FOOD AND NUTRITION SERVICES

COMPLETING THE

VERIFICATION REPORT

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Verification Report (USDA-742)

Reporting Verification

The Verification Report is available in the Food and Nutrition Services Web Application system. Click on the Applications Tab.

Reporting Verification

Select Verification Report.

Reporting Verification

Section 1: Total Schools and students as of the last operating day in October

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):	5	2,055
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

Reporting Verification

Section 2: Report alternate provisions

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions (Provision 3, Provision 2 breakfast, and CEP) must report Section 2. Report schools or institutions operating the NSLP and/or SBP 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 BASE year for NSLP <u>and</u> SBP:	0	0
2-2 Operating Provision 2/3 in a NON BASE year for NSLP <u>and</u> SBP:	0	0
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		0
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0
2-3 Operating the Community Eligibility Provision (CEP):	0	0
2-4 Operating other alternatives for NSLP and SBP:	0	0
2-5 Operating an alternate provision(s) for only SBP or only NSLP:(Provision 2 breakfast)	0	0

- Only SFAs with alternative provisions **(Provision 3, Provision 2 Breakfast, and CEP)** must report Section 2
- As of the last operating day in October

Reporting Verification

Section 3: Report students approved as FREE eligible
NOT subject to verification

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) ☐

	B. Number of FREE Students
3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**	755
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.**	12

- Directly certified Students
- As of the last operating day in October

Reporting Verification

Section 4: Report students approved as free or reduced price
eligible through a household application

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	B. Number of
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.	89	155
T-1 **Total FREE Eligible Students Reported**		1137
T-2 **Total REDUCED PRICE Eligible Students Reported**		155

T-1 and T-2: These numbers should be comparable to your October claim for reimbursement.

- (A) Number of applications as of October 1st
- (B) Number of students As of the last operating day in October

Reporting Verification

- Section 5

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 checked, 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/TANF/FDPIR case numbers)

5-4 **Total ERROR PRONE applications:** Report all applications as of October 1st considered error prone. (Include all error prone verified and error prone non-verified applications) — 25

5-5 **Number of applications selected for verification sample:** — 9

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 (Direct Verification is the process of submitting students names to the local Social Services office to verify eligibility).** — ☐

	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.	1	3

5-2: If completed after November 15th, attach Corrective Action

5-4: Include all error-prone verified and error-prone non-verified applications

If 5-6 is not checked, then 5-7 must be completed.

Reporting Verification

- 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) **and results of VC-1.** 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 (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:	0	0	1	1	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE 0	0	REDUCED PRICE 0	0	FREE 0	0
3. Responded, Changed to PAID:	0	0	1	2	0	0
4. NOT Responded, Changed to PAID:	0	0	3	6	3	4

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. — N/A

5-8 Report results of Verification

Applications verified for cause (in addition to verification requirement). Also record the results in 5-8.

Questions

http://dese.mo.gov/financial-admin-services/food-nutrition-services

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Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION ™