

Verification Summary Report Instructions for CEP-Only School Districts

CEP-Only School Districts are required to complete Verification, even though they do not process applications. The following are instructions for these type of school districts.

First Steps

1. To access the Verification Summary Report, go to CNPweb. If you don't have this bookmarked, click here: <https://scnweb.doe.in.gov/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.
7. You can save your progress as you work on the report, just scroll to the bottom of the report at any time and hit Submit to save the information you have added. If you do not click Submit before you exit out of the report, then you will lose your work.

Section 1

Section 1 - Sites and Students				
Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	All SFAs must report Section 1		(A) Number of Schools And Institutions	(B) Number of Students
1-1	Total schools (Do not include RCCIs):			

1. **Line 1-1, columns A and B** are pre-populated based on October's claim. If the numbers are not correct, check the eligibility information entered on the October claim. If you need to make revisions, contact Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849.

Section 2

Section 2 - Alternate Provisions				
SFAs with schools operating alternate provisions	ONLY SFAs with alternate provisions must report Section 2		(A) Number of Schools And Institutions	(B) Number of Students as of Oct 31 st
	2-1	Operating Prov 2/3 in BASE year for NSLP or SBP:		
	2-2	Operating Prov 2/3 in NON BASE year for NSLP and SBP:		
	2-2a	Provision 2/3 students reported as FREE in a NON BASE year:		
	2-2b	Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
	2-3	Operating the Community Eligibility Option:		
	2-4	Operating other alternatives for NSLP and SBP:		
	2-5	Operating an alternate provision(s) for only SBP or only NSLP:		

1. CEP-only school districts must complete **line 2-3, columns A and B**. On **line 2-3, column A**, Enter the number of schools that are implementing CEP. On **line 2-3, column B** enter the number of students at these schools as of October 31st.

Section 3

Section 3 - Direct Certification			
Students automatically approved for free meals based on Direct Certification. (Not subject to verification)	ALL SFAs must report Section 3 or check box 3-1 if applicable		(B) Number of Free Students (as of Oct 31 st)
	3-1	<input type="checkbox"/> Check this box if Direct Certification does not need to be reported. RCCIs with no day students, Provision 2/3 schools in a non-base year, and CEP schools should not report any Direct Certified students below.	
	3-2	Report students Direct Certified FREE because of SNAP (Food Stamps) . Include students found through DC match, DC look-up, and those that had DC eligibility (due to SNAP) extended to them.	
	3-3	Report students Direct Certified FREE because of TANF, Medicaid-M, Foster, Homeless, Migrant, Runaway, Head Start and PreEven Start . Include students found through DC match lists, DC look-ups, and those that had DC eligibility extended to them because they live with someone who was found through DC (due to TANF or Medicaid-M), and those Direct Certified through school liaison or agency.	
	3-4	Report only Direct Certified FREE because the household turned in a SNAP letter from the SNAP agency. Keep in mind, these students were never found through DC match lists or DC lookups.	
	3-5	Report students Direct Certified REDUCED because of Medicaid-R . Include students found through DC match, DC look-up, and those that had DC eligibility (due to Medicaid-R) extended to them.	

1. Since 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**.

Section 4

Section 4 - Free and Reduced Applications (not directly certified)				
Students approved for free or reduced eligibility through an application	All SFAs processing applications must report Section 4		(A) Applications as of Oct 1 st	(B) Students as of Oct 31 st
	4-1	Approved for Free Categorical Eligibility - based on an application with a SNAP (Food Stamp) or TANF case number or the Foster box checked. Report only the applications/students that could not be found through a Direct Certification Match or Look-Up.		
	4-2	Approved for Free Eligibility based on Income Application		
	4-3	Approved for Reduced Eligibility based on Income Application		
T-1: Total FREE Eligible Students Reported:		0	T-2: Total REDUCED PRICE Eligible Students Reported: 0	

1. CEP-only districts can skip **Section 4**.

Section 5

Section 5 – Verification Results			
ALL SFAs must report Section 5 or check box 5-1 if applicable			
5-1 <input type="checkbox"/> Check the box only if all schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.			
5-2 Was Verification performed and completed? <input type="radio"/> Yes, completed by November 15 th <input type="radio"/> Yes, completed after November 15 th <input type="radio"/> No, verification was NOT performed or the process was not completed	5-3 Type of Verification process used: 1. <input type="radio"/> Standard (Error Prone) - 3% of total applications selected from Error Prone applications. 2. <input type="radio"/> Random – Alternate One – 3% of all approved applications. 3. <input type="radio"/> Alternate Two – 1% of total applications pulled from Error Prone applications PLUS .5% of categorical applications (TANF, food stamp, etc.).		
5-4 Enter the total # of Error Prone applications on file (Oct 1st). If conducted Standard (Error Prone) or Alternate Two verification, you must enter a number here. If conducted Random Verification, enter N/A.	<input type="text"/>	Mandated size of verification sample:	<input type="text"/>
	5-5	5-5: Number of applications selected for verification sample:	<input type="text"/>

1. CEP-only districts are not required to complete verification. Check box **5-1** and skip the rest of **Section 5**.

Section 6

Section 6 - Verified for Cause			
6-1	Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of questionable applications verified for cause at any point during this school year up to November 15 th . Be sure to report the results of that verification in section 5-8.		<input type="text"/>
Preparer/Certification			
6-2	Prepared by:	6-3	Phone:
	<input type="text"/>	6-4	Ext:
		6-5	Email:
			<input type="text"/>
6-6 <input type="checkbox"/> Check here when Eligibility information is ready for Approval.			

1. Enter N/A in **6-1**.
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.

Final Reminders

- If **Section 1** is not correct, then that means your October claim might be incorrect. Contact our office if you need to make revisions.
- Don't wait until December 15th to contact our office! If you have questions or errors, contact your Field Specialist or Allie Caito-Sipe at acaito@doe.in.gov or call 317-232-0849.