

Verification

Verification is required for all sponsors with National School Lunch and/or School Breakfast Program that have any students with Free & Reduced Price applications on file. Verification is proving the data on the application with other written documentation, like a recent pay stub, or a letter from the welfare department noting the food stamp number and eligibility date. Schools without any free or reduced price eligible students, residential schools having no day students, and sponsors having only the Special Milk Program are exempt from verification.

Need more help on verification? See the “Verification How To” document on our regular website that briefly describes the process. More detailed information about the verification process begins on p. 62 of the 2008 Eligibility Guidance Manual.

Verification Summary Report Instructions

Located on the CNPweb, the Verification Summary Report will not be available until after you file your October claim for reimbursement. The verification summary report will then show up under the Claims/AFR page in the CNPweb. Upon completion of the verification process (by November 15), the verification results should be entered in the Verification Summary Report on or before **December 15**. If this report is not submitted electronically and approved by January, it will result in a delay of future claim payments.

CNPweb Instructions line by line: Enrollment, Application, and Eligibility Information

- (1) Number of sites operating the NSLP – **Automatically calculated** for your school
- (2) Number of enrolled students with access to the NSLP – **Automatically calculated** for your school from our October sponsor claim
- (3) Number of approved as Free Eligible not subject to verification (those on lists as directly certified, migrants, homeless, income eligible Head Start, pre-K Even Start, and RCCI residential students.) **Enter** number of students of this type (all those without paper applications) in column A **as of October 31**.
- (4) Number of approved as Free Eligible based on FS/TANF case numbers on applications (Categorically Eligible Applications.) **Enter** number of students in column A **as of October 31** and number of applications in column B **as of October 1**.
*Note: The two different dates are **not** in error. USDA intentionally requested it this way!*
- (5) Number approved as Free Eligible based on income/household size (Income Eligible Applications.) **Enter** number of students in column A **as of October 31**, and number of applications in column B **as of October 1**.
- (6) *For Provision 2/3 Schools (not in a base year) only:* **Enter** number of Free Eligible students in Column A **as of October 31**. Skip to 7 if you are not a Provision 2/3 School.
- (7) Total Free Eligible Reported: **Click calculate** to total Columns A and B.
- (8) Number approved as Reduced Price Eligible based on income/household size. **Enter** number of students in column A **as of October 31** and number of applications in column B **as of October 1**.

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- (9) *Provision 2/3 Schools (not in a Base Year) only:* **Enter** number of students in column A as of October 31. Skip to 10 if you are not a Provision 2/3 School.
- (10) Total Reduced Price Eligible Reported: **Click calculate** to total Columns A and B.

RESULTS of Verification by Application Type

- (11) **Application Selection Method** – Select one of the following: **Standard** (3% of apps, choosing error-prone), **Random** (3% of apps, randomly selected), or **Focused** (1% error-prone income apps plus .5% of Categorically Eligible apps). If you had **20% or more non-responders last year**, your only option available will be **Standard**. If you did a combination of Random and Focused, select Focused, **IF** at least one app was “error-prone”. See p. 68 in the Eligibility Guidance Manual for complete description of Focused selection, also called Alternate two.
- (12) **Responded, No Change** (in application status) - **Enter** the number of students in columns A, B, and C under Number of Students on Applications and **enter** the number of applications in columns E, F, and G under Number of Applications. This is based on documentation provided by the household.
- (13) **Responded, Changed to Free** – **Enter** the number of students in column C under Number of Students on Applications and **enter** the number of applications in column G under Number of Applications. This is based on documentation provided by the household.
- (14) **Responded, Changed to Reduced Price** - **Enter** the number of students in columns A and B under Number of Students on Applications and **enter** the number of applications in column E and F under Number of Applications. This is based on documentation provided by the household.
- (15) **Responded, Changed to Paid** - **Enter** the number of students in columns A, B, and C under Number of Students on Applications and **enter** the number of applications in columns E, F, and G under Number of Applications. This is based on documentation provided by the household.
- (16) **No Response** - **Enter** the number of students in columns A, B, and C under Number of Students on Applications and **enter** the number of applications in columns E, F, and G under Number of Applications. This is based on no response from the household after one follow-up letter. You are not required to keep trying after one follow-up.

Once you have checked all your entries, click CALCULATE to total columns D (Total Students) and H (Total Applications). Numbers in the lower right hand corner will appear for lines 17 & 18. Note: this information will not show up until you click calculate. Your actual applications reviewed during the verification process and prescribed verification sample size (17 & 18) should be the same number.

- (19) **Check here when eligibility information is ready for approval** - Check this box after you have reviewed it for accuracy.

FINAL STEP: Correct all error messages before clicking **SUBMIT**.