



VERIFICATION REPORT

FOOD & NUTRITION SERVICES

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Missouri Department
of Elementary and Secondary Education

Overview

- Review all aspects of completing the Verification Report in order to collect the most accurate data possible.
- Review updates to the Verification Report.



Where to Find Report

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



School Nutrition Programs

Missouri Department of Elementary & Secondary Education

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

Welcome to the School Nutrition Programs



Last Updated: 9/9/2010



Where to Find Report

Select Verification Report.



School Nutrition Programs

Missouri Department of Elementary & Secondary Education

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

Applications > School Year: 2010 - 2011

Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report



Terminology

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



General Information

General Information

Type of Organization: Public

Verification Contact Information

1. Name:
2. Email Address:
3. Phone:
4. Title:

Due Date: December 15



Section 1

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):	3	0
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



Section 2

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions 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 and SBP:	0	0
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and 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:	0	0



Section 2 updates

- Only SFAs with alternative provisions (**Provision 3, Provision 2 breakfast only, and CEP**) must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.



Section 2 updates (continued)

- **2-1 and 2-2:** Operating Provision 2/3 in a Base year for NSLP and SBP
- **2-1 and 2-2:** Operating Provision 2/3 in a non-base year for NSLP and SBP
- **2-5:** Operating an alternative provision(s) for only SBP or only NSLP (Provision 2 breakfast)



Section 3

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) | <input type="checkbox"/> | |
| 3-2 | Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method. | | B. Number of FREE Students
0 |
| 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. | | 0 |
| 3-4 | Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency. | | 0 |





REPORT TO CONGRESS



- **3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**



Section 3 (3-2 edits)

- **Warning: Direct Certification (DC) download SNAP match from MOSIS is significantly different from number reported. Review October MOSIS, DC file and correct if needed. If no correction is needed, comment below.**

(Behind the scenes aggregate DESE, MOSIS data will be compared to LEA reported data. If DESE number is 5 or more; or 20% or more than LEA's reported number, warning is activated.)



Section 3 continued

- **3-3 Students directly certified through other programs:** Include those directly certified through TANF, 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.**



Section 3 (3-3 edits)

- **Warning: Direct Certification (DC) download TANF match from MOSIS is significantly different from number reported. Review October MOSIS, DC file and correct if needed. If no correction is needed, comment below.**

(Behind the scenes aggregate DESE, MOSIS data will be compared to LEA reported data. If DESE number is 5 or more; or 20% or more than LEA's reported number, warning is activated.



Section 3 updates

- **3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** *Do not include students certified with SNAP through the letter method.
 - * Omit – does not apply to Missouri
- **3-4 Students certified categorically FREE eligible through the SNAP letter method. (Will be grayed out.)**



Section 4

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 an application)	0	0
4-2 Approved as FREE eligible. Based on household size and income information.	0	0
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	0	0
T-1 Total FREE Eligible Students Reported		0
T-2 Total REDUCED PRICE Eligible Students Reported		0



Section 4 (4-1 edit)

- Warning: Categorically Free – The number of students must be \geq the number of applications, unless students are now on DC list, then report students in 3-2 or 3-3 and leave the original number of applications.



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)

Section 5 continued

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:**

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
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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.	<input type="text" value="0"/>	<input type="text" value="0"/>
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Section 5 updates

- 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.)



Section 5 updates continued

- 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 student's names to the local Social Services office to verify eligibility.)

Warning: 5-6 not checked, therefore direct verification was performed?



Section 5 updates continued

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

Warning: 4-1 = 0; therefore 5-7 must = 0

(a warning if a number is put in 5-7 and zeroes are put in 4-1)



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 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	0	0	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	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0

Results of Verification – No Change

- Enter the number of applications requiring no change in benefits in Box 1a. and students in Box 1b. by type:
 - A. Free-Categorically Eligible
 - B. Free-Income
 - C. Reduced Price-Income

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	0	0	0	0



Section VC-1

- **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.

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.



Comments from LEA

- Any thing you want to tell us - regarding the verification report



Corrective Action Plan Attachments

- LEAs are required to submit a Corrective Action Plan in the event they fail to complete the eligibility verification by the established deadline and fails to request an extension.
- Note will appear in Section 5-2 if indicate verification was not completed by deadline: Please attach Corrective Action Plan



Verification Process Summary

- October 1 – Select Sample Size
- November 15 – Verification Completed
 - 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.
- December 15 – Verification Report Due



Verification Resources

- Handbooks
 - Verification Guidance
 - USDA Eligibility Manual for School Meals

- Webinar
 - Verification Report 2014 – located under Newsletters, Webinars and Workshops

- FNS -Website
 - Verification information - located under Guidance and Resources



Verification Webpage

Verification Information

[Home](#) » [Financial & Admin. Services](#) » [Food & Nutrition Services](#)

Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program. Verification must include either confirmation of income eligibility or confirmation that the child is included in a certified Food Stamp household or Temporary Assistance unit.

- [Verification Letter](#) 
- [Verification Guidance](#) 
- [Eligibility Manual for School Meals - Determining and Verifying Eligibility](#) 
- [LEAs Required to Verify Standard Sample Size](#) 
- [Verification Report Instructions](#) 
- [Verification Guidance Webpage](#) 



Contact Us

www.dese.mo.gov/financial-admin-services/food-nutrition-services

573.751.3526

