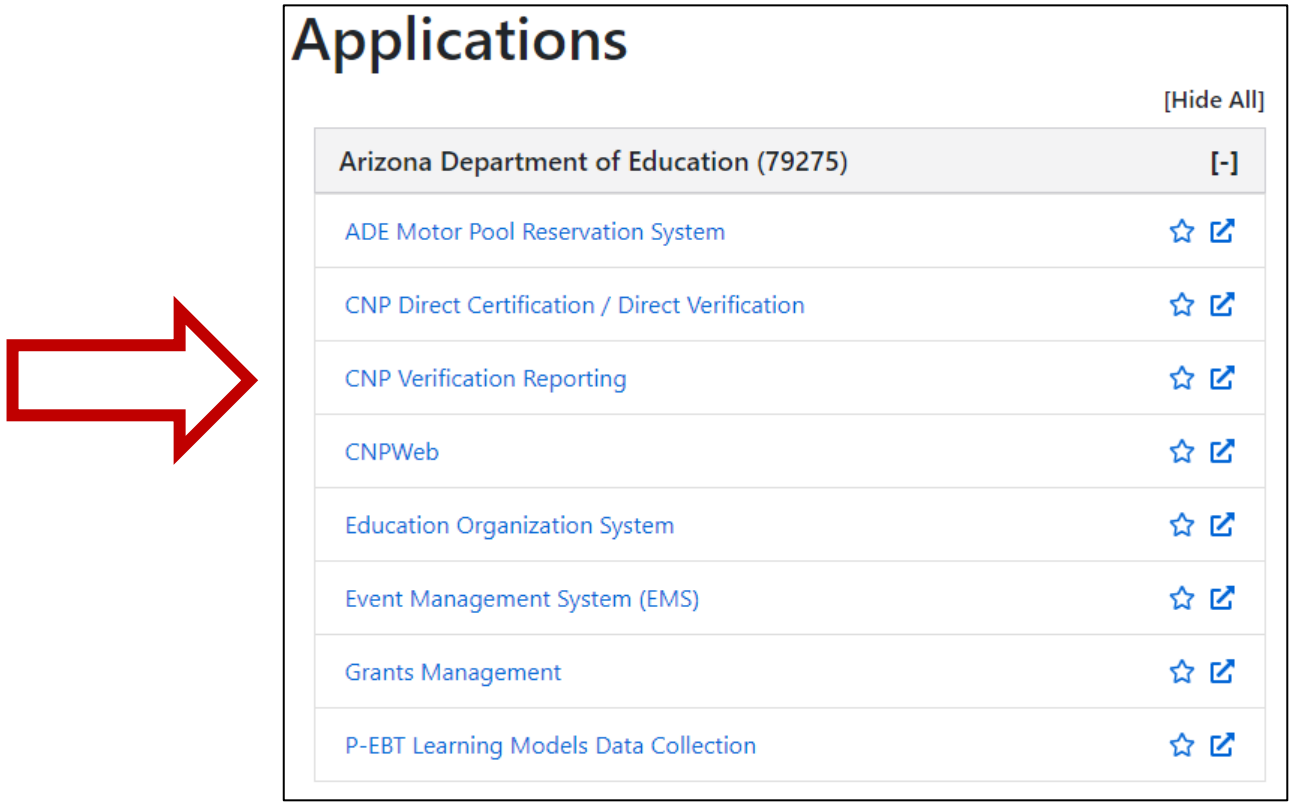
ADEConnect Home Page

4. Click on View Applications.



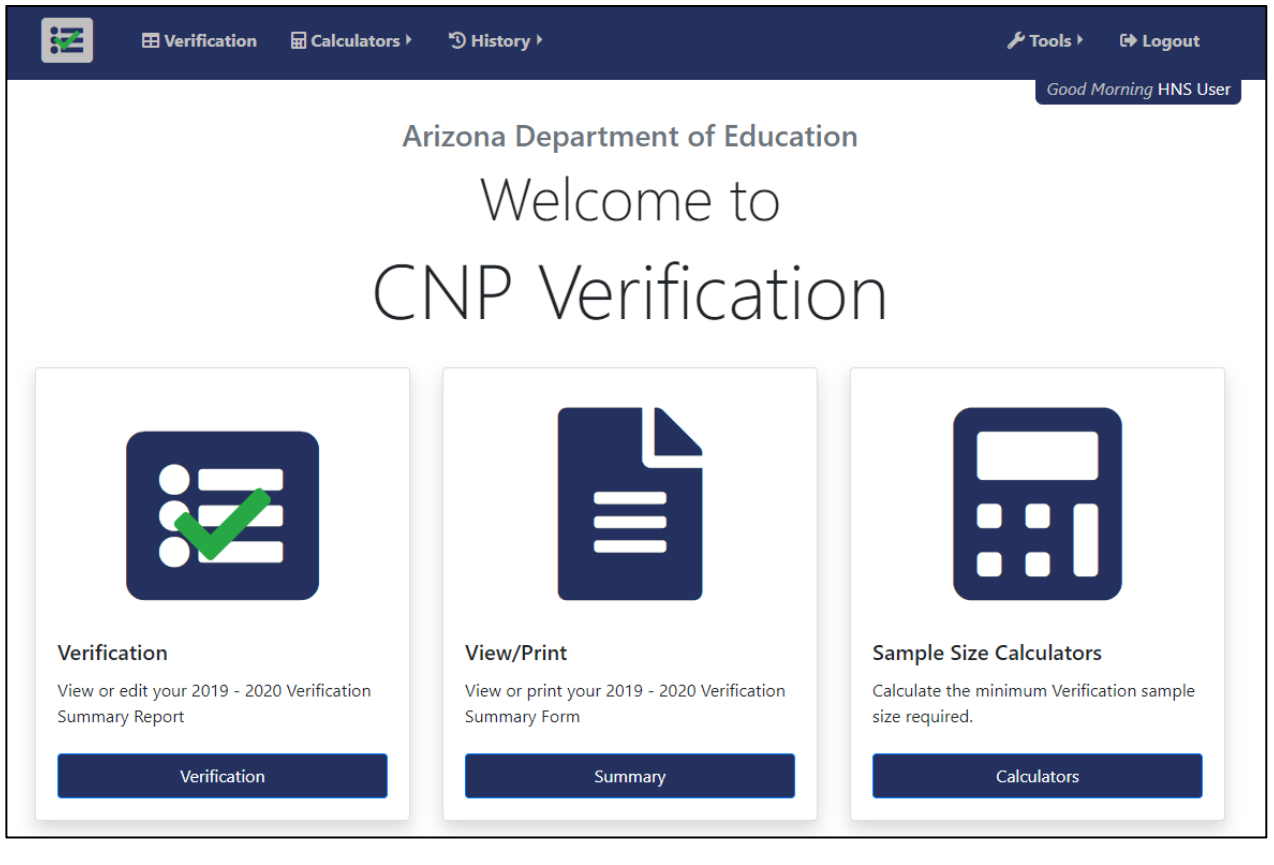
Applications

5. Click on **CNP Verification Reporting**.



CNP Verification

6. Click on **Verification**.



Completing the Verification Summary Report

Common Reporting Errors

Common Error #1

Sampling Method

- Remember, you must select enough applications based on the sampling method required/selected. If you do not select enough applications, an error message may occur regarding underreporting, not using error-prone, or using a method you were not qualified to use.
- If the wrong sampling method was used, the incorrect number of applications required for verification was most likely selected.
- If you did not verify enough applications based on the required sample size, HNS will not approve your report and you will be required to conduct verification for the correct number of applications that were required to be verified.
    - If this issue occurs, you must report that verification was completed **after** November 15th on page 11 of the VSR.
- If you selected too many applications based on the required sample size, report the total number of applications and students you verified.

Common Error #2

Conducting Direct Verification

- It has been found that SFAs are reporting that they have conducted direct verification, but search results show they have not.
- It is required that SFAs attempt to verify each application through *CNP Direct Verification* prior to reaching out to the household.
- If the SFA did not conduct direct verification, this must be indicated by checking the box on page 13 of the VSR.

After Submitting

Next Steps

What happens after I submit my report?

- Your assigned HNS Specialist will review your report to check for any potential errors and will contact you if any revisions are needed.
- You do not need to alert HNS once you have submitted.
- When your report is in “approved” status, your specialist has already reviewed your report and no further action is needed.

Keep a Copy on File

- The VSR will be part of your Administrative Review and will be reviewed for accuracy at that time.
- Keep the printed version of your VSR on file for a minimum of five years.

QUESTIONS?

Please type your questions into the Q/A!

If your question does not get answered during the webinar, please email your assigned HNS Specialist or:
ContactHNS@azed.gov

Thank you!

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.

Congratulations

You have completed the Recorded Webinar: ***Submitting the Verification Summary Report for School Food Authorities that Collected Household Applications in School Year 2022-20223***
Information to include when documenting this training for Professional Standards:

Training Title: *Recorded Webinar: Submitting the Verification Summary Report for School Food Authorities that Collected Household Applications in School Year 2022-2023*

- **Learning Code:** 3110
- **Key Area:** 3000 – Administration
- **Length:** 1 hour

Please note, attendees must document the number of training hours indicated on the training despite the amount of time it takes to complete it.

Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

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

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

- Training Title: ***Recorded Webinar: Submitting the Verification Summary Report for School Food Authorities that Collected Household Applications in School Year 2022-2023***
- Professional Standards Learning Code: **3110**