

Verification Report Instructions

The Verification Report is available via the School Food Services web application system. The report is a universal report and is not specific to Missouri. Most areas of the form are self-explanatory, however, provided below are notes and additional instructions to help complete the form.

Terminology Used on the Verification Report

- SFA:** (School Food Authority) is used in place of LEA (Local Education Agency).
SNAP: (Supplemental Nutrition Assistance Program) is the national term for the Food Stamp Program.
ITANF: (Temporary Assistance for Needy Families) is the national term for Temporary Assistance.
EDPIR: (Food Distribution Program on Indian Reservations)

Section 1:

Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

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

1-1A & B: Total public or non-public schools (pre-populates 1-1A only) and total number of students with access to NSLP and/or SBP.

1-2A & B: RCCIs only - Total number of RCCIs and total number of students with access to NSLP and/or SBP.

1-2aA & 1-2bB: Of the RCCIs reported in 1-2A; enter the number of RCCIs with day students and only the day students with access to the NSLP and/or SBP in RCCIs (day students are those students not institutionalized and eligibility is determined individually by application or direct certification).

1-2bA & 1-2bB: Of the RCCIs reported in 1-2A; enter the number of RCCIs with no day students and the total number of institutionalized students.

Section 2:

SFAs with schools operating alternative provisions

Only SFAs with alternative provisions (Provision 2/3) or participation in Community Eligibility Provision (CEP) must report in Section 2. SFAs reporting in Section 2 also must report in Section 1. Report schools or RCCIs operating the NSLP and/or SBP as of the last operating day in October.

2-1 and 2-2: Provision 2/3 in both breakfast and lunch. Will not be completed by any LEA in Missouri except RCCIs that have implemented Provision 3 for both NSLP and SBP.

2-3: Must be completed by SFAs participating in CEP.

2-4: Will not be completed by any SFA in Missouri.

2-5A & B: Must be completed by SFAs that have implemented Provision 2 for breakfast only.

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 RCCs were not required to perform direct certification. If **all** schools participate in CEP check box 3-1. If only **some** schools participate in CEP do not check box 3-1 and complete the remaining questions in section 3.

3-2: Students directly certified through SNAP: (Missouri has never utilized the letter method for directly certifying students; therefore disregard any reference to the letter method.) If a student is eligible by another program (ex: TANF or homeless), in addition to SNAP, always report in SNAP category. Also include any student deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP.

3-3: Students directly certified through other programs: Include those directly certified through TANF, FDPIR, those documented as homeless, migrant, runaway, foster, Headstart, Pre-K Even Start, or non-applicant but approved by local officials. (Note: Medicaid not applicable for Missouri.) Also include any student deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with TANF or FDPIR. DO not include SNAP students already reported in 3-2.

3-4: Students certified categorically FREE eligible through SNAP letter method: Missouri does not utilize the SNAP letter method; therefore, will also be zero. **Do not enter a number in this field.**

Section 4:

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

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

Section 5:

All SFAs must report Section 5 or check box 5-1 if exempt from verification. If exempt, no further reporting in Section 5.

5-2: Was Verification performed and completed?

If Verification is not completed by the November 15th deadline an extension must be requested from the State Agency and a corrective action plan submitted.

5-3: Types of Verification process used:

- Standard (previously referred to as Basic) – verify 3% error prone
- Alternate one (previously referred to as Random) verify 3% selected randomly
- Alternate two (previously referred to as Focus) verify lesser of 1% of all applications and sample selected from 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. Error prone means applications within \$100 per month of the applicable Income Eligibility Guideline.

5-5: Number of applications selected for the verified sample: Report number of applications selected for verification.

5-6: Check the box if direct verification was not conducted in the SFA: Direct verification is the process of submitted the students names to the agency administering an eligible program (ex: local Food Stamp office) to verify eligibility. If 5-6 is checked, skip 5-7.

5-7: Confirmed through direct verification: Report if Free eligibility is confirmed through direct verification with SNAP/TANF/FDPIR. Report number of applications (A) and number of students (B). Medicaid is not applicable for Missouri.

5-8: Results of Verification by Original Benefit Type: For each original benefit type report the number of applications and students for each result category (1,2,3&4). Do NOT include students and applications reported in 5-7A or 5-7B (direct verification applications and students).

VC-1: Total questionable applications verified for cause (Enter NA if not applicable). Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

Corrective Action Plan Attachments

When the SFA recognizes that the November 15th deadline will not be met, or has not been met, an extension must be requested from the State Agency. The request must include the circumstances for non-completion and the corrective action plan with a specific deadline for completion of verification. Upload and attach the corrective action plan.