

Submitting the Verification Summary Report for SFAs that Collected Household Applications

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Health and Nutrition Services
Arizona Department of Education



Today's webinar will be facilitated by Ashley Kennedy. Prior to joining ADE in March 2022, Ashley worked in food service at Tempe Elementary School District and completed the School Nutrition Specialist internship at Paradise Valley Unified School District.

Ashley helps lead the upLIFT efforts that provide professional development for directors to serve desired menus.

A portrait of Ashley Kennedy, a woman with long, dark, wavy hair, smiling warmly. She is wearing a dark blue top. The background is a textured, dark blue gradient.

Speaker



Welcome to today's webinar!

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). This training is intended for School Food Authorities (SFAs) who collect household applications. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.



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 18.

Intended Audience

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

Objectives

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

- understand the USDA requirements for ADE's oversight of the verification process;
- understand how to submit the Verification Summary Report (VSR) through ADEConnect.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: Submitting the Verification Summary Report for SFAs that Collected Household Applications

Key Area: 3000 - Administration

Learning Code: 3110

Length: 1 hour

Questions

SUBMITTING THE VERIFICATION SUMMARY REPORT IS INDIVIDUALIZED.

Therefore, questions will not be answered live, but should instead be forwarded to your specific HNS Specialist in order to get the most accurate responses for your SFA.



Agenda

Section 1: Overview of Verification

Section 2: Accessing CNP Verification Reporting in ADEConnect




Section 3: Completing the Verification Summary Report

Section 4: Common Reporting Errors

Section 5: Next Steps

Today's Webinar Essentials

To actively participate in the webinar and submit your Verification Summary Report, you need each of the following:

-  Google Chrome
-  Access to *CNP Verification Reporting* in ADEConnect
-  Preferred: Completed Data Form for SFAs that Conducted Verification

Poll Time

Do you plan on submitting your Verification Summary Report today?

- 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.**



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

SECTION 1

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 (DC).

Please note: All SFAs that collected any household applications in SY 23-24 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!

The image shows a sample of the 2023-2024 Application for Free and Reduced-Price School Meals form. It is a multi-step document with various sections for providing household information, income details, and signatures. Key sections include:

- STEP 1:** List ALL infants, children, and students up to and including grade 12 in your household.
- STEP 2:** Report Income for ALL Household Members.
- STEP 3:** Contact information and adult signature.
- OFFICE USE ONLY:** A section for school officials to track application status, including fields for Eligibility, Rejected, Denied, and Date of Disenrollment.

Household Applications are approved at face value



USDA requires a small percentage of applications to be verified



Documentation is requested from the selected households to verify that the information on the application is accurately reported

Verification Phases

THE FOUR PHASES

There are four phases of verification. These phases are:

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

PHASE 1: PREPARE

In this phase, organize all approved applications.

PHASE 2: CALCULATE AND SELECT

In this phase, determine how many applications will be verified and select the applications using an appropriate sampling method.

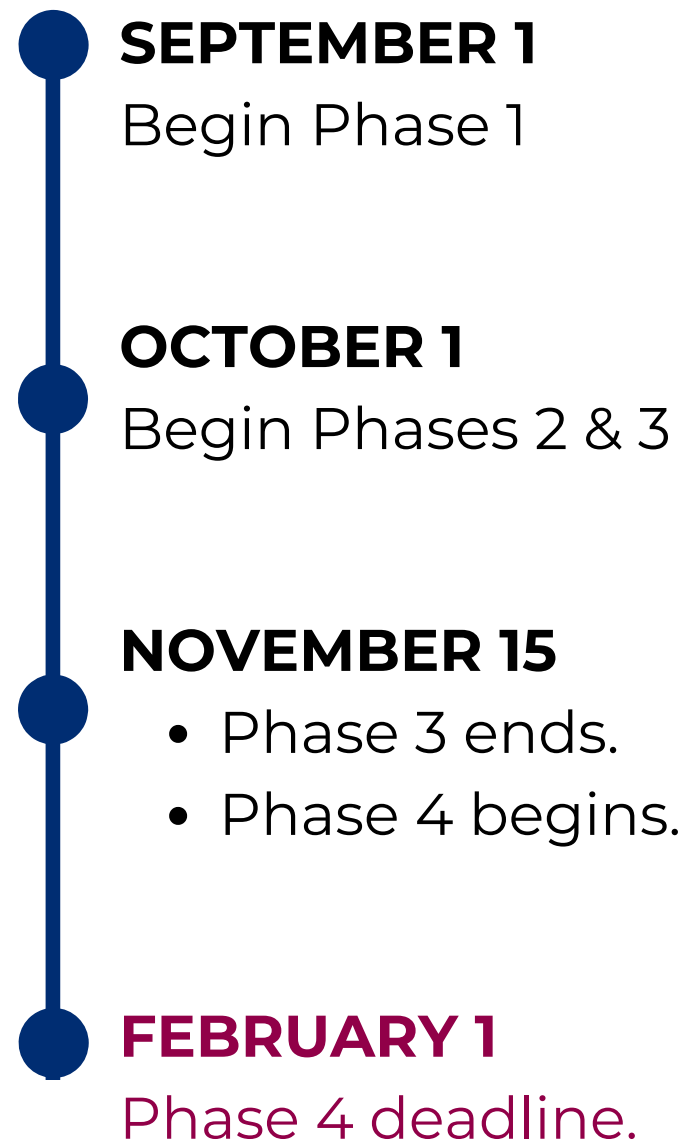
PHASE 3: VERIFY

In this phase, conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.

PHASE 4: REPORT

In this phase, log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

Verification Timeline



Reporting Requirements

Each year, SFAs must report:

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

Any SFA that does not submit their report by February 1 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 your VSR today. If not, that's okay!

Your assigned HNS specialist can provide you with technical assistance after the webinar if you need additional help.



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

SECTION 2

Accessing CNP Verification Reporting in ADEConnect



Time to Follow Along!

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



ADEConnect

- 1 Go to any ADE webpage: www.azed.gov/hns
- 2 Click **ADEConnect**.
- 3 The system will either log you in automatically or you will need to enter your username and password.
- 4 Click **View Applications**.
- 5 Select **CNP Verification Reporting**.

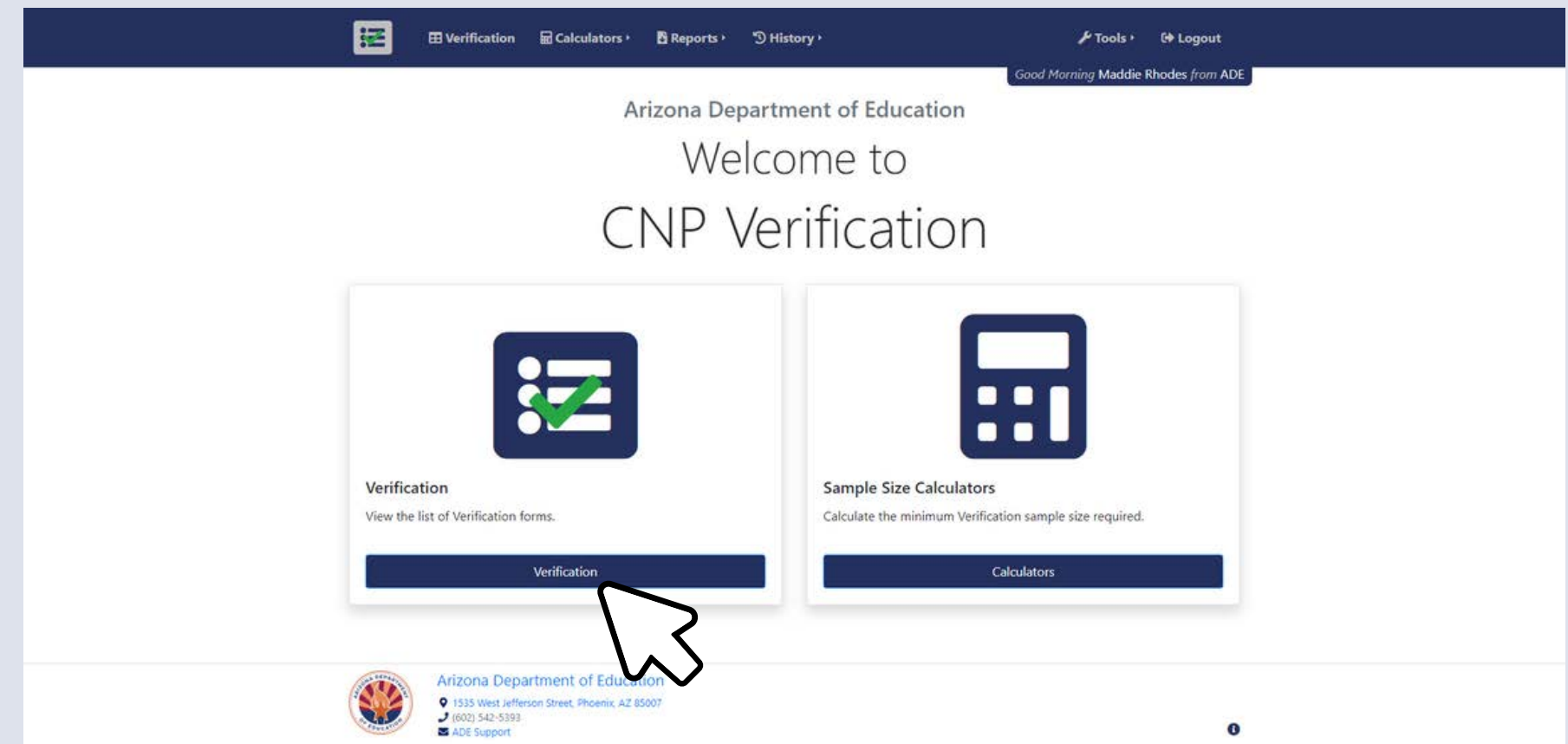
The screenshots illustrate the following steps:

- Step 1: The Arizona Department of Education website is shown. The navigation menu includes 'Students & Families', 'Educators', 'Administrators', 'Programs & Supports', 'About ADE', and 'ADEConnect'. A mouse cursor points to the 'ADEConnect' link.
- Step 2: The login page is shown. It features a 'Sign in with your organizational account' section with fields for 'Username' and 'Password', and a 'Sign In' button. A mouse cursor points to the 'Sign In' button.
- Step 3: The user's dashboard is shown. It includes a 'Welcome Maddie Rhodes' message and three main sections: 'Applications' (with a 'View Applications' button), 'My Profile' (with a 'View My Profile' button), and 'Help' (with a 'Help and FAQs' button). A mouse cursor points to the 'View Applications' button.
- Step 4: The 'Applications' page is shown. It lists various applications under the 'Arizona Department of Education (79275)' category, including 'ADE Motor Pool Reservation System', 'ADE Professional Learning and Development (APLD)', 'CNP Direct Certification / Direct Verification', 'CNP FDCH Providers', 'CNP Management Plans and Budgets', 'CNP P-ERT Eligibility', 'CNP Supplemental Payments', 'CNP Verification Reporting', 'CNPWeb', and 'Education Organization System'. A mouse cursor points to 'CNP Verification Reporting'.

CNP Verification Reporting

The **CNP Verification Reporting** application will load.

Next, select **Verification**.



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

SECTION 3

Completing the Verification Summary Report



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
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SECTION 4
**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.

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
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SECTION 5
Next Steps



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.



Next Steps

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.



Thank you!

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in Arizona Professional Learning Development (APLD).

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



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed Submitting the Verification Summary Report for SFAs that Collected Household Applications

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Certificate

Requesting a training certificate

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



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-50811-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation.

The completed AD-3027 form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

Fax: (833) 256-1665 or (202) 690-7442; or

Email: program.intake@usda.gov

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