Submitting the Verification Summary Report for SFAs that <u>DID NOT</u> Collect Household Applications

January 18, 2024

Health and Nutrition Services
Arizona Department of Education

Today's webinar will be facilitated by Adelita Bagley. Before joining the Training, Communications and Nutrition Promotion Team in September 2023, Adelita served as an HNS reviewer. Adelita is a Dietitian Technician Registered and earned her Bachelor of Science in Nutrition from Arizona State University. Adelita has worked at WIC and Nutrition Alliance, and served as a combat medic in the U.S Army for five years. Additionally, Adelita holds a Degree of Associate in Arts specializing in design.

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 did not 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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.

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 <u>NSLP training webpage</u> to review the appropriate training for your SFAs operation.

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.

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 DID NOT Collect 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

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: Copy of October 2023's claim.

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 total enrollment as of October 31st, 2023.**

4   **No, I do not have 2 or 3.**

5   **I already submitted and I am here to check my work.**

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 are required to submit the VSR, regardless of the operation!

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

● **SEPTEMBER 1**
Begin Phase 1

● **OCTOBER 1**
Begin Phases 2 & 3

● **NOVEMBER 15**
- Phase 3 ends.
- Phase 4 begins.

● **FEBRUARY 1**
Phase 4 deadline.

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. Only if the SFA conducted verification.

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

Submitting your verification report

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

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.**
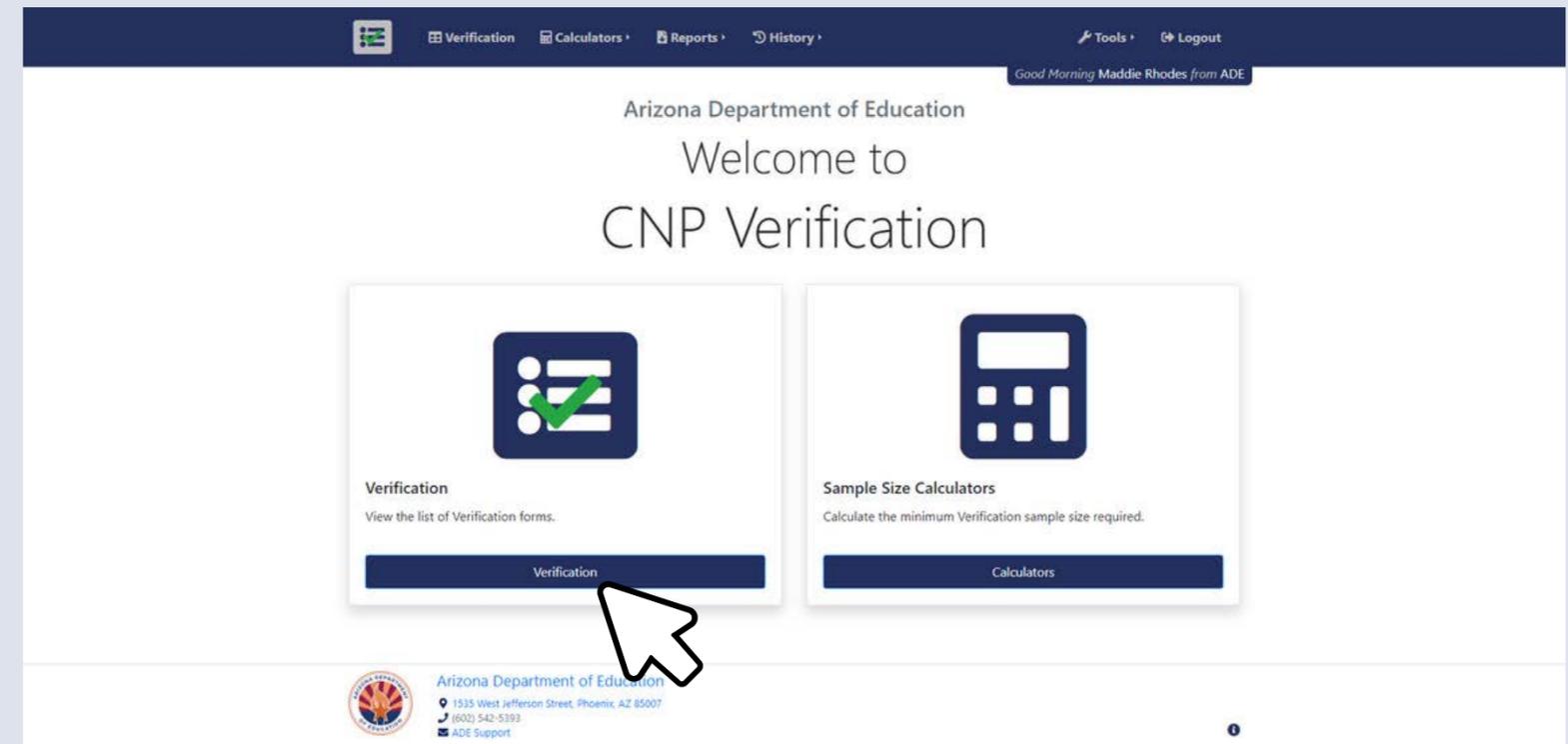
5 Select **CNP Verification Reporting.**

CNP Verification Reporting

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

Next, select **Verification**.

SECTION 3

Completing the Verification Summary Report

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
SFAS THAT DID NOT COLLECT HOUSEHOLD APPLICATIONS

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SECTION 4
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 in 2-2B through 2-5B.

Let's go through some examples!

Common Error #1

OCTOBER 31ST ENROLLMENT

Example: 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.	415
	The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.	
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.	415
	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.	
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

OCTOBER 31ST ENROLLMENT

Example: 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 17,903 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.

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 Did Not Collect Household Applications**

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

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.

TAKE SURVEY

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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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