Submitting the Verification Summary Report for School Food Authorities That Did Not Collect Household Applications in School Year 2022-2023

WEBINAR

January 19, 2023

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 did not collect 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 (CEP) cycle, are **prohibited** from collecting NSLP applications and do not conduct verification activities.

- You are in the right place if your SFA operates Provision 2/3 non-base year, CEP, a combination of regular NSLP, or is an RCCI without day students.
- If you are an SFA with sites that **only** operate regular NSLP, this webinar does **not** apply to you.
- Please log off and go to the NSLP training webpage to review the appropriate training for your SFAs operation: https://www.azed.gov/hns/nslp/training
    - Submitting the Verification Summary Report for SFAs That Collected Applications *(December 8, 2022)*

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 and 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.

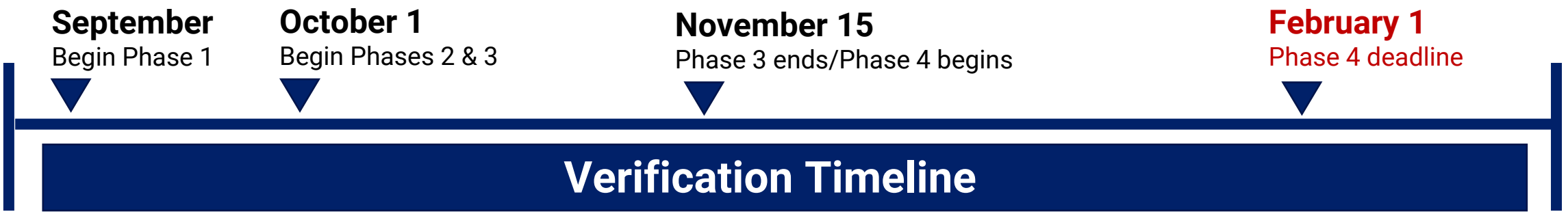
Please note: All SFAs are required to submit the VSR, regardless of the operation!

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.
    - *Please note that if you did not collect applications at any of your sites, you did not conduct verification activities ad do not have verification activity results.*

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 - verification season is almost over!

- Think of the VSR as telling HNS your verification “short” 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.

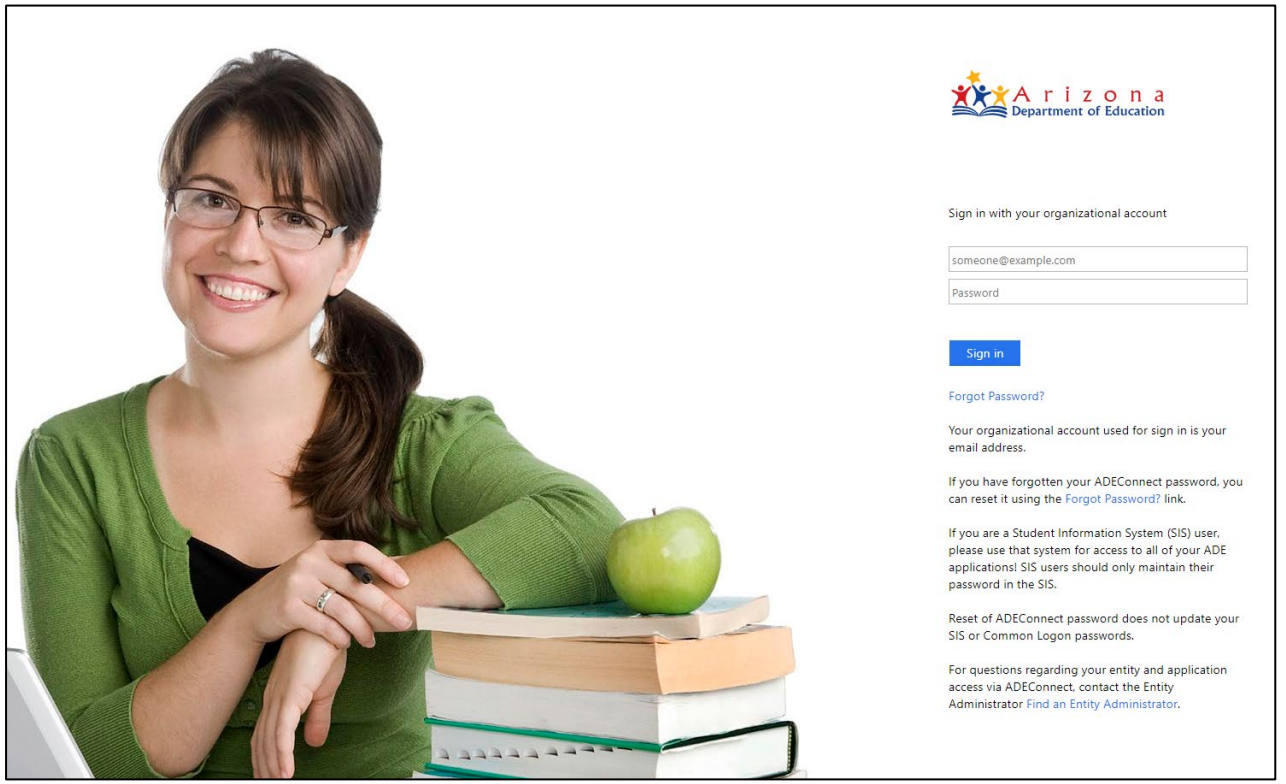
ADEConnect

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

2. Click on **ADEConnect**.

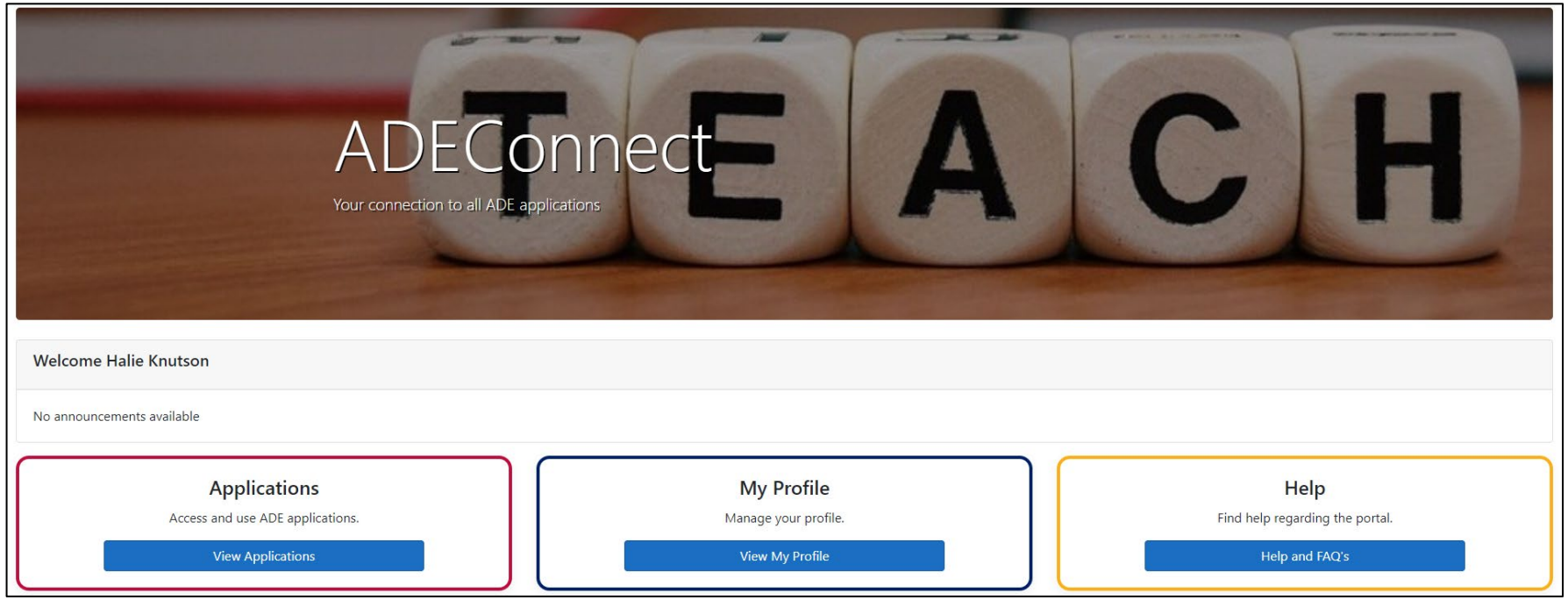
Logging In

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



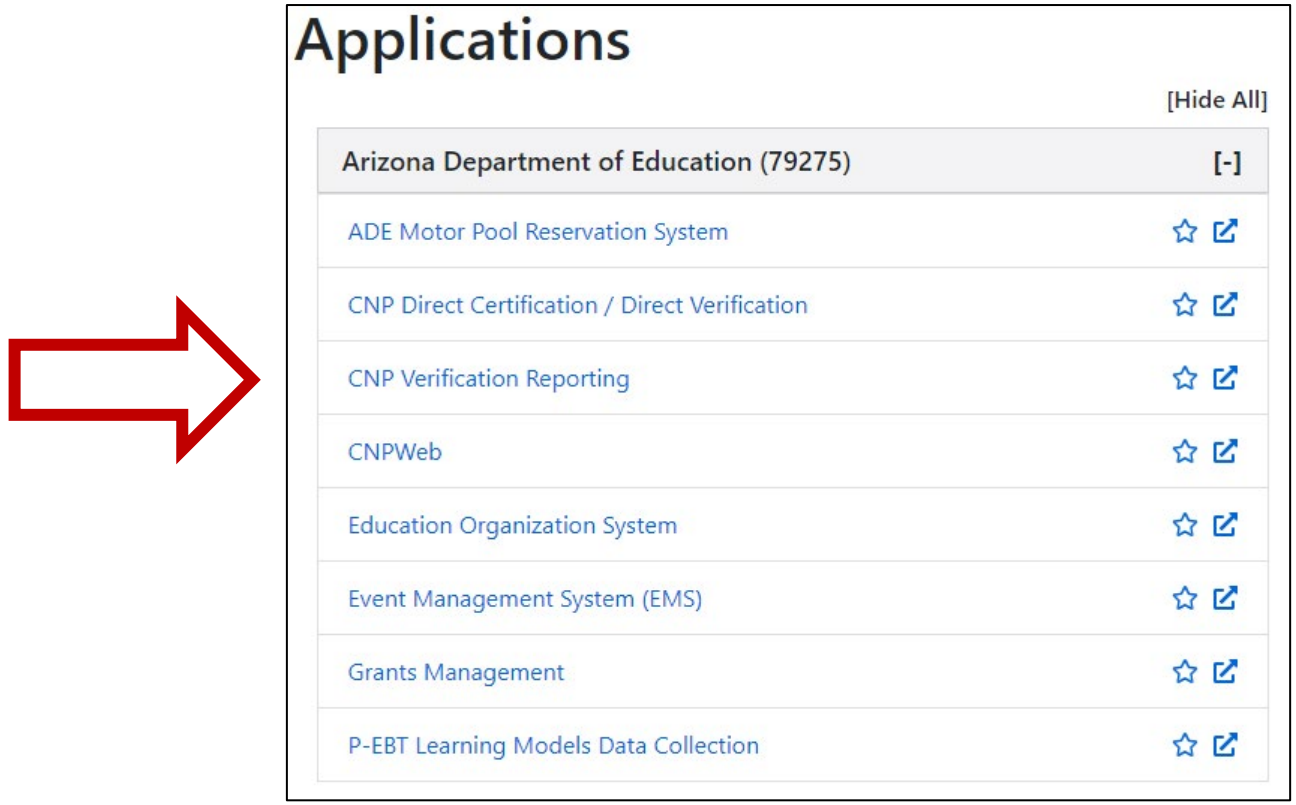
ADEConnect Home Page

4. Click on **View Applications**.



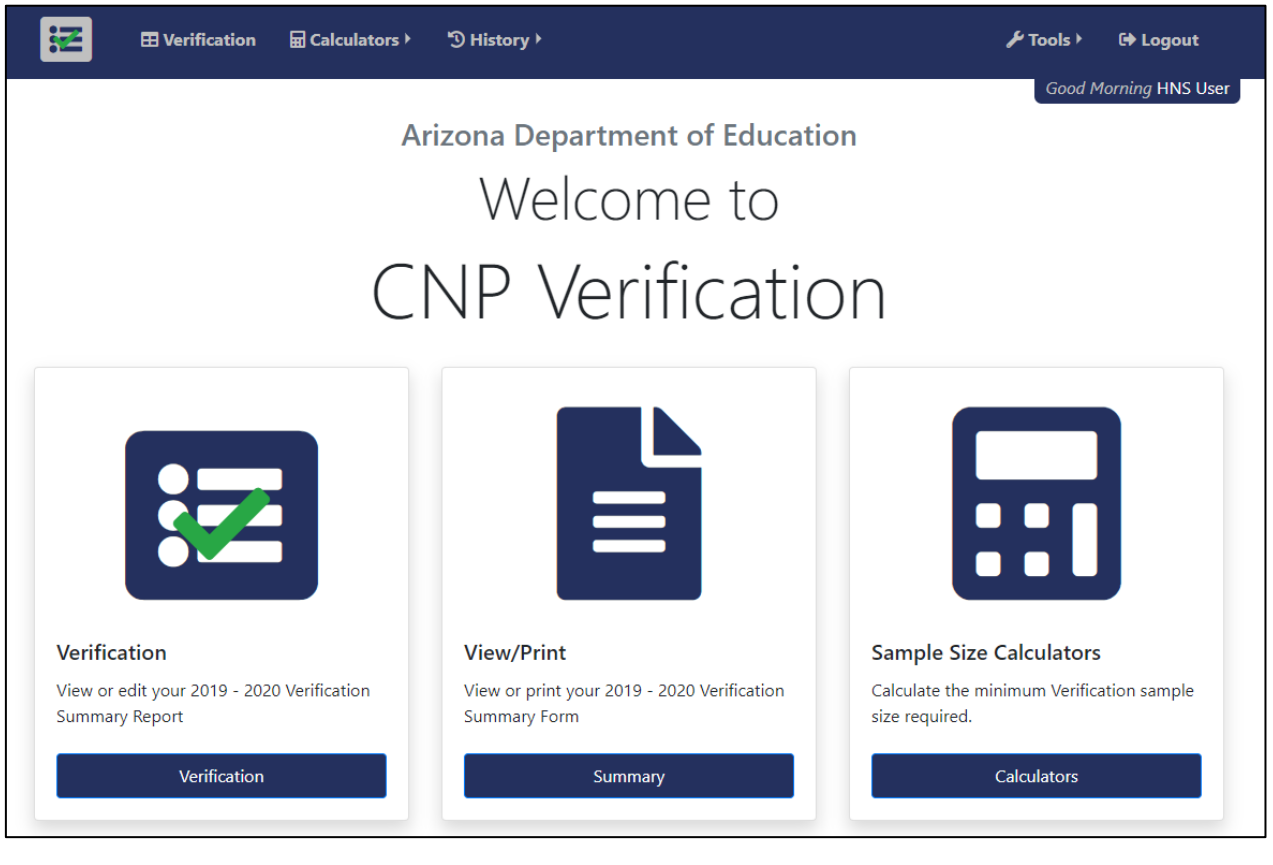
Applications

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



CNP Verification

6. Click on **Verification**.



Completing the Verification Summary Report

Common Reporting Errors

Common Error #1

October 31st Enrollment

- Remember, it is required that all SFAs report their total SFA enrollment number as of October 31st in field 1-1B.
- In addition to reporting this in 1-1B, it is required to report the number of students enrolled in the school's specific operation (non-base year, CEP, etc.) this is reported on the same page as 1-1B.
- The total enrollment reported in 1-1B should account for the same number of students reported below in 2-2B through 2-5B.

Let's go through some examples!

Common Error #1 - Example

October 31st Enrollment – SFA that operates only on a non-base year

Number	Question	Value
1-1B	Per CNPWeb, this is the reported enrollment from your October claim(s). Please enter the number of students enrolled in your NSLP schools as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	415
2-1B	Per CNPWeb, this is the number of students in schools operating Provision 2/3 in a BASE year for NSLP and SBP. Please enter the number of students in schools operating Provision 2/3 in a BASE year for NSLP and SBP as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	
2-2B	Per CNPWeb, this is the number of students in schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP. Please enter the number of students in schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	415
2-3B	Per CNPWeb, this is the number of students in schools operating the CEP. Please enter the number of students in schools operating the CEP as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	
2-5B	Per CNPWeb, this is the number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP. Please enter the number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP as of October 31st. Example: School A operates Provision 2/3 for SBP only and operates regular NSLP The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	

- **1-1B and 2-2B should match!**
- **Why? Because all sites are operating Provision 2/3 non-base year for breakfast and lunch.**

Common Error #1 - Example

October 31st Enrollment – SFA that operates regular NSLP and CEP

Number	Question	Value
1-1B	Per CNPWeb, this is the reported enrollment from your October claim(s). Please enter the number of students enrolled in your NSLP schools as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	41811
2-1B	Per CNPWeb, this is the number of students in schools operating Provision 2/3 in a BASE year for NSLP and SBP. Please enter the number of students in schools operating Provision 2/3 in a BASE year for NSLP and SBP as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	
2-2B	Per CNPWeb, this is the number of students in schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP. Please enter the number of students in schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	
2-3B	Per CNPWeb, this is the number of students in schools operating the CEP. Please enter the number of students in schools operating the CEP as of October 31st. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	23908
2-5B	Per CNPWeb, this is the number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP. Please enter the number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP as of October 31st. Example: School A operates Provision 2/3 for SBP only and operates regular NSLP. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	

- **41,811 total enrolled**
- **60 sites operate CEP with 23,908 enrolled in those sites**
- **The additional 40 sites operate regular NSLP with 17,903 students enrolled.**
  - ***These students would be reported throughout the rest of the VSR.***

Common Error #2

Reporting in Incorrect Field

- Read 2-1B through 2-5B carefully to ensure you are inputting enrollment counts in the correct Special Provision Option(s) that your SFA operates.
- There are different fields for Provision 2/3 base year and non-base year, CEP, and for sites that operate a Special Provision Options for SBP or NSLP only.
- You most likely will leave some of these fields blank because you do not operate all options.

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**