

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: <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 the October claim. If the numbers are not correct, check the eligibility information that was entered on the October claim for reimbursement. 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			
	ONLY SFAs with alternate provisions must report Section 2	(A) Number of Schools And Institutions	(B) Number of Students as of Oct 31 st
SFAs with schools operating alternate provisions	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. This section is only for schools that are operating Provision 2/3 or Community Eligibility Provision (CEP). If you do not have a school that operates these programs you will not see this section.
2. For those that operate Provision 2/3 in the School Breakfast Program (SBP) and/or the National School Lunch Program (NSLP), 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 and process Direct Certification. On **line 2-1, column A**, report the number of schools that are in a base year. On **line 2-1, column B**, report the number of students at those schools.
3. If your school or schools are in a non-base year at both the NSLP and SBP, record the number of schools on **line 2-2, column A** and the number of students at those schools on **line 2-2, column B**. A non-base year means you did not collect applications or process Direct Certification and are using the free and reduced percentages from the previous years.
4. On **line 2-2a, column B**, for schools operating Provision 2 or 3 in a non-base year, report the number of free students at all non-base year Provision schools. To find this number, multiply the most recent base year free percentage by the enrollment reported in 2-2B.
5. On **line 2-2b, column B**, report the number of students reported as reduced price in the non-base year provision schools. To find this number, multiply the most recent base year reduced price percentage by the enrollment reporting in 2-2B.
6. If one or more of your schools operated Community Eligibility Provision (CEP), 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.
7. All schools should skip 2-4.
8. School corporations that operate Provision 2 or 3 in a school that has both the SBP and NSLP but the Provision program is only operated in one of the programs, not both, need to report the number of schools that do this in line 2-5 column A and the number of enrolled students at those schools on **line 2-5, column B**.

Section 3

Section 3 - Direct Certification			
Students automatically approved for free meals based on Direct Certification. (Not subject to verification)	3-1	<p>ALL SFAs must report Section 3 or check box 3-1 if applicable</p> <p><input type="checkbox"/> Check this box if Direct Certification does not need to be reported.</p> <p>RCCIs with no day students, Provision2/3 schools in a non-base year, and CEP schools should not report any Direct Certified students below.</p>	(B) Number of Free Students (as of Oct 31 st)
	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.	<input type="text"/>
	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.	<input type="text"/>
	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.	<input type="text"/>
	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.	<input type="text"/>

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 or if you were not able to direct certify any students, contact Allie Caito-Sipe at acaито@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 SNAP (Food Stamps) and which students were direct certified because they receive TANF, Medicaid M (Free), Medicaid R (Reduced), or are deemed through paperwork or a liaison to be Foster, Homeless, Migrant, or Runaway.
 - Each student is identified with a code in the Assistance column (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 an M, this means the student is on the list for free benefits because of Medicaid. If there is an R, this means the student is on the list for reduced benefits because of Medicaid. 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, TANF, or Medicaid M or R 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.
 - In addition to the students you match on the STN App Center or extend eligibility to because of the students you found on the STN App Center, you will also count any student that you have identified as foster, homeless, migrant, or runaway because you have paperwork on file from the court or state or a letter from your liaison.
 - 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 SNAP (Food Stamps) as of October 31st, you will record that number on **line 3-2**. Be sure to include the students who were not found on the direct certification list, but live in the same household as someone that qualified for direct certification because of SNAP.
 - 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**. Keep in mind, because schools extend eligibility to other students in the household, the number entered into 3-2 is typically larger than the number that the report lists.
5. On **line 3-3**, you will record all of the other students who were direct certified because of TANF, Medicaid M (free), or foster status. You will also include the amount of students who were validated as homeless, migrant, or runaway by your school's homeless, migrant, or runaway liaisons. Include any additional students who were not on the direct certification list, but live in a household with someone who was direct certified because of TANF or Medicaid M (free). Remember if a student was direct certified because of foster, homeless, migrant, or runaway

status that only applies to that student and does not extend to others in the household. The number entered into **3-3** is usually much smaller than the number entered into **3-2**. Be sure you are only counting students as of October 31st.

6. On **line 3-4**, you will record any student who was approved for free meals based on a SNAP (Food Stamp) letter from a SNAP agency on October 31st. This does not include students on applications turned in with a SNAP (Food Stamp) case number or any students that were identified in the STN App Center through the DC Match List or DC Look Up. This number is usually very low, many schools will report 0 in this box.
7. On **line 3-5**, you will record any student that was considered direct certified because of Medicaid R (Reduced) as of October 31st. You will also include the amount of students who were extended the reduced benefit because they live with someone who was Direct Certified for Medicaid R.

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. **Section 4** is where schools will report all of their applications approved for free or reduced meals as of October 1st, not just the ones verified. To prepare you for this section, you will need to sort your applications.
 - In one stack, you will have all applications approved for free meals because of a SNAP (Food Stamp) or TANF case number written on the application or the foster child box checked. These are called Categorically Eligible applications. Any applications that were found in Direct Certification before October 1st will not be reported in this section. The students should be counted in Section 3.
 - In another stack you will place all of your applications approved for free meals based on income only.
 - In your final stack you will place all of your applications approved for reduced price meals based on income only.
2. On **line 4-1, column A**, 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 on **line 4-1, column B**.
3. On **line 4-2, column A**, you will report the number of free applications based on income received as of October 1st. On **line 4-2, column B** you will report the number of students on all approved free income applications as of October 31st.

- On **line 4-3, column A**, you will report the number of reduced-price applications based on income received as of October 1st. On **line 4-3, column B**, you will report the number of students on all reduced price applications based on income as of October 31st.
- T-1** and **T-2** will automatically be entered once you have submitted your report. This number is pulled from **Section 3** and **column B in Section 4**. If you want to see this number, after you have finished sections 3 and 4, scroll to the bottom and click Submit. Then click Edit to the right of Verification Summary Report. You will now see numbers entered into those boxes.

Section 5 – Part 1

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?		5-3 Type of Verification process used:	
<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		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.		5-5	Mandated size of verification sample:
			5-5: Number of applications selected for verification sample:

- You will report your verification results in **Section 5**.
- In **5-1**, check the box if your school or schools were exempt from verification. All schools that process free and reduced application must complete verification. If you 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.
- 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.
- 5-3** is where schools will select the type of verification process they used. Schools that had a 20% or higher non-response rate to verification the previous school year are required to conduct Standard (Error Prone) verification. This is where the school determined 3% of their total approved applications on file on October 1st and then pulled that stack of 3% from their Error Prone-specific applications. Schools that are required to use this method will only see that option listed in **5-3** and they must select that radio button. If a school's non-response rate was below 20% then they can select either Standard (Error Prone), Random (Alternate One), or Alternate Two for their verification method.
- If you were required to do Standard (Error-Prone) Verification or if you conducted Alternate Two 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 on October 1st. If you completed Random – Alternate One verification, enter N/A in this box.

- 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 is not visible, you will need to submit your application (as long as section 4 has been completed). Then click Edit to the right of Verification Summary Report. When you scroll down to 5-5 you should see the number filled in the grey box. If this number does not match the amount of applications you pulled for verification, contact Allie Caito-Sipe at acaито@doe.in.gov or call 317-232-0849.

Section 5 - Part 2

All SFAs must report 5-7 or check box 5-6 if applicable			(A) Applications	(B) Students
5-6	<input type="checkbox"/>	Check this box if no applications were verified through Direct Verification . (Note - Direct Verification is different than Direct Certification)		
Report if Free/Reduced eligibility is confirmed through direct verification. Do not include applications verified the traditional method (collecting documentation from the household).				
	5-7	Confirmed through direct verification (not traditional verification):	<input type="text"/>	<input type="text"/>
Direct verified applications should not be reported in section 5-8.				

- Direct verification is not mandatory; however it can be very helpful during your verification process. This is the process of looking up the name or names of students listed on the applications pulled for verification in the STN Application Center under Direct Verification (the same place Direct Certification is conducted). 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.
- 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 on **line 5-7, column A** and the number of students on those applications on **line 5-7, column B**.

Section 5 – Part 3

Direct verified applications **should not** be reported in section 5-8.

5-8 Results of Verification by Original Benefit Type								
Below, report only the applications you verified (or attempted to verify) by contacting the household for verification documentation. For each application, locate the eligibility that the application was originally approved for (A, B, C), then locate the line that depicts the results after verification (1, 2, 3, 4). Do NOT include applications/students already confirmed through Direct Verification (5-7). Be sure to include the results from applications Verified for Cause, if applicable (also reported in 6-1).								
A. FREE - Categorically Eligible <i>Originally approved as FREE based on SNAP/TANF documentation (e.g. case number) on application</i>			B. FREE - Income <i>Originally approved as FREE based on income/household size application</i>			C. REDUCED PRICE - Income <i>Originally approved as REDUCED PRICE based on income/household size application</i>		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1 Responded, NO CHANGE	<input type="text"/>	<input type="text"/>	1 Responded, NO CHANGE	<input type="text"/>	<input type="text"/>	1 Responded, NO CHANGE	<input type="text"/>	<input type="text"/>
2 Responded, Changed to REDUCED PRICE	<input type="text"/>	<input type="text"/>	2 Responded, Changed to REDUCED PRICE	<input type="text"/>	<input type="text"/>	2 Responded, Changed to FREE	<input type="text"/>	<input type="text"/>
3 Responded, Changed to PAID	<input type="text"/>	<input type="text"/>	3 Responded, Changed to PAID	<input type="text"/>	<input type="text"/>	3 Responded, Changed to PAID	<input type="text"/>	<input type="text"/>
4 NOT Responded, Changed to PAID	<input type="text"/>	<input type="text"/>	4 NOT Responded, Changed to PAID	<input type="text"/>	<input type="text"/>	4 NOT Responded, Changed to PAID	<input type="text"/>	<input type="text"/>

- 5-8 is where you will report your verification results, be sure not to report any students or applications found through Direct Verification and reported on **line 5-7, columns A and B**.

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. For 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 changed to reduced price, those that responded and 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. On **line 1, column a** in the Free Categorically Eligible section (applications that responded and resulted in no change), you will enter 2. On **line 1, column b**, 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)
12. Working with your next verification stack - 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.
 - For example, say you had 1 reduced price application with 3 students that responded and changed to free. So on **line 2, column a** you will enter 1 and on **line 2, column b** you will enter 3.
14. **Please note:** the number of applications reported in 5-8 should include both the results of verification and the results from any application verified for cause and reported in 6-1.

A. FREE - Categorically Eligible <i>Certified as FREE based on SNAP/TANF documentation (e.g. case number) on application</i>			B. FREE - Income <i>Certified as FREE based on income/household size application</i>			C. REDUCED PRICE - Income <i>Certified as REDUCED PRICE based on income/household size application</i>		
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

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

1. Report the number of applications you Verified for Cause as of November 15th in **6-1**. While these are not considered part of the normal verification process, you will need to include the results of verification for cause in either **5-7** (if you could Direct Verify any of these applications) or **5-8** (if you verified these applications the traditional way).
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.
- Contact us if you see **Section 2** on your report but are not operating Provision 2/3 or CEP at any school.
- In **Section 3**, do not forget that you are reporting DC students as of October 31st.
- If you are a school that could not identify any student in DC by October 31st, contact Allie Caito-Sipe to override this section, do not check **3-1**.

- In **Section 3**, **3-2** is usually always much larger than **3-3**, **3-4**, and **3-5**. If this number is much smaller, re-evaluate your numbers to make sure you are categorizing students correctly.
- In **Section 4**, **column A** is where you report the total number of applications on file on October 1st and **column B** is where you report the total number of students on those applications on October 31st. **Column A** should always be smaller than **column B**. If this is not the case for your school, the double check your numbers to make sure you are counting correctly.
- **T-1** and **T-2** should never be larger than the total number of enrolled students reported in **Section 1**. If this number is off, double check your October claim's enrollment information and your total number of students reported in **Section 3** and **Section 4, column B**.
- If you accidentally check **5-1** and then try to fill out **Section 5**, nothing will be saved when you submit your report. Be sure to uncheck **5-1** if you actually did complete verification.
- In **5-3**, be sure you check the actual method of verification conducted. Schools seem to be confused by Standard (Error Prone) and Random (Alternate One). Standard means you are pulling from a specific stack of applications on file (Error Prone) while Random is where you randomly select your applications from your entire stack of applications on file on October 1st.
- If the number of applications verified in **5-5** does not match with the mandated size of verification, directly above **5-5**, then double check the applications reported in **Section 4, column A**. These applications are added together and then 3% is determined. This number is always rounded up.
- To make sure you reported all of the results of verification, add the number entered into **5-5** and the number entered into **6-1** (if applicable). This is the total number of applications you verified before November 15th. Then count all of the applications reported in **column A of 5-7** and **column A of 5-8** (in each section). This total should add up to the total number of applications you first determined. If this is not the same, make sure you didn't double report your Direct Verified applications in both **5-7** and **5-8**. Also make sure you reported your applications Verified for Cause up in **5-7** or **5-8**.
- 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.