

Verification Summary Report Webinar

1. Thanks for joining this training session on the Verification Summary Report Process. To get started make sure the computer speakers are on and turned up. Look for the directional arrows on the page. Use these arrows to navigate forward or backward through the presentation. Once finished viewing the page, click the forward button to move to the next slide. To increase the size of the slide, use the zoom function to magnify the image. If the computer does have speakers, the narrative has been posted to be printed and read along with the slides. **Next slide**
2. In this tutorial, sponsors will learn the basic skills needed to successfully complete the verification summary report for their school or corporation. Most importantly, should a school have any questions or concerns while filling out the verification summary report please know that they can call the state office for assistance. We are here to help! **Next slide**
3. By now, sponsors should have completed all the necessary steps for verification. They should have calculated the total number of applications to verify, selected the application(s) for verification, conducted a confirmation review on those applications selected, sent out verification letters to the household(s) selected, checked verification data sent in by the household against the application, and sent out the final verification letter stating a household's meal status. After all this is complete, it is time to fill out the verification summary report. **Next slide**
4. We will take a step-by-step approach for completing the verification summary report. Federal regulations of the National School Lunch Program require the Indiana Department of Education to collect a summary report of the verification efforts from all schools. Reports will be filed through the CNPweb after a school files their October claim for reimbursement. Again, the verification summary report will not appear in the CNPweb for a school until they file their October claim for reimbursement. It will be located under the Claims/AFR tab in the CNPweb. The verification summary report must be completed by December 15. **Next slide**
5. Hopefully by now, schools are familiar with our website. The address is www.doe.in.gov/food. Under the words Office of School and Community Nutrition, a school will see the CNPweb® logo. Click on *CNPweb login* link. **Next slide**
6. Once the CNPweb login link is clicked, a school will arrive at the CNPweb® login page. Enter the school's User ID and password and click the login button. A school's password and username are case sensitive. **Next slide**
7. Now, a school will arrive at the CNPweb® puzzle page. To proceed, click on the School Nutrition Program's purple puzzle piece. **Next slide**
8. Next, a school will see the SNP Message Screen. This information page changes monthly and is the quickest way for the State Agency to get information to participating schools. Be sure to read this screen whenever logging into the CNPweb. After reading the message screen, click on continue at the bottom of the page. **Next slide**
9. A school will arrive at the Program Year Selection Page. Click on the 2011 Program Year link. **Next slide**

10. This will bring up the Sponsor Summary Page for your school. To access the verification summary report, click on the Claims/AFR tab which is located in between the Applications and Payments tab. **Next slide**
11. At the very bottom of the Claims/AFR tab after a school has filed their October claim for reimbursement, the Verification Summary will appear. The Verification Summary is where a sponsor will report their verification results. The Verification Summary will show an “ADD” button under the action column. Click on the add button to access your verification summary report. **Next slide**
12. After clicking on the “ADD” button, this action will open the verification summary report. Rows 1 and 2 ask for information in regard to a school’s site(s) or building(s) and student enrollment. Rows 1 and 2 are automatically calculated by the computer system based on the school’s October claim for reimbursement. **Next slide**
13. In row 1, columns A and B are automatically calculated for a sponsor by the computer system based on the school’s October claim for reimbursement. Row one column A is the total number of school sites or buildings. Row one column B is the total number of school sites or buildings that are on Provision 2 or 3 which are not in their base years. **Next slide**
14. In row 2, columns A and B are automatically calculated for a sponsor by the computer system based off of the school’s October claim for reimbursement. Row 2, column A is the number of students enrolled in the school corporation participating in the NSLP. Row 2, column B is the number of students enrolled in the school corporation participating in the NSLP which are on Provision 2 or 3 non-base years. **Next slide**
15. Enter on Rows 3 through 10 total data from ALL of the sponsor’s NSLP free and reduced applications. Rows 3 through 10 are NOT asking for information on the verification process results. The verification process results will be placed at the bottom of the verification summary report in rows 11 through 18 which we will go into further detail later in this online training. Column A focuses on student numbers as of October 31st, and column B focuses on applications as of October 1st. Please note these are two different dates and two different pieces of information. Column A is asking for students as of October 31st while column B is asking for applications as of October 1st. **Next slide**
16. Rows 3 through 7 focus on all students and applications that were approved for free meal benefits. Please note that rows 3 through 7 are for free meals benefits only. Row 3 column A is requiring the sponsor to enter the number of students as of October 31st who were categorically eligible to receive free meals through direct certification, migrant education program, and homelessness. A sponsor must physically count how many directly certified, migrant education program, and homeless students are in the school corporation. You will not need to fill out column B. Please note that directly certified, migrant education program, and homeless students are not included in the verification process, but they all must be reported on the verification summary report on row 3, column A. **Next slide**
17. Row 4, column A requires the sponsor to enter the number of students as of October 31st who were categorically eligible to receive free meal benefits based on applications that contained FS/TANF case numbers. Row 4, column B requires the school to enter the number of FS/TANF applications on file as of October 1st. Please note that column A asks for the number of students and column B asks for the number of applications. **Next slide**
18. Row 5, column A requires the sponsor to enter the number of students as of October 31st who were eligible to receive free meal benefits based on income applications. Row 5, column B requires the school to enter the number of free income applications on file as of October 1st. **Next slide**

19. Row 7, column's A and B require totals for rows 3 through 5. In order to get the verification summary report to total, click on the calculate button which is located at the bottom of the verification summary report. Once the calculate button is clicked, this will automatically add rows 3-5 and place a number in row 7. Check these total numbers of free student(s) and application(s) with the school's records to make sure all numbers have been correctly entered for free meal benefits. **Next slide**
20. Rows 8 through 10 requires the sponsor to enter information for all student(s) and application(s) that were approved for reduced meal benefits. Row 8, column A requires the school to enter the number of student(s) as of October 31st who were eligible to receive reduced meal benefits through income applications. Row 8, column B requires the sponsor to enter the number of reduced income applications on file as of October 1st. **Next slide**
21. Row 10, columns A and B requires a total from row 8. In order to get row 10 to total, click on the calculate button which is located at the bottom of the verification summary report. Once you click the calculate button, this will automatically add row 8 and place the total in row 10. Check these total numbers of reduced student(s) and application(s) with the school's records to make sure all numbers have been correctly entered for reduced meal benefits. **Next slide**
22. Rows 11 through 16 require a sponsor to enter information about the verification process. Row 11 requires a school to click the radio button next to the method that was used during verification. After selecting the verification method, a sponsor will be required to enter the verification process results in the chart below. **Next slide**
23. For rows 12 through 16, schools can choose from a variety of columns. These columns are A through H. Columns A through D focuses on the number of students during the verification process, and columns E through H focuses on the number of applications during the verification process. Please note that these two charts are asking for different pieces of information. Enter data about students in column A through D, and enter data about applications in columns D through H. In order to get columns D and H to total, scroll to the bottom of the verification summary report and click calculate. This will total the rows and enter the numbers into columns D and H. **Next slide**
24. Columns A through D focus on the number of students selected and completed for the verification process. Column A is the number students who were originally categorically approved for free meals. Categorical eligibility determined by totaling the number of students who were on Food Stamp/TANF applications. Direct certification, migrant education program, and homeless students are not included in this column as categorical because students processed by direct certification, migrant education program, and homelessness are not included in the verification process. Column B is the number of students who originally were approved for free meal benefits based on income applications. Column C is the number of students who were originally approved for reduced meal benefits based on income applications. In order to calculate column D, scroll to the bottom of the verification summary report and click the calculate button. This will add columns A through C for each row and place the number in column D. **Next slide**
25. Columns E through H focus on the number of applications selected and completed for the verification process. Column E is the number of applications that were originally categorically approved free meals. Categorical eligibility is based on Food Stamp/TANF applications. Direct certification, migrant education program, and homelessness are not included in this column as categorical because direct certification, migrant education program, and homelessness situations are not included in the verification process. Column F is the number of income applications originally approved for free meal benefits. Column G is the number of income applications originally approved for reduced meal benefits. In order to calculate column H, scroll to the bottom of the verification summary report and

click the calculate button. This will add columns E through G for each row and place the number in column H. [Next slide](#)

26. Now, we are going to explain in detail how to fill out the chart for each row. Row 12 is for applications selected and completed during verification that had no change to their meal status after the verification process. No change means that meal status for the students on the application did not change after verification. Example, if a free income application was selected for verification and after the verification process was complete, the application and students remained free. This one application with one student reflects the numbers that would be placed in row 12, No Change. [Next slide](#)
27. Row 13 is for applications selected and completed during verification that changed from a reduced status to a free status after the verification process. The only columns available to enter numbers for this row are columns C and G. Example, if one reduced income application with one student on the application was selected for verification and after the verification process was complete, the application and student changed from a reduced status to a free status based on the information collected during the verification process. This application and student on the application would be placed in row 13, To Free. A number one would be entered under column C, reduced price eligibility, because there was one student on the income application, and a number one would be entered under column G, reduced price eligibility, because there was one reduced income application selected and completed for verification. The application changes resulting in a change status for the student(s). [Next slide](#)
28. Row 14 is for applications selected and completed during verification that changed from a free status to a reduced status after verification. Example, if one categorical free application was selected for verification with two students on the application and after the verification process was complete, the application and students changed from a free status to a reduced status based on the information collected during the verification process. This application and students would be placed on the verification summary report in row 14, To Reduced. A number 2 would be entered in column A, categorical eligibility, because there were two students on the categorical application, and a number one would be placed in column E, categorical eligibility, because there was one categorical application selected and completed for verification. [Next slide](#)
29. Row 15 is for applications selected and completed during verification that changed from a free or reduced meal status to a paid meal status after verification. Example, if one free income application with four students on the application was selected for verification and after the verification process was complete, the application and students changed for a free meal status to a paid meal status based on the information collected during the verification process. This application and students would be placed on the verification summary report in row 15, To Paid. The number 4 would be entered into column B, free eligibility, because there were four students on the free income application, and the number one would be entered in column F, free eligibility, because there was one free income application selected and completed for verification. [Next slide](#)
30. Row 16 is for applications selected and completed during verification that did not respond to the verification process. No response means that the household did not provide any or adequate verification information during the verification process. Example: if three reduced income applications with 5 students total from all three applications were selected for verification and after verification was over the three households failed to provide documentation to support their application, the applications and students would be changed from a reduced meal status to a paid meal status. These applications and students would be entered on the verification summary report on row 16, No Response. The number 5 would be entered in column C, reduced price eligibility, because there were 5 students total from the reduced income applications, and the number three would be placed in

column G, reduced price eligibility, because there were three reduced income applications selected and completed for verification. **Next slide**

31. Row 17 calculates the number of applications actually reviewed during the verification process based on the information reported by the sponsor in columns E through H. Row 18 calculates the verification sample size based on the information reported by the school in rows 10 and 7, column B and based off of the verification method chosen in row 11. Row 17 and row 18 should be the same number. If row 17 or 18 is off, first check to make sure all numbers were correctly entered into the verification summary report. If all numbers were correctly entered into the verification summary report and row 17 is lower than 18, the school must select one more application to verify. If all numbers were correctly entered into the verification summary report and row 17 is higher than row 18 because too many applications were verified, the school must randomly remove the number of applications and corresponding students on those applications from rows 12-16 to get number 17 and 18 to match. Be sure to verify the correct number of applications next year. A school will not be able to submit their verification summary report unless these two numbers match. **Next slide**
32. At the very bottom of the report, the person responsible for filling out the verification summary must put their name and phone number in number 19 and 20. Once the verification summary report is complete with no errors, a school must check row 22's box "Check here when Eligibility information is ready for Approval" and hit submit. This will send the verification summary report to an approved status. **Next slide**
33. This concludes our presentation on filling out the verification summary report. Thanks for joining us, and we hope that it has been informative and helpful. **Next slide**