

Required Annual Reporting

Verification and Community Eligibility Provision (CEP)

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TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Updated 5/19/2023
www.SquareMeals.org



Acknowledgement Statement

You understand and acknowledge that:

- ❑ the training you are about to take does not cover the entire scope of the program; and that
- ❑ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

Objectives

Verification and CEP Reporting



Discover who is required to submit Verification and CEP Reports and why TDA must collect this data



Learn how to accurately identify data to complete and submit the Verification and CEP Reports



Review the timeline for collecting data and submitting reports



A hand with red nail polish holds a red pen, writing on a white clipboard. The background is blurred, showing fresh vegetables like tomatoes and cucumbers. A green diagonal graphic element is on the right side of the image.

Verification Reporting

Who is required to submit the Verification Report?

All CEs, including Residential Child Care Institutions (RCCIs) approved to operate the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP)





Who is required to submit the Verification Report?

1. An authorized representative of the CE
2. An employee of the CE
3. Not an FSMC employee

Attestation Statement confirmation required

Verification Report

Why is this report required?

- ❑ USDA requires state agencies and Contracting Entities (CEs) operating NSLP and SBP to report direct certification data and verification activity, including results on an annual basis
- ❑ Submission of this data will enable TDA and USDA Food and Nutrition Service (FNS) to better understand who is receiving program meals, certification errors and to improve systems and oversight activity



Verification Report Data

Count of Approved Meal Applications on File

- October 1 annually
- If October 1 falls on a weekend, numbers can be counted on Monday
- Count must only include numbers through October 1

Count of all Enrolled Students

- The last operating day in October annually



A close-up photograph of a child's hands holding a red apple with a heart-shaped hole cut out of its side. The child is wearing a blue and white plaid shirt. The background is a blurred green field.

Verification Report Data

Count of Directly Certified
Students by Category

- The last operating day in October annually

Verification Report Data

Direct Certification Data Sources

<p>State Matched Students Source: Texas ELMS* Report</p> <p>Eligibility for these categories extends to all students in the household</p>	<p>Other Source Categorically Eligible Students Source: Local Liaison or Authorized Program Representative Lists</p>
<ul style="list-style-type: none"><input type="checkbox"/> SNAP*<input type="checkbox"/> TANF*<input type="checkbox"/> Medicaid Free and Medicaid Reduced*<input type="checkbox"/> Food Distribution Programs on Indian Reservations (FDPIR) – a list from the local tribal organization or tribal official	<ul style="list-style-type: none"><input type="checkbox"/> Homeless/Runaway<input type="checkbox"/> Migrant<input type="checkbox"/> Foster<input type="checkbox"/> Head Start<input type="checkbox"/> Early Head Start



Verification activities are only required when eligibility is determined through the application process.



Verification Report Data

Students Approved Free or Reduced - Household Application

Numbers are reported in three pieces:

1. Categorically FREE
2. Income FREE
3. Income REDUCED PRICE

NOTE: The number of applications reported as of October 1st should be less than the number of students reported as of the last operating day in October.



Verification Activities Data

Household Application Verification

- ❑ CEs exempt from conducting verification activities will not complete this section of the report
- ❑ Verification activities are not required for schools/RCCIs in which all children have been certified under direct certification procedures
- ❑ The following are exempt from completing this section of the report:
 - RCCIs without day students
 - Non-pricing programs claiming only the paid rate of reimbursement
 - CEs electing Community Eligibility Provision (CEP) – CEs with some but not all CEP sites will conduct and report verification activities for non-CEP sites
 - CEs in which all schools are Provision 2/3 in a NON-BASE year
 - Schools that do not have any free or reduced-price eligible students



Verification Activities Data

Direct Verification

- Was direct verification in Texas ELMS used to confirm eligibility for sample applications?
- How many applications were confirmed?
- How many students were confirmed?

Results of Verification by Original Benefit Category

- Number of applications
- Number of students





Data Tracking Resources

- POS or manual system reports
- Texas ELMS Reports
 - TDA Verification Report/Individual Household Form

Accessing the Verification Report

TX-UNPS

- Log in to TX-UNPS
- Select School Nutrition Programs
- Select Applications
- Select Download Forms



The screenshot displays the TX-UNPS web application interface. The main heading is "School Nutrition Programs" with the TX-UNPS logo. The navigation bar includes "Applications", "Claims", "Compliance", "Reports", "Security", and "Search". The "Applications" dropdown menu is open, showing a list of items and their descriptions. The "Download Forms" item is highlighted with a red box, and a green arrow points from the list item to this box.

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Second Review of Applications	FNS-874 report for Contracting Entities selected to conduct a second review of applications.
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
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
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
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
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



Accessing the Verification Report

TX-UNPS

Select SNP-123 SY 2023-2024 Verification Report Form

This will take you directly to the Form to begin your submission.

*Additional resources for verification are listed under additional SNP-123 entries.

School Nutrition Programs **TX-UNPS**

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

Applications > Download Forms > School Year: 2022 - 2023

Download Forms

Form ID	Description	Last Modified	New Contracting Entity?
SNP-000	Request for Exemptions/Waivers for Program Operation	01/11/2022	Y
SNP-001	Direct Deposit Authorization (74-176)	08/12/2014	Y
SNP-002	Application for Texas Identification Number (AP-152)	11/15/2013	Y
SNP-003	Pre-Award Civil Rights Compliance Review Form	04/30/2021	Y
SNP-004	FND Permanent Agreement	03/16/2011	Y
SNP-005	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
SNP-006	FNS Instructions 113-1 (Excerpt)	03/05/2011	Y
SNP-007	Severe Need Approval Request Form	08/05/2019	N
SNP-008	Attachment B: Milk Count & Collection Procedures	03/05/2011	Y
SNP-011	Hazard Analysis Critical Control Points (HACCP) Checklist (FND-104)	12/09/2013	Y
SNP-014	Commodity Agreement	01/11/2017	Y
SNP-015	Certificate of Authority for User Access Manager (FND-135)	08/22/2022	Y
SNP-017	Payee Change Request (74-157)	01/04/2021	N
SNP-018	Permanent Agreement Amendment for Name Change	03/19/2012	N
SNP-102	2021-2022 School Data	03/02/2022	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	SY 2022-2023 Verification Report JotForm	09/12/2022	N
SNP-123	Resources for Verification Reporting	09/12/2022	N
SNP-123	Resources for Direct Certification and Direct Verification	09/12/2022	N



Important Dates for Verification Reporting

Required report for all CEs and RCCIs approved to operate NSLP and/or SBP

October 1, 2023	Count of approved meal applications on file. Direct Verification module in Texas ELMS opens.
Last operating day in October	Count of students for annual Verification Report.
November 1, 2023	Verification Report opens in TX-UNPS.
November 15, 2023	Direct Verification module in Texas ELMS closes. Verification process completed and households notified.
Last week in November Date TBD by TDA	CE submission of the Verification Report is due.

→ **NOTE:** October 1 is a Sunday. Numbers can be counted Monday, October 2 but should only include numbers through October 1.



Questions





Community Eligibility Provision (CEP) Reporting

Who is required to submit the CEP Report?

All CEs except Residential Child Care Institutions (RCCIs) operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP)



CEP Report

Why is this report required?

Federal Regulations

- ❑ Annually, TDA must post eligible and potentially eligible sites on the SquareMeals website
- ❑ Annually, TDA must report statewide direct certification data to USDA
- ❑ TDA uses CEP data to determine Summer Food Service Program (SFSP) Eligibility



What data must be reported?

- ❑ Number of enrolled Identified Students (IS) **per site**.
 - Definition: *Identified Students* – Children who are certified for **free** school meals without the use of a household application.

- ❑ Enrollment number confirmed on the day that the number of identified students is determined.
 - Definition: *Enrollment* – Number of students who are enrolled in and attending schools and have access to at least one meal service daily.



Sources of Identified Student Data

Students matched at the state level in Texas ELMS

- SNAP – Supplemental Nutrition Assistance Program
- TANF – Temporary Assistance for Needy Families
- Medicaid Free (Medicaid Reduced students are not included)

State-determined direct certification is extended to all students in the household.

- FDPIR – Food Distribution Program on Indian Reservations

A list is provided by the tribal organization or tribal official, not included in Texas ELMS data.



Sources of Identified Student Data

Other Source locally determined direct certification lists*

- Homeless/Runaway
- Migrant
- Foster children
- Head Start
- Early Head Start
- Non-applicant students on approved applications submitted by a local administrator, such as a principal, based on available information.

*Locally determined direct certification is **not** extended to all students in the household.



Timeline for Data Gathering and CEP Reporting

- March 5 Upload CE district-wide roster into Texas ELMS for matching
- March 5-20 Identify additional students in the same household and extend state-match eligibility
- Request updated local liaison lists to identify directly certified students based on categorical eligibility (categorical direct certification does not extend to other students in the same household)
- Identify non-applicant students approved by local education officials, such as a principal, based on available information
- Confirm site enrollment for date the identified student data is compiled per site
- Prepare and save site rosters that match the number of identified students reported
- March 20 Last day to submit report in TX-UNPS



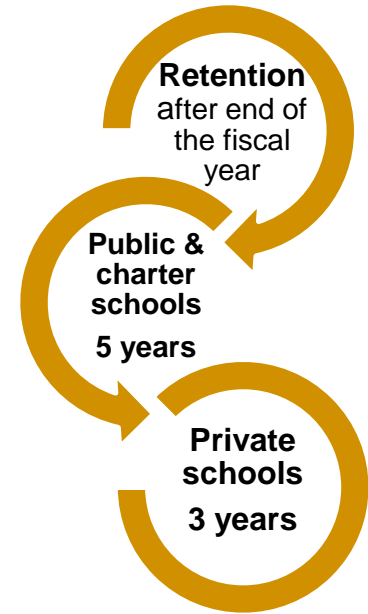
Required Documentation

❑ Identified student rosters per site

➤ Matches CEP Report data

❑ PEIMS enrollment confirmation per site

➤ Matches date identified student rosters are created



Accessing the CEP Report

- Log in to TX-UNPS
- Select School Nutrition Programs
- Select Applications
- Select Community Eligibility Provision



School Nutrition Programs TX-UNPS

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

Applications > School Year: 2022 - 2023

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
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Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading



CEP Report Submission

Due
March 20

- ❑ TX-UNPS > Applications > Community Eligibility Provision
- ❑ Enrollment and Eligibility for Community Eligibility Provision
- ❑ Number of Identified Students and Enrollment by site
- ❑ Identified Student Percentage and Eligible or Potentially Eligible calculated once data is entered

School Nutrition Programs **TX-UNPS**

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

Applications > CEP Year List > School Year: 2022 - 2023

Community Eligibility Provision (CEP) Site List

Action	School Year	Reporting Date	Open Date	Close Date	Status
	2022 - 2023	April 1, 2023	March 1, 2023	May 1, 2023	Not Started
View	2021 - 2022	April 1, 2022	March 1, 2022	May 1, 2022	Submitted
View	2020 - 2021	April 1, 2021	March 1, 2021	July 31, 2021	Submitted

Sites which have an Identified Student Percentage (ISP) of 40% or greater are eligible for this option.
Sites which have an Identified Student Percentage (ISP) between 30.00% - 39.99% are potentially eligible.

Enter each Site's Number of Identified Students and Enrollment as of the Reporting Date.

Select sites are eligible for CEP

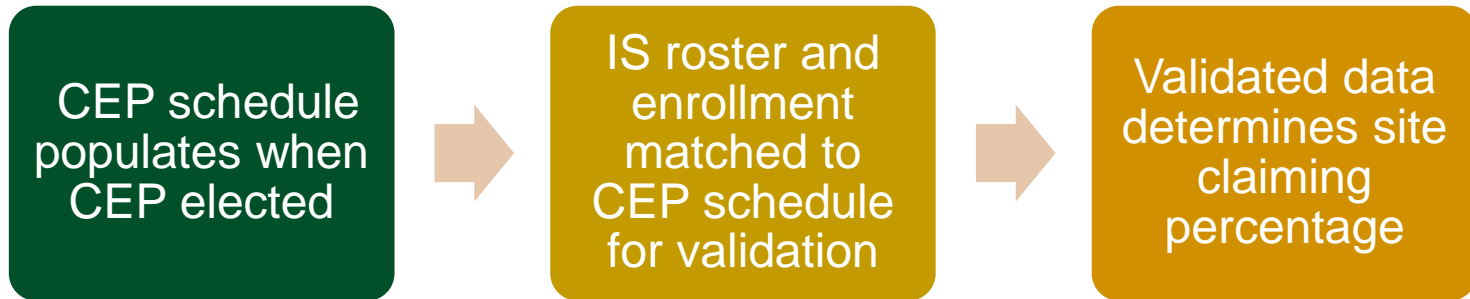
Site ID	Site Name	Nbr of Identified Students	Enrollment	ISP	Eligible?	Potentially Eligible?



Post Submission

CEP Election

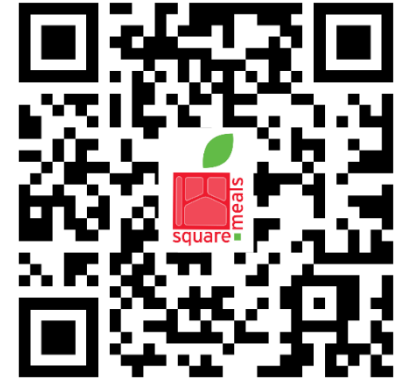
TX-UNPS Application Packet Actions



Resources

TDA SquareMeals Website – www.squaremeals.org

- Administrator's Reference Manual
 - Section 4: Eligibility Determination
 - Section 5: Special Provision Options
 - Section 6: Verification of Eligibility
- NSLP>Application Verification
- Texas ELMS webpage

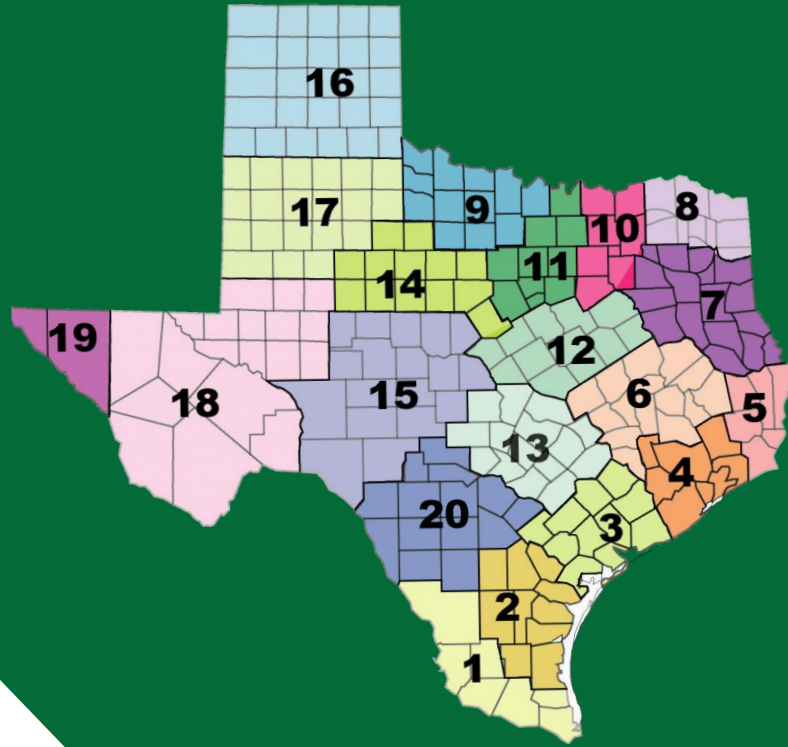


USDA Food and Nutrition Service (FNS) Website – www.fns.usda.gov/cn

- Community Eligibility Resource Center
- Eligibility Manual for School Meals



Education Service Centers



Questions Survey



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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