

Verification Summary Report Script

Slide 1: Hello, thank you for taking the time to attend this Verification Summary Report Webinar. The Verification Summary Report has a new look and today I will explain the changes and provide step-by-step Instructions for completing the report.

We have some resources available to download: the Verification Summary Report Fact Sheet, step-by-step instructions, the recorded webinar, and a blank Verification Summary Report sample. These are posted online.

Slide 2: I'm sure right off the bat, you are interested to hear about the changes to the verification summary report.

First, the report has a new look. We are now collecting more information so the format has changed.

Second, schools must now figure out the number of direct certification matches based on SNAP (food stamp) benefits and report that apart from those direct certified based on TANF or Foster status.

Also, the report is going to provide the amount of direct certified matches generated by the State. You can use this to compare with your actual direct certification match count, to maintain accuracy.

You will now be required to report the amount of applications you have direct verified and verified for cause.

As we continue with the presentation, I will explain each of these topics in much more detail.

Slide 3: Just as a reminder, here are some important dates and terminology to remember:

On October 1st, you can begin the verification process and by November 15th, you should have completed the verification process. You must have the verification summary report completed and submitted in CNPweb by December 15th. The CNPweb is where claims for reimbursement are filed and requires a username and password.

Throughout the presentation, I will be using a few terms that you will need to know.

TANF is the abbreviation for Temporary Assistance for Needy Families. This is a benefit program that automatically qualifies households for free meals.

Supplemental Nutrition Assistance Program or SNAP is the new title for Food Stamps.

Slide 4: As always, the Verification Summary Report will only be available once the October claim is submitted in the CNPweb. Once it is submitted, you will be able to see the Add button to the right of the Verification Summary.

Slide 5: Now, I will go through the verification summary report by each section. Starting with Section 1. 1-1 is pre-populated based on the October claim for reimbursement. Schools will not need to enter any information in this entire section. Verify this information is correct. If it is not, you will need to revise your October claim for reimbursement.

Schools can completely disregard 1-2, 1-2a, and 1-2b.

Slide 6: Section 2 is for schools that implement Provision 2 or 3 or Community Eligibility. There are only nineteen school sponsors within the state of Indiana that implement Provision 2 or 3 feeding and twenty-eight school sponsors implementing Community Eligibility. This section will only apply to those schools. If your school implements Provision 2 or 3 or Community Eligibility, you will need to read specific instructions available on our website for further information on how to fill out this part. Everyone else can skip this section.

Slide 7: Schools will report Direct Certification and Categorical Certification information in Section 3. 3-1 does not apply to the majority of schools in Indiana and should be skipped. 3-1 (Click) requires the box to be checked if all schools in the school corporation were not required to perform Direct Certification. This section might apply to schools that implement Provision 2 or 3. Schools implementing Provision should read the verification summary report instructions for more information.

3-2 (Click) asks for the number of students directly certified through SNAP.

3-3 (Click) asks for the number of students directly certified through other programs- this would be TANF or Foster. In addition, you should include those students that have been documented as Homeless, Migrant, or Runaway by your school's liaison or by other local officials.

I will quickly show you how to determine a student's qualification from the Direct Certification match as SNAP, TANF or Foster.

Slide 8: Once the direct certification match is exported into an excel spreadsheet, column U will list the match category- SNAP, TANF or Foster. If you see an F that means the student is direct certified because of SNAP. If you see an A, the student qualifies because of TANF. If you see a W, that indicates the student is a foster child. Remember, when you see an F or an A, this will qualify the rest of the students in the household for free meals based on Direct Certification, even if those kids are not found on the direct certification list. If you see a W, the free eligibility only pertains to the foster child and does not extend to the rest of the household.

Slide 9: So once again, you will go through your Direct Certification list and figure out how many students have an F in column U. Count the additional students that live in the SNAP direct certified households as well, even if they aren't listed on the direct certification list. Enter this number into 3-2 (Click).

Please note, on the same line as 3-2, the State will provide a pre-populated number to all public schools and many private schools. (Click) This pre-populated number is the number of Direct Certification matches found by the State Agency. You can use this to compare with your actual direct certification match count, to maintain accuracy. If the State did not find a value for your school, you will not see the pre-populated number in section 3-2. Here is an example of what you might see. (Click)

All other students on the direct certification list with an A or W, along with any students who were approved for free meals as homeless, migrant, or runaway will be entered into 3-3 (Click).

(Click) if any household provides a letter from a Food Stamp office or SNAP agency; you would include the number of students that qualified for free meals based on those letters in section 3-4.

Slide 10: Although this is clear on the report, we want to point out you must report information from two different dates in Section 4. When the report asks for the total number of applications, this is the total number of applications approved for Free or Reduced meals on or before October 1st.

When the report is asking for the number of total enrolled students, this is the count as of October 31st.

Slide 11: Section 4 should be slightly familiar. This is where you will report all of your free and reduced applications. In this section you will need to report all of the approved applications on file, not just the ones selected for verification.

Keep in mind that these two columns, column A and column B, are looking for two different types of information. Column A is looking for the number of applications, while column B is looking for the number of students.

4-1A (**Click**) is asking for you to provide the number of applications that were approved for free meals based on categorical eligibility. This means any application that was approved because the household provided a food stamp case number, TANF case number, or checked the foster child check box. In 4-1B (**Click**) you must report the number of students on those categorical applications.

Your applications that were approved for free eligibility based on income information must be reported in 4-2A (**Click**), and in 4-2B (**Click**) the total number of students on those applications approved for free meals based on income.

Enter the number of applications approved for reduced eligibility in 4-3A (**Click**), and the number of students approved for reduced eligibility in 4-3B (**Click**).

The numbers in T-1 and T-2 (**Click**) are automatically generated based on information you already provided. If you do not see a number in either of these boxes, scroll to the bottom of the report and click Calculate.

Slide 12: In section 5, you will begin to enter information about verification.

5-1 (**Click**) must be checked for those schools that are exempt from verification. Schools that process free and reduced applications are not exempt from verification.

In 5-2 (**Click**) select if you completed verification before or after November 15th.

5-3 (**Click**) indicates the type of method selected for verification. This will automatically display the verification methods available to your school based on last year's verification summary report.

If you are required to use the Standard (Error-Prone) verification method, you will report the total number of error prone applications in box 5-4 (**Click**). Note, this is the total number of error prone applications on file, not just the number you selected to verify. If you did not need to select any error prone applications, you can type N/A in box 5-4.

In 5-5 (**Click**) enter the number of applications you selected for your verification sample size.

The mandated size of verification sample will automatically generate the number of applications you were supposed to verify (**Click**). If you do not see this number, scroll to the bottom of the report and click on Calculate. If this number does not match the number entered in 5-5, make sure to check your

data in sections 3 and 4 for accuracy. If the numbers are accurate and the sample size still does not match, call your field consultant or the office.

Slide 13: Check box 5-6 if Direct Verification was not conducted. **(Click)** Then, skip 5-7.

If Direct Verification was conducted, do not check 5-6 and report the number of applications that were confirmed through direct verification in box 5-7A **(Click)** and the number of students on those applications **(Click)** in box 5-7B.

Slide 14: We're almost done! Now, we are getting into the actual verification results.

This section still resembles the old verification summary report; however the format has changed a bit. Now you will take the actual number of applications you verified and the students on those applications and report your results. Do not include those applications confirmed through direct verification or those applications that were verified for cause! Remember, verification for cause occurs apart from the normal verification process

You will first separate the applications by the original eligibility determination. For instance, if you pulled any categorically eligible applications (those approved for free based on a SNAP, TANF, or foster) put those into a pile. For those applications originally eligible for free meals based on an income application, put those into another pile. And finally the applications approved for reduced price meals, put those into the last pile.

Now working with the Categorically Eligible pile you will separate those applications that responded and stayed free after verification, those that responded and were changed to reduced price, those that responded and were changed to paid, and those that did not respond. You will then enter in the number of applications and students from these stacks into box A titled Free –Categorically Eligible. **(Click)** For example, you pulled 2 categorically eligible applications for verification with 2 students on each application, the households from both applications responded which resulted in no change to either household's status. So on line 1, box a **(click)** for number of applications that responded and resulted in no change, you will enter 2 **(Click)** because there were 2 application pulled for verification that did not change. For b **(click)**, you will count the number of students on both of those applications and record that number. For this example, you would enter 4 **(Click)** because there were 2 students on each application.

Working with your next verification stack of free applications approved based on income, you will separate those applications that responded and still stayed free after verification, those that responded and changed to reduced, those that responded and changed to paid, and those that did not respond. You will enter this information into box B titled Free- Income. **Click.**

Let's say you pulled 2 free applications based on income for verification, one of those applications, with 1 student in the household, changed to paid status. So, in 3a **(click)** you will enter 1 **(click)** because there was one application that changed to paid. In 3b **(click)** you will enter 1 because there was one student on that application. Looking at the other free application, this one had 2 students on it. The household did not respond to the verification attempts. So in 4a **(click)** you will enter 1 because there was 1 application that was a non-responder and then in 4b **(click)** you will enter in 2 because there were 2 students on that application. **Click.**

With the last stack of reduced applications, separate out those applications that responded and stayed reduced after verification, responded and changed to free, responded and changed to paid, and those that did not respond. In box C titled Reduced Price- Income (**click**), you will enter your results.

Slide 15: Section 6 is the last part to the Verification Summary Report. You will need to enter the total number of applications that were verified for cause, remember verification for cause occurs apart from the normal verification process. Report those applications verified for cause as of November 15th in 6-1 (**Click**). You will also need to report the results of those applications verified for cause in 5-8 (the same place your normal verification results were reported). Any application verified for cause after November 15th does not need to be reported.

Finally, the preparer must enter his or her name, phone number, and email address in boxes 6-2 through 6-5 (**Click**) and check the box 6-6 (**Click**) when the verification information is ready for approval and hit submit (**Click**)!

Slide 16: That's it! Once again we have a fact sheet, instructions, and the PowerPoint for you to download and these will be posted on our website. This recorded presentation will also be sent out in a weekly email. Do you have any questions?