Verification Summary Report Instructions for Schools

First Steps

1. To access the Verification Summary Report, go to CNPweb. If you don't have this bookmarked, click here: http://scnweb.doe.state.in.us/Login.asp.
2. Enter your User ID and Password. Click on the purple puzzle piece that says School Nutrition Program.
3. Once on the Message Screen, scroll to the bottom and click Continue.
4. Select the current program year.
5. You will now be on the Sponsor Summary Page. At the top you will see a number of tabs: Packet, Applications, Claims/AFR, and Payments. Click on the Claims/AFR tab.
6. At the bottom of the page you should see Verification Summary and to the right there should be a button that says Add. Click on Add. Note: If you do not see the word- Add, make sure your October claim has been filed and approved. You can only access the Verification Summary Report once the October claim has been approved.

Section 1

1. **1-1A** and **1-1B** are pre-populated based on October's claim. If the numbers are not correct, contact Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849.
2. Skip **1-2**, **1-2a**, and **1-2b**.

Section 2

1. This section is only for schools that are operating Provision. If you do not have a school that operates under Provision 2 or 3, skip this section.
2. For those that operate Provision 2 or 3 in both the School Breakfast Program **and** the National School Lunch Program, you will need to know if your school or schools are in a base year or in a non-base year. Base year schools are required to collect applications. In **2-1A,** report the number of schools that are in a base year. **2-1B**, report the number of students at those schools.
3. If your school or schools are in a non-base year, record the number of schools in **2-2A** and the number of students at those schools in **2-2B**.
4. In **2-2aB,** schools operating Provision 2 or 3 in a non-base year, report the number of free students at all non-base year Provision schools.
5. In **2-2bB**, report the number of students reported as reduced price in the non-base year provision schools.
6. All schools should skip 2-3 and 2-4.
7. School corporations that operate a Provision 2 or 3 school in only the School Breakfast Program **or** the National School Lunch Program (**not both**), need to report the number of schools that do this in **2-5A** and the number of enrolled students at those schools in **2-5B**.

Section 3

1. Section 3 must be filled out by all schools. This is where schools report their direct certification results.
2. If none of your schools are required to perform direct certification, you will check the box in **3-1** and skip the rest of Section 3. All schools that process free and reduced applications are required to complete direct certification. If you are still unsure if you are required to perform direct certification, contact Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849.
3. For schools that must conduct direct certification, you will need to figure out which students were direct certified because they receive Food Stamps and which students were direct certified because they receive TANF or are foster children.
   Each student is identified with a code in column U of the direct certification excel spreadsheet. If the student has an F in this box, that means they are direct certified because of Food Stamps. If there is an A, they are on the list because of TANF. If there is a W, this means the student is Foster. Any child that lives in the same household as a direct certified Food Stamp or TANF student qualifies as directly certified and can receive the benefits. A direct certified foster child only qualifies for the benefits, and the eligibility does not extend to the rest of the household. If you need further clarification about this, please contact our office.
4. Once you know the amount of students that would be considered direct certified because of Food Stamps, you will record that number in **3-2B**. 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. 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**.
5. In **3-3B**, you will record all of the other students who were direct certified because of TANF or foster status. You will also include the amount of students who were verified as homeless, migrant, or runaway by your school's homeless, migrant, or runaway liaisons.
6. In **3-4B,** you will record any student who was approved for free meals based on a Food Stamp letter from a Food Stamp agency. This does not include applications turned in with a Food Stamp case number.

Section 4

1. Section 4 is where schools will report <u>all</u> of their applications approved for free or reduced meals, not just the ones verified. To prepare you for this section, you will need to sort your applications in a particular way. In one stack, you will have all applications approved for free meals because of a Food Stamp or TANF case number or foster child status. These are called Categorically Eligible applications. In another stack you will place all of your applications approved for free meals based on income only. In your final stack you will put all of your applications approved for reduced price meals based on income only.

2. In **4-1A,** you will report the number of Categorically Eligible Applications you received as of October 1st. You will then report the number of students on all approved categorically eligible applications as of October 31st in **4-1B**.
3. In **4-2A,** you will report the number of free applications based on income received as of October 1st. In **4-2B** you will report the number of students on all approved free income applications as of October 31st.
4. In **4-3A,** you will report the number of reduced-price applications based on income received as of October 1st. In **4-3B,** you will report the number of students on all reduced price applications based on income as of October 31st.
5. **T-1** and **T-2** will automatically be entered based on what you have reported in Section 4. If you do not see this amount entered into your report, scroll to the bottom of the report and click Calculate.

Section 5

1. You will report your verification results in Section 5.
2. In **5-1,** check the box if your school or schools were exempt from verification. All schools that process free and reduced application must completed verification. If think you are still exempt, contact Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849. If you are exempt, check the box and skip the rest of Section 5.
3. If you are not exempt, skip **5-1** and move to **5-2**. Select one of the options, either that verification was completed by November 15th, verification was completed after November 15th, or verification was not performed or completed.
4. **5-3** will automatically let you know what type of verification process should have been used. If you have the choice between three, you must select the type of verification process you used.
5. If you were required to do Standard (Error-Prone) Verification, you will need to report the total number of error-prone applications as of October 1st in **5-4**. This isn't just the total number of Error-Prone Applications you selected for verification, but all applications that were approved for free or reduced meals that were considered Error-Prone.
6. In **5-5,** you will enter the number of applications that you pulled for verification. Directly above this is a box that will provide you the number of applications you should have pulled for verification, based on the information entered into boxes **4-1**, **4-2**, And **4-3**. If this number does not match the amount of applications you pulled for verification, contact Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849. If you do not see this amount entered into your report, scroll down to the bottom and click Calculate.
7. Direct verification is not mandatory; however it can be very helpful during your verification process. If you did not conduct direct verification or did not confirm any application pulled for verification through direct verification, check box **5-6** and skip **5-7**.
8. If you did conduct direct verification and confirmed one or more applications through this method, skip **5-6** and fill out the number of applications you found on Direct Verification in **5-7A** and the number of students on those applications in **5-7B**.

9. **5-8** is where you will report your verification results, be sure not to report any students and applications found through Direct Verification and reported in **5-7A** and **5-7B**.
10. In order to report your results, the best method is to organize your applications picked for verification. First, you will 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 or TANF case number or with the foster box checked) put those into a pile. For those applications originally eligible for free meals based on an income application, put those into another pile. And then finally the applications approved for reduced price meals, put those into the last pile.
11. Now working with the Categorically Eligible Stack, you will separate those applications that responded and did not change 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 from these stacks into the box titled **A. Free – Categorically Eligible**. For each of those results, you will also include the number of students on those applications.
    For example, you had 2 categorically eligible applications with 2 students on each application picked for verification. The households from both applications responded and resulted in no change to the status. In **1a** (applications that responded and resulted in no change), you will enter 2. For **1b**, you will count the number of students on both of those applications and record that number there. For this example, you would enter 4. (See the example below #13)
12. Working with your next verification stack of free applications approved based on income, you will separate those applications that responded and did not change 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 those numbers in the same way you did before. You will enter this information into box titled **B. Free- Income**.
13. Finally, with the last verification stack of reduced applications, you will separate out those applications that responded and did not change, responded and changed to free, responded and changed to paid, and those did not respond. In the box titled **C. Reduced Price- Income,** you will enter your results. In this example, you had 1 reduced price application with 3 students that responded and changed to free. So in **2a** you will enter 1 and in **2b** you will enter 3.

A. FREE - Categorically Eligible *Certified as FREE based on SNAP/TANF documentation (e.g. case number) on application*			B. FREE - Income *Certified as FREE based on income/household size application*			C. REDUCED PRICE - Income *Certified as REDUCED PRICE based on income/household size application*		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1 Responded, NO CHANGE	2	4	1 Responded, NO CHANGE			1 Responded, NO CHANGE		
2 Responded, Changed to REDUCED PRICE			2 Responded, Changed to REDUCED PRICE			2 Responded, Changed to FREE	1	3
3 Responded, Changed to PAID			3 Responded, Changed to PAID			3 Responded, Changed to PAID		
4 NOT Responded, Changed to PAID			4 NOT Responded, Changed to PAID			4 NOT Responded, Changed to PAID		

Section 6

1. Report the number of applications you Verified for Cause as of November 15th in **6-1**. Remember these are not considered part of the normal verification process.
2. In **6-2**, **6-3**, **6-4**, and **6-5** the preparer must enter in their contact information in case there are any questions or issues with the report.
3. Finally if everything is completed and correct, check box **6-6** and hit Submit.