# 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

# Opening the Verification Report

- Select Modify

# 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 15$^{th}$ on applications received by October 1$^{st}$.

- Based on student enrollment data of Oct 31$^{st}$.

- 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: | | | |

2. Email Address:

3. Phone:     Ext:     Fax:

4. Title:

**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

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## 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.**

|  | A. Number of Schools OR Institutions | B. Number of Students |
|---|---|---|
| 1-1 Total schools (Do not include RCCIs): | 1-1A | 1-1B |
| 1-2 Total RCCIs (Do not include schools counted in 1-1): | 1-2A | 1-2B |
| 1-2a RCCIs with day students (Report only day students in 1-2aB): | 1-2aA | 1-2aB |
| 1-2b RCCIs with NO day students: | 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.**

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

### 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**.

|  |  | 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.

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**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.**

| | | B. Number of Free Students. |
|---|---|---|
| 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) | ☐  3-1 |
| 3-2 | **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do **not** include students certified with **SNAP** through the letter method. | 3-2 |
| 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.** | 3-3 |
| 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. | 3-4 |

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

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## 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

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## 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:**

| 5-4 |
| --- |
| 5-5 |

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.

See next page for instructions on how to calculate sample size

# Calculating 5-5

1. Add the number of <u>applications</u> 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 x .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 |

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

**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).

| Result Category | A. FREE-Categorically Eligible<br>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application | | B. FREE-Income<br>Certified as FREE based on income/household size application | | C. REDUCED PRICE-Income<br>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 <u>in addition</u> to the verification requirement.    VC-1