


Tips for Completing the Verification Report

- Due February 1 of each year
- All School Food Authorities (SFA) must submit the report
 - This includes those participating in Provision 2 and CEP, and RCCIs

Opening the Verification Report

- Log in to TX-UNPS
- Select Applications in School Nutrition Programs
- Select Verification Report ➔



The screenshot shows the TX-UNPS School Nutrition Programs web application. The top navigation bar includes links for Applications, Claims, Compliance, Reports, Security, and Search. The 'Applications' link is highlighted with a blue arrow. Below the navigation bar, there is a table listing various reports and their descriptions. The 'Verification Report' is highlighted in blue, and a red arrow points to it from the text 'Select Verification Report' in the list on the left.

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Contracting Entity Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Single Audit Status Summary
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations by CE/Site
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items > \$5,000
October Enrollment	October Enrollment and Eligibility by Site
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

Opening the Verification Report

- Select Modify



School Nutrition Programs TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > School Year: 2016 - 2017

Verification Report

Action	School Year	Received Date	Status
	2016 - 2017		Not Enrolled
Modify	2015 - 2016		Not Started
View Admin	2014 - 2015	01/26/2015	Submitted
View Admin	2013 - 2014	01/22/2014	Submitted
View Admin	2012 - 2013	02/22/2013	Approved

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Verification Report (FNS-742)

- Required report for all SFAs and RCCIs operating the National School Lunch Program and/or the School Breakfast Program
 - SFAs that are Special Milk Only are exempt from filing a verification report
- Verification process must be completed by November 15th on applications received by October 1st.
- Based on student enrollment data of Oct 31st.
- Report must be completed in TX-UNPS before Feb.1st

General Information

General Information

Type of Organization: Public

Verification Contact Information

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Due Date: February 01,

Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

This will be auto-filled with information. Please update with the contact information of the person actually completing the report in case we need to contact you .

Section 1

Watch that the correct numbers go in the correct box.
Schools in Column A.
Students are in Column B

TX-UNPS Screen

Section 1 – Total Schools, Residential Child Care institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

- 1-1 Total schools (Do not include RCCIs):
- 1-2 Total RCCIs (Do not include schools counted in 1-1):
 - 1-2a RCCIs with day students (Report only day students in 1-2aB):
 - 1-2b RCCIs with NO day students:

A. Number of Schools OR Institutions	B. Number of Students
1-1A	1-1B
1-2A	1-2B
1-2aA	1-2aB
1-2bA	1-2bB

Number of
students as of
Oct 31st

RCCI – If you have numbers in 1-2, there will be numbers in 1-2a and/or 1-2b.
If there are numbers in 1-2a or 1-2b, there must be numbers in 1-2

Section 2

Section 2 is for any SFA operating alternate provisions, such as Provision 2 and CEP.

TX-UNPS Screen

Section 2 – SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Sections 2. Report schools or institutions operating the NSLP and/or SPB as of the **last operating day in October**.

Watch that you put the right data in the right place.
Number of schools in Column A
Number of students in Column B

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a <u>BASE</u> year for NSLP and SBP	2-1A	2-1B
2-2 Operating Provision 2/3 in a <u>NON BASE</u> year for NSLP and SBP:	2-2A	2-2B
2-2a Provision 2/3 students reported as FREE in a Non Base year:		2-2aB
2-2b Provision 2/3 students reported as REDUCED PRICED in a NON BASE year:		2-2bB
2-3 Operating the <u>Community Eligibility Provision</u> (CEP):	2-3A	2-3B
2-4 Operating other alternatives for NSLP and SBP:	2-4A	2-4B
2-5 Operating an alternative provision(s) for only SBP or only NSLP:	2-5A	2-5B

There are 3 parts to #2-2 (non-base year). Don't skip if you answered 2-2

Section 3

Note – all SFAs must respond on Section 3

All sites must be either Provision 2 or CEP.
If RCCI, all students must be residential only.

TX-UNPS Screen

Section 3 – Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1, if applicable. Report students approved FREE eligible as of the **last operating day in October**.

- 3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)
- 3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do **not** 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 **Student certified categorically FREE eligible through SNAP letter method.** Include students certified for free meals through the family providing a letter from the SNAP agency.

☐ 3-1

B. Number of
Free Students.

3-2

3-3

3-4

This is the number of students identified through Direct Certification. Add the number of students certified on the State Match List and the number of students matched and certified on the CEP Upload. This is not an auto-fill from the Direct Certification in TX-UNPS.

Section 4

Most common mistake – switching number of applications and students. The number in A should be less than or equal the number in B, unless students that submitted applications were directly certified in October. Please keep documentation to support this if it happens.

TX-UNPS Screen

Section 4 – Students approved as FREE or REDUCED PRICE eligible through a household application

All SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	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 application)	4-1A	4-1B
4-2 Approved as FREE eligible. Based on household size and income information.	4-2A	4-2B
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information	4-3A	4-3B
T-1 Total FREE Eligible Students Reported		
T-2 Total Reduced PRICE Eligible Students Reported		

These numbers are automatically calculated from Sections 2, 3 and 4.

Use your calculator to sum the number of applications. You may need that info in Section 5

Section 5

TX-UNPS Screen

Section 5

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, or ALL schools are Provision schools in a base year.
If 5-1 is check, no further reporting in Section 5 is required.
- 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:
- ☐ Standard (Lesser of 3% or 3,000 error-prone)
 - ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
 - ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TNAF/FDPIR case numbers)
- 5-4** Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.
- 5-5** Number of applications selected for verification sample:

Not sure if you should check this? Call your ESC.

5-1

Error-prone applications are household applications approved as of October 1st indicating monthly income within \$100 of the monthly limit of annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

5-4

5-5

See next page for instructions on how to calculate sample size

Calculating 5-5

1. Add the number of applications from 4-1A, 4-2A, and 4-3A.

A. Number of Applications	
4-1	69
4-2	175
4-3	71

=315

2. Multiply by the percentage in 5-3. (In this case = 3%)

$$315 \times .03 = 9.45$$

Round up to 10. (Always round up)

Any number besides 10 would be an error!

Section 5

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 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**

5-7 **Confirmed through direct verification:** Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

5-7A.

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 (direct verification applications and students).

- The number of applications are reported in the fields ending in "a".
- The number of students are reported in the fields ending in "b".

The number of applications in 5-7 and 5-8 should equal the number of applications in 5-5.

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR 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	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	5-8A.1a.	5-8A.1b)	5-8B.1a	5-8B.1b.	5-8C-1a.	5-8C-1b
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	5-8A.2a.	5-8A.2b	5-8B.2a	5-8B.2b.	5-8C-2a.	5-8C-2b
3. Responded, Changed to PAID:	5-8A.3a.	5-8A.3b)	5-8B.3a	5-8B.3b.	5-8C-3a.	5-8C-3b
4. NOT Responded, Changed to PAID:	5-8A.4a.	5-8A.4b)	5-8B.4a	5-8B.4b.	5-8C-4a.	5-8C-4b

IMPORTANT: If you verified any applications for cause, the POS software may have included those applications in count for 5-8. Please check with your vendor to see if you need to "back" those numbers out of 5-8 so that you don't have an error when you submit the report.

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.

VC-1