

Verification



Child & Adult Nutrition Services
October 2013



Verification



A process to determine that reported information is correct to ensure eligible families receive benefits.

Topics for today



- ∞ Guidance Manual
- ∞ Exemptions
- ∞ Confirmation review
- ∞ Verification for cause
- ∞ Establishing a pool
- ∞ Non-responses
- ∞ Choosing the method
- ∞ Household letters
- ∞ Deadlines
- ∞ Summary report
- ∞ Common problems
- ∞ Questions & Answers

Purpose of Verification



Local Education Agencies must annually verify eligibility of children from a sample of household applications approved for free and reduced price meal benefits.

RCCI's without day students & Provision non-base year are exempt from verification, but not reporting.

Verification Guidance



☞ Eligibility Manual for School Meals

☞ Updated version August '13

☞ See part 8 (page 79)

☞ <http://doe.sd.gov/cans/>

☞ NSLP Memo #51.5

Verification for Cause



- ❧ Recorded on Verification Collection Report 742
- ❧ Verify any questionable application at any time
- ❧ Cannot delay approval of complete application
 - ❧ approve, then verify
- ❧ Use same letter as regular verification process
- ❧ No response or not eligible – must terminate benefits
- ❧ See Guidance page 81

Verification Exemptions



- ∞ RCCI agencies with only residential students
- ∞ Agencies that are beyond base year of **Provision 2 or 3**
- ∞ Agencies that do **NOT** serve free or reduced price eligible students
- ∞ **Directly certified students** (SNAP/TANF/FDPIR)
- ∞ Students who have been certified as:
 - ★ *Migrant*
 - ★ *Homeless*
 - ★ *Runaway*
 - ★ *Head Start*

Step 1



Establishing a Sample
Pool

Establishing Sample Pool



- ☞ Use total number of approved F&R applications on file as of **October 1** for this school year.
- ☞ Based on number of **approved paper applications** - not number of children eligible for F/R meals
 - ☞ Do not include directly certified eligible children.
- ☞ Must **NOT** verify more than or less than established sample pool
- ☞ Must **NOT** verify 100% of applications

Choose a method



- ❧ Non-response rate from prior year
- ❧ Review requirements and options
- ❧ Determine numbers needed

Non-response Rate

Definition



- ☞ Means households that did not respond to request for information.
- ☞ If the non-response was 20% or greater and the LEA must use Standard verification.

Non-response Rate - Determine Rate (%)



- ∞ To determine rate: Divide the number of non-responses by the total number of applications that were chosen to be verified.
- ∞ 1 – 5 verified apps and at least 1 did not respond – rate is 20% or greater and must use standard verification.
- ∞ 6 – 10 verified apps and at least 2 did not respond – rate is 20% or greater and must use standard verification.

Type of Verification Used: **Standard** (pg 1 of 2)

Guidance page 82, SD Memo 51.5



- Any LEA may use standard verification.
- LEAs must use if non-response rate prior year was 20% or more.
- USDA preferred method –looks at error prone applications.

Type of Verification Used: **Standard** (pg 2 of 2)

Guidance page 82, SD Memo 51.5



- ❧ Verify 3% of all approved applications on file as of Oct 1.
- ❧ Determine sample size (# apps x .03)
- ❧ Choose first from error prone applications. **Error prone = App's with income within \$100 monthly or \$1200 annually of the appropriate Income Eligibility Guidelines.**
- ❧ Not enough error prone applications to complete the sample?
 - ❧ Remainder of applications to be verified are selected randomly from all applications subject to verification.

Type of Verification Used:
Alternate 1 (or Alternate-Random)

Guidance page 83, SD Memo 51.5



- ∞ LEAs non-response rate in prior year less than 20% may use this method.
- ∞ LEA must verify 3% of all approved applications on file as of October 1.
- ∞ Once the sample size is determined, applications are selected at random.

Type of Verification Used: **Alternate 2 (or Alternate-Focused)**

Guidance page 83, SD Memo 51.5



- ∞ LEAs non-response rate in prior year less than 20% may use this method.
- ∞ LEA must verify:
 - ∞ 1% of all F/R income applications approved as of Oct 1, selected from error prone app's
 - ∞ **PLUS** .005 (one-half percent) of all applications approved as of October 1 that provided a case number in lieu of income.
- ∞ Use random selection

Type of Verification Used: No Verification Performed



Allowed for:

RCCIs with no day students

Provision 2 or 3 LEAs **beyond base year**

No students eligible for free or reduced price meal benefits

Verification Reporting still must be completed

Step 2



Complete a Confirmation Review

Confirmation Review



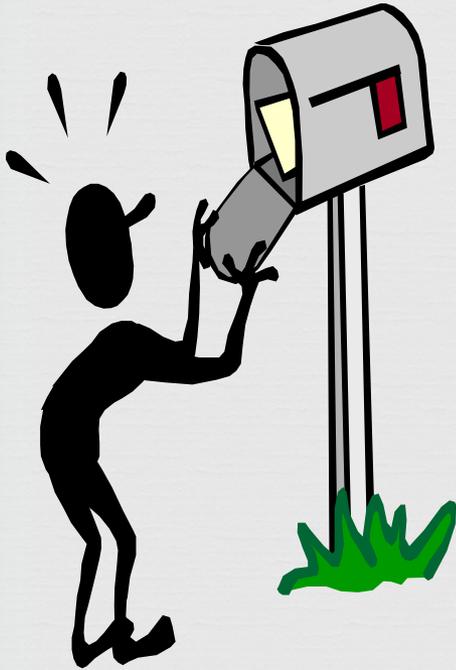
Prior to any verification activity, an LEA official, not the official who made the initial eligibility determination, must review each approved application selected for verification to ensure that the initial determination was accurate.

Step 3



Notify Households &
Obtain Appropriate
Documentation

Household Notification

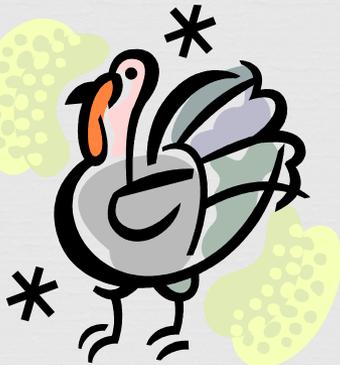


☞ Refer to NSLP **memo #51.5** for prototype notification materials

☞ **Attachment F** in CANS Agreement contains your calendar plan

Verification Completion Deadline

November



☞ LEA's must complete
verification activities
annually by:

November 15th

☞ Plan accordingly

Step 4



Reporting Results

Verification Collection Report

- ☞ Called Verification Report **742**
- ☞ Due to CANS by **December 15th**
- ☞ Can be submitted earlier, any time after completion of verification
- ☞ CANS submits data to USDA by school name

December

Verification Collection

Report *(Continued)*



- ∞ Number of Applications
 - ∞ **Free and Reduced only**
- ∞ Number of Students on Applications
 - ∞ **Free and Reduced only**
- ∞ Number of Applications **verified for cause**
- ∞ Number of applications **verified**

- ∞ Method of Verification used:
 - ★ **Standard** (*basic*) ★ **Alternate 1**-*Random*
 - ★ **Alternate 2**-*Focused*

Verification Collection Report *(Continued)*

Report number of applications verified and number of children on those applications.

Break down into:

Categorically eligible free

Income eligible - free

Income eligible reduced-price

Direct cert - SNAP

Direct cert - Other methods

Report as no change, benefits went up, benefits went down, did not respond.

Reminders



Direct Certification



- ❧ Defined as: Information from other programs or agencies is used for eligibility determination in conjunction with the Supplemental Nutrition Assistance Program (SNAP) formerly known as the Food Stamp Program.
- ❧ Under the Direct Certification Process, the LEA obtains documentation of a child's receipt of SNAP benefits from the State Agency or local SNAP office.
- ❧ Direct Certification/SNAP supersedes all other methods of certification

Definition: Free Eligible due to Direct Certification



- ❧ Application is **NOT** completed
- ❧ A notice or listing was received directly from:
 - ❧ SNAP or TANF list from CANS
 - ❧ Dept. of Social Services (SNAP or TANF benefits)
 - ❧ Food Distribution Program on Indian Reservations (FDPIR benefits)
 - ❧ Homeless, migrant, runaway, or foster from a State or Local Agency

Definition: Categorically Eligible Free



- ☞ Application is completed and approved
- ☞ A case number for SNAP/TANF/FDPIR is recorded
- ☞ Enrollment in Head Start
- ☞ Determined to be Homeless/Migrant/Runaway/Foster
- ☞ No income is recorded

Definition: Income Eligible Free



- ❧ An Application is completed
- ❧ Uses household income and family size to determine eligibility
- ❧ Household meets Income Eligibility Guidelines in the Free category

Definition: Income Eligible Reduced-Price



- ☞ An Application is completed
- ☞ Uses household income and family size to determine eligibility
- ☞ Household meets Income Eligibility Guidelines in the Reduced category

Reminders on what to avoid...



- ∞ Assuming you need to verify 3% of free eligible and also 3% of reduced eligible
- ∞ Verifying more than is required or allowed
- ∞ “I’ve always verified 3, so I did that again!”
- ∞ “I counted the prior applications for the 30-day carry over students in Column B.”

Lines to use from the IRS form 1040



1040 Department of the Treasury—Internal Revenue Service
U.S. Individual Income Tax Return

For the year Jan. 1–Dec. 31, 2005, or other year beginning _____, 2005, ending _____

Use this line—Do not write or check in this box.

OMB No. 1545-0047

Check one box:
 Single
 Married filing jointly (even if only one had income)
 Married filing separately. Enter spouse's SSN above
 Head of household with qualifying person. (See page 17.) If the qualifying person is a child but not your dependent, enter the child's name here.
 Qualifying widow(er) with dependent child. (See page 17.)

Check here if you, or your spouse if filing jointly, want \$3 to go to this fund (see page 16):
 Yes No

Check one box:
 Yourself. If someone can claim you as a dependent, do not check box 6a.
 Spouse
 Dependent. If more than four dependents, see page 14.
 Other. If more than four dependents, see page 14.

Enter number on line 6a and 6b
 No. of children under age 17
 No. of children under age 18
 Add numbers on lines 6a and 6b
 Enter number on line 6c
 Add numbers on lines 6a and 6b

Income

7 Wages, salaries, tips, etc. Attach Form(s) W-2
 8a Taxable interest. Attach Schedule B if required
 8b Tax-exempt interest. Do not include on line 8a
 9a Ordinary dividends. Attach Schedule D if required
 9b Qualified dividends (see page 22)
 10 Taxable refunds, credits, or offsets of state and local income taxes (see page 24)
 11 Alimony received
 12 Business income or (loss). Attach Schedule C or C-EZ
 13 Capital gain or (loss). Attach Schedule D if required. If not required, check here
 14 Other gains or (losses). Attach Form 4797
 15a IRA distributions
 15b Taxable amount (see page 25)
 16a Pensions and annuities
 16b Taxable amount (see page 26)
 17 Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E
 18 Farm income or (loss). Attach Schedule F
 19 Unemployment compensation
 20a Social security benefits
 20b Taxable amount (see page 27)
 21 Other income. List type and amount (see page 28)
 22 Add the amounts on the far right column for lines 7 through 21. This is your total income.

Adjusted Gross Income

23 Archer MSA deduction. Attach Form 8893
 24 Certain business expenses of artists, performing artists, and fee-based government officials. Attach Form 2106 or 2106-EZ
 25 Health savings account deduction. Attach Form 8889
 26 Moving expenses. Attach Form 3903
 27 One-half of self-employment tax. Attach Schedule SE
 28 Self-employed SEP, SIMPLE, and qualified plans
 29 Self-employed health insurance deduction (see page 29)
 30 Penalty on early withdrawal of savings
 31a Alimony paid Recipient's SSN
 31b IRA deduction (see page 31)
 32 Student loan interest deduction (see page 32)
 33 Jury duty pay you gave to your employer
 34 Domestic production activities deduction. Attach Form 9802
 35 Add lines 23 through 31a and 32 through 34
 36 Subtract line 35 from line 22. This is your adjusted gross income

For Disclosure, Privacy Act, and Paperwork Reduction Act Notice, see page 60. Cat. No. 11050B Form 1040 (2005)

Lines to use from the IRS form 1040



∞ Gross income (line: 7)

- Line 7 is used in determination not line 22
which is net

∞ Farm income (lines: 7,13,14,17,18)

∞ Proprietorship income (lines: 7,12,13,14)

∞ Partnership income (7,13,14,17)

*Note: The subtotal for proprietorship, farm, or partnership income is a negative you can not subtract other income eligibility information, it must be counted as a zero.

1040 Example



Example: Partnership

Line 13:0

Line 14:0

Line 17: (\$8,280)

Total: -8,280, but is changed to a zero for income determination.

1040 Example



Example: Proprietorship

Line 12: \$1,723

Line 13: 0

Line 14: \$2,000

Total: \$3723, this is the dollar amount you add to reportable income.

Verification Form 742



Let's take a closer look

Instructions for Verification Collection Report Form 742

☞ CANS Memo 51.5 (doe.sd.gov/cans/nslp)

☞ Eligibility Manual (doe.sd.gov/cans)

Verification Collection Report Form 742

☞ All SFAs must complete this section, regardless of verification exemption.

Department of Agriculture, Food and Nutrition Service School Food Authority (SFA) Verification Collection Report								
State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.								
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.								
State Agency Name: South Dakota	SFA ID#:	Type of SFA: <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private	School Year: From: 20 13 To: 20 14					
SFA Name:		SFA City:	SFA Zip code: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px; height: 20px;"> </td> </tr> </table>					

Section 1

☞ All SFAs must complete this section, regardless of verification exemption.

☞ Report sites and **students** w/ access to NSLP and/or SBP as of the **last operating day in October**. (*last day of school*)

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools (<i>Do not include RCCIs</i>):			
		1-2: Total RCCIs (<i>Do not include schools counted in 1-1</i>):			
		1-2a: RCCIs with day students (<i>Report ONLY day students in 1-2aB</i>):			
		1-2b: RCCIs with NO day students:			

Section 2

- ☞ Only SFAs operating under Special Provision must complete this section. All other SFAs skip to Section 3
- ☞ For RCCIs operating in provision, include both day and residential students
- ☞ Report **students** with access to NSLP and/or SBP as of the **last operating day in October**

		ONLY SFAs with alternate provisions must report Section 2	A. Number of Schools AND Institutions	B. Number of Students
		Section 2	SFAs with schools operating alternate provisions	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:
2-2: Operating Provision 2/3 in a 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:				

Section 2 continued

		ONLY SFAs with alternate provisions must report Section 2	A. Number of Schools AND Institutions	B. Number of Students
		Section 2	SFAs with schools operating alternate provisions	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:
2-2: Operating Provision 2/3 in a 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:				

- ☞ Fill out 2-1A&B if the SFA is in a Base Year – report actual students
- ☞ Fill out 2-2A&B if the SFA is NOT in a Base Year
- ☞ **2-2a:** Multiply the base year FREE percentage by the enrollment reported in **2-2B** to determine **2-2aB**.
- ☞ **2-2b:** Multiply the base year REDUCED PRICE percentage by the enrollment reported in **2-2B** to determine **2-2bB**.

Section 3

- ☞ All SFAs must complete this section
- ☞ Students approved as FREE eligible that are not subject to verification
- ☞ Check 3-1 if all sites within the SFA are not required to perform direct certification with SNAP
- ☞ Report **students** approved as FREE eligible as of the **last operating day in October**

		ALL SFAs must report Section 3 or check box 3-1 if applicable	
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE</i> year Provision 2/3 for all schools)	B. Number of FREE Students
Section 3	Students approved as FREE eligible NOT subject to verification	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <u>not</u> include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	

Section 3 continued

Students approved as FREE eligible NOT subject to verification	<p align="center">**ALL SFAs must report Section 3 or check box 3-1 if applicable**</p> <p>3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE</i> year Provision 2/3 for all schools)</p>	B. Number of FREE Students
	<p>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <i>not</i> include students certified with SNAP through the letter method.</p>	
	<p>3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</p>	
	<p>3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.</p>	

- ☞ 3-2 B – directly certified (DC) with SNAP
 - ☞ Report only students DC with SNAP
 - ☞ If a student is DC with SNAP, but is also eligible thru other programs, include the student only in the SNAP count
 - ☞ Include any students eligible based on extended eligibility
- ☞ Do NOT include SNAP letter method in this SNAP Count
 - ☞ Report these students in 3-4B

Section 3 continued

		ALL SFAs must report Section 3 or check box 3-1 if applicable	
Section 3	Students approved as FREE eligible NOT subject to verification	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE year Provision 2/3 for all schools</i>)	B. Number of FREE Students
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <u>not</u> include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	

- ☞ 3-3B – Students DC through other programs, not SNAP
 - ☞ Include students DC through TANF, FDPIR, homeless, migrant, runaway, etc.
 - ☞ This includes extended eligibility through TANF or FDPIR
 - ☞ Do not include SNAP students, as they were reported in 3-2

- ☞ 3-4B – Include only students categorically FREE based on documentation submitted by family from SNAP agency
 - ☞ This includes extended eligibility through letter method with SNAP

Section 4

- ☞ SFAs with schools and/or RCCIs collecting household applications must report this section
- ☞ Including schools/RCCIs in Provision 2/3 Base Year
- ☞ 4-1A: Report number of **applications** approved as Categorically Free **as of October 1**
- ☞ 4-1B: Report number of categorically free **students as of the last operating day in October**

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**	A. Number of Applications	B. Number of Students
		4-1: Approved as categorically FREE Eligible: <i>Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)</i>		
		4-2: Approved as FREE eligible: <i>Based on household size and income information</i>		
		4-3: Approved as REDUCED PRICE eligible: <i>Based on household size and income information</i>		

T-1: Total FREE Eligible Students Reported:	<input type="text"/>	T-2: Total REDUCED PRICE Eligible Students Reported:	<input type="text"/>
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Section 4 continued

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		
		A. Number of Applications	B. Number of Students	
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		
		4-2: Approved as FREE eligible: Based on household size and income information		
4-3: Approved as REDUCED PRICE eligible: Based on household size and income information				

T-1: Total FREE Eligible Students Reported:		T-2: Total REDUCED PRICE Eligible Students Reported:	
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- ☞ 4-2A – Report number of **applications** approved FREE based on income information as of **Oct. 1**.
- ☞ 4-2B – Report number **of students as of the last operating day in October** approved as Free based on income information submitted by the household.
- ☞ 4-3A – Report the number of **applications** approved as REDUCED PRICE based on income information as of **Oct. 1**.
- ☞ 4-3B – Report number **of students as of the last operating day in October** approved as REDUCED PRICE based on income information submitted by the household.

Section 4 continued

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		
		A. Number of Applications	B. Number of Students	
		4-1: Approved as categorically FREE Eligible: <i>Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)</i>		
		4-2: Approved as FREE eligible: <i>Based on household size and income information</i>		
4-3: Approved as REDUCED PRICE eligible: <i>Based on household size and income information</i>				

T-1: Total FREE Eligible Students Reported:		T-2: Total REDUCED PRICE Eligible Students Reported:	
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∞ T-1: Enter the total number of students reported as FREE eligible. $(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2a- \text{column B, if applicable})$

∞ T-2: Enter the total number of students reported as REDUCED PRICE eligible. $(4-3B) + (2-2b- \text{column B, if applicable})$

Section 5 (5-1)

- ☞ If sites within the SFA are exempt from verification, check box 5-1 and no further reporting is required.
- ☞ Verification activities are NOT required for:
 - SFAs where all students have been certified under direct certification
 - RCCIs that do not have day students
 - Schools participating only in the Special Milk Program
 - Provision 2 & 3 schools in a non-base year
 - Schools which do not have any free or reduced price eligible students

*****ALL SFAs must report Section 5 or check box 5-1 if applicable*****

5-1: Check the box 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.

Section 5 (5-2, 5-3)

5-2 – Was verification performed and completed?

5-3 – What type of verification process was used?

5-2: Was verification performed and completed?

- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:

1. Standard (Lesser of 3% or 3,000 error-prone)
2. Alternate one (Lesser of 3% or 3,000 selected randomly)
3. Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

Section 5 (5-4, 5-5, 5-6, 5-7)

- ∞ 5-4 – Report total # of ERROR PRONE applications
- ∞ 5-5 – Report # of applications selected for verification
- ∞ 5-6 – Check box if direct verification was not conducted at the SFA
- ∞ 5-7 – Report # of applications and students confirmed through direct verification. **Skip 5-7 if 5-6 was checked.**

If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.	5-4: Total ERROR PRONE applications: <i>Report all applications as of October 1st considered error prone</i>		5-5: Number of applications selected for verification sample:	
ALL SFAs must report 5-7 or check box 5-6 if applicable 5-6: <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.			A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th		5-7: Confirmed through direct verification:		

Section 5 (5-8)

- For each original benefit type (free-categorical, free-income, reduced-income) report the # of applications and students for each result category (1, 2, 3, 4)
- Do NOT include students and applications already reported in 5-7A or 5-7B**

5-8: Results of Verification by Original Benefit Type								
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.								
A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR 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:			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:		
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:		
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):								
Report the number of applications as of November 15th verified for cause <i>in addition</i> to the verification requirement.								

Section 5 continued

5-8: Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR 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:			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:		
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:		

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):

Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

October 1

October 31

(or last operating day)

Count the approved free/reduced applications as of October 1

Count the students eligible for each eligibility group as of October 31 (or last operating day)



Reminders and Tips



- ❧ Sections 1 and 2 have different column headings than Sections 3 and 4
- ❧ Report students listed on direct certifications in Section 3
- ❧ Report foster students
 - ❧ Directly certified in number 3-3
 - ❧ Identified on an application in 4-1
- ❧ T1 and T2 below section 4 need to be filled in

After submission

- After LEA's complete the verification process and submit the report to CANS
- Each Verification Report 742 will be edit checked by CANS personnel
- CANS and LEA will work together until all edit checks are completed satisfactorily



Webinars will be posted...

☞ On the CANS-NSLP webpage

☞ <http://doe.sd.gov/cans/nslp.aspx>

☞ October Survey

☞ Verification

Webinars:

Breakfast - Offer vs Serve
(09/2013)

Lunch- Offer vs Serve
(09/2013)

Lunch Requirements
(09/2013)

Production Records Part 1
(09/2013)

Production Records Part 2
(09/2013)

Breakfast Requirements
(09/2013)

Questions?

☞ Do I do one?

Yes! Everyone submits a Verification report. The information you report varies depending upon your agency and applications.

☞ Other questions?



Submit the form to Child & Adult Nutrition Services

☞ By fax: 605-773-6846

☞ By email: doe.schoollunch@state.sd.us

☞ By mail: Child & Adult Nutrition Services
800 Governors Drive
Pierre, SD 57501-2294

Questions later?

☞ Office phone: 605-773-3413

☞ Email: doe.SchoolLunch@state.sd.us