Online Course: Verification Review



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the direction of ADE.

Objectives

At the end of this training, attendees should be able to:

- understand the USDA requirements for ADE's oversight of the verification process;
- understand the details of each phase of verification in order to complete all necessary actions successfully;
- be familiar with the verification timeline to ensure compliance with all deadlines; and
- be prepared to submit the Verification Summary Report (VSR) through ADEConnect.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: Online Course:

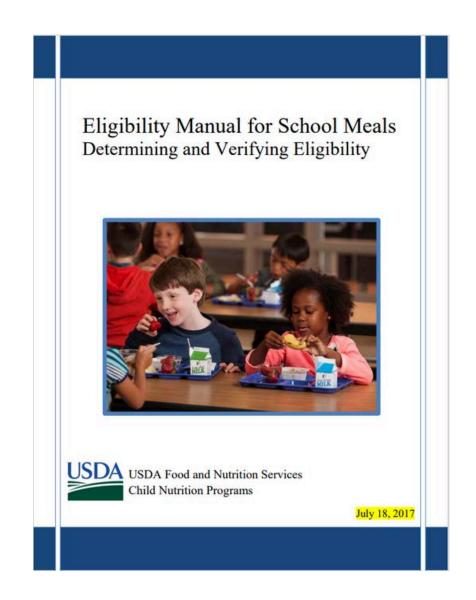
Verification Review

Key Area: 3000 - Administration

Learning Code: 3110

Length: 2 hours





The instruction within this Online Course is based on guidance from USDA's Eligibility Manual For School Meals, 2017.

Verification information can be found on pages 97 -118.

It is recommended to review this manual in addition to reviewing this course for complete guidance on verification.

<u>Click here</u> to access the manual.



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.



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Introduction to Verification



SECTION 1

What is

Verification?

VERIFICATION IS THE PROCESS OF CONFIRMING ELIGIBILITY FOR FREE AND REDUCED-PRICE MEALS.

Verification is only required when eligibility is determined through the household application process, not through direct certification.

ALL YEAR, COMPLETED HOUSEHOLD APPLICATIONS ARE APPROVED AT FACE VALUE.

However, a small sample of household applications are selected for verification, and documentation is requested from the household to verify that the information on the application is accurately reported.

The following are subject to verification:

- Case number applications
- Foster applications
- Income applications (free)
- Income applications (reduced)

Why is verification important?

CHECKS AND BALANCES:

- Since applications are approved at face value, the NSLP must have a system to support the accuracy of household self-reported data.
- If the documentation provided by the household matches their household application, it supports that self-reported data does ensure free and reduced-price meals are provided only to eligible children.



Ameliorative Action

HIGH CHANGE/TERMINATION RATE

Because the purpose of verification is to ensure that the information provided on the household applications is accurate, USDA requires ADE to analyze the results of verification each year. This analysis looks at which SFAs submitted the report with errors and/or had high numbers of applications change or terminate eligibility status due to the verification process.

USDA requires each State agency to create an Ameliorative Action Plan to provide heavy oversight and technical assistance for SFAs that had a high change/termination rate for verification. The intent of Ameliorative Action is to improve the accuracy of the information that is provided on applications, as well as improve the timeliness and accuracy of data in the VSR.

AMELIORATIVE ACTION PLAN

ADE complies with USDA's requirement by providing training and technical assistance to SFAs who have been placed on the Ameliorative Action Plan based on the previous year's verification reporting.

SFAs are placed on the Ameliorative Action Plan if they meet one or more of the following criteria:

- Had a high termination/change rate
- Did not submit the report by February 1st
- Verification activities were not completed by November 15th
- Incorrect sampling method chosen
- Selected an incorrect sample size

SFAs will be notified via memo if they are placed on the Ameliorative Action Plan.

True or false: All applications on file need to be verified.

- **A** True
- **B** False



True or false: All applications on file need to be verified.





Only a small sample of the household applications are selected for verification. This sample includes case number, foster, and free and reduced household applications.



Only a small sample of the household applications are selected for verification. This sample includes case number, foster, and free and reduced household applications

- A Had a high termination/change rate
- **B** Did not submit the report by February 1st
- Verification activities were not completed by November 15th
- Incorrect sampling method chosen
- **E** Selected an incorrect sample size



Only a small sample of the household applications are selected for verification. This sample includes case number, foster, and free and reduced household applications

- A Had a high termination/change rate
- **B** Did not submit the report by February 1st
- C Verification activities were not completed by November 15th
- D Incorrect sampling method chosen
- **E** Selected an incorrect sample size

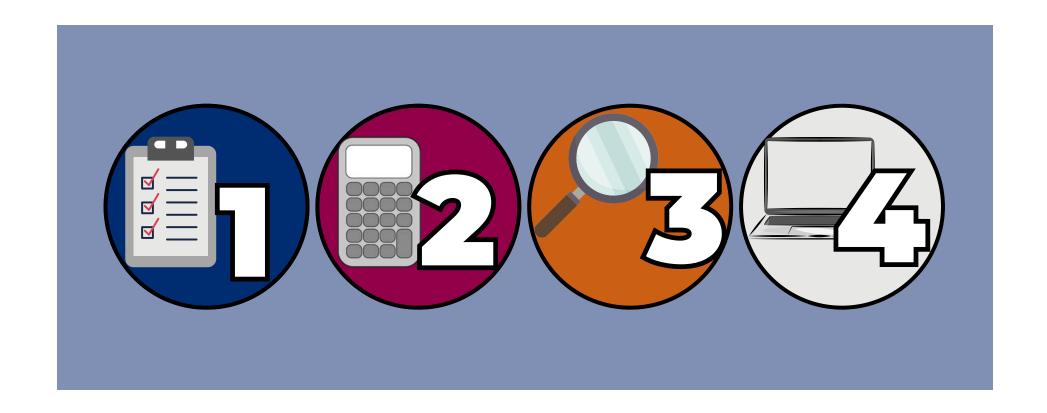
USDA requires ADE to provide heavy oversight and technical assistance for SFAs who met one or more of these criteria based on the previous year's VSR submission.



Verification Phases

THE VERIFICATION PROCESS HAS FOUR PHASES, WITH EACH PHASE HAVING AN INDIVIDUAL TIMELINE.

- Phase 1: Prepare
- Phase 2: Calculate and Select
- Phase 3: Verify
- Phase 4: Report



Verification Phases



PHASE 1: PREPARE

In this phase, organize all approved applications.



PHASE 2: CALCULATE AND SELECT

In this phase, determine how many applications will be verified and select the applications using an appropriate sampling method.



PHASE 3: VERIFY

In this phase, conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.



PHASE 4: REPORT

In this phase, log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

Verification Timeline

SEPTEMBER 1

Begin Phase 1

OCTOBER 1

Begin Phases 2 & 3

NOVEMBER 15

- Phase 3 ends.
- Phase 4 begins.

FEBRUARY 1

Phase 4 deadline.

Verification Best Practices Calendar

FOLLOW ALONG WITH THE VERIFICATION PROCESS AND STAY ON TRACK WITH EVERY TASK AND DEADLINE WITH ADE'S VERIFICATION BEST PRACTICES CALENDAR!



Phase 1: Prepare for Verification (September – October 1)



SECTION 2



Phase 1: Prepare for Verification

During Phase 1, SFAs will:

- Count the total number of applications on file
- Count and categorize applications by case number, foster, free by income, and reduced by income
- Complete best practices shared throughout this training to ensure the correct number of applications are chosen for verification

Best Practice: Student Eligibility Checklist

Before counting the number of applications on file, it is recommended that ADE's Student Eligibility Checklist is completed.

• If you have questions on this checklist, please contact your assigned specialist.

Verification Phase 1: Prepar

Student Eligibility Checklist

Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

	At least one person in our organization has access to ADEConnect and can use CNP Direct Certification/Direct Verification.	☐ Yes	□ No	
	Ran CNP Direct Certification for our entire enrollment.	☐ Yes	□ No	
	 Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF, FDPIR and/or DC-Medicaid. 	☐ Yes	□ No	
	 Our site did <u>not</u> extend eligibility benefits to siblings of students who matched on foster, migrant or homeless. 	☐ Yes	□ No	
3.	Printed or saved the CNP Direct Certification Match results.	☐ Yes	□ No	
	Collected and reviewed documentation about which students are enrolled in the Head Start Program.	☐ Yes	□ No	□ N/A
$\overline{}$	Reviewed Notice to Provider document that was submitted for Foster children.	☐ Yes	□ No	□ N/A
	Reviewed documentation submitted for children from a liaison for homeless, migrant or unaway status.	☐ Yes	□ No	□ N/A
	Reviewed SNAP, TANF and/or FDPIR letters submitted by the household for children eceiving assistance programs.	☐ Yes	□ No	□ N/A
-	Processed all applications checking for completeness:			
	We utilized a date stamp to indicate when applications were received.	☐ Yes	□ No	
	 We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations). 	☐ Yes	□ No	
	 We ensured the total household members box was filled out and that there was Social Security Number information on all income applications. 	☐ Yes	□ No	
	d. We ensured all applications contained an adult signature.	☐ Yes	□ No	
	 We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison. 	☐ Yes	□ No	
	f. We marked which applications were error-prone.	☐ Yes	□ No	
	Entered all case numbers listed on case number applications through CNP Direct Certification.	☐ Yes	□ No	
10.	Notified households of eligibility status with notification letter.	☐ Yes	□ No	
	We or our online system organized all household applications according to their eligibility sategories and methods of certification:			
	a. Divided free by income, free by case number, free by foster, reduced by income. b. Labeled all applications for students who are Direct Certification matches and filed them separately.	□ Yes □ Yes	□ No □ No	
	 Labeled all applications for students who have withdrawn. 	□ Yes	□ No	
12.	Created a Benefit Issuance Document (BID)	☐ Yes	□ No	
	Our BID indicates the method of certification for each student.	☐ Yes	□ No	
	 Our BID indicates the date of approval/effective date of benefits. 	☐ Yes	□ No	
	 Our BID has rolled over a child's eligibility status from the previous school year into the current school year for no less than 30 operating days. 	☐ Yes	□ No	
	d. On the 31st operating day, updated child's eligibility from the previous school year to paid if child does not have new eligibility documentation submitted for this program year.	□ Yes	□ No	

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Best Practice: Conduct Direct Certification

TO POTENTIALLY REDUCE THE TOTAL NUMBER OF APPLICATIONS ON FILE, IT IS BEST PRACTICE TO CONDUCT DIRECT CERTIFICATION (DC) ON OR CLOSE TO OCTOBER 1 (THE BEGINNING OF PHASE 2).

- A household application will not be subject to verification if a student is a match in DC. These applications would be removed prior to determining the verification sample size.
- The Benefit Issuance Document (BID) needs to be updated after new matches in DC have been identified in order to reflect the most up to date information.
- Remember to also search the case numbers on the case number applications! If the case numbers
 match in DC, those applications are no longer subject to verification and those students become
 directly certified.

Please note that case numbers that do not match in DC are still free applications that are subject to verification, as long as the case numbers appear to be valid.

What best practices should be completed during Phase 1 of Verification?

- A Print the tracking form, contact the households and conduct verification.
- B Complete the Student Eligibility Checklist, conduct direct certification and organize all of your applications.
- C Count all the students, contact every household and submit the online report.



What best practices should be completed during Phase 1 of Verification?

- A Print the tracking form, contact the households and conduct verification.
- B Complete the Student Eligibility Checklist, conduct direct certification and organize all of your applications.
 - C Count all the students, contact every household and submit the online report.

By completing the Student Eligibility Checklist, conducting Direct Certification and organizing the applications, LEAs are ensuring that they are able to get the correct application count required for verification



DETERMINE THE NUMBER OF APPLICATIONS ON FILE AS OF OCTOBER 1 AFTER

DC HAS BEEN CONDUCTED.

Remember that not all applications are subject to verification. Use ADE's <u>Verification Counting Cheat</u> <u>Sheet</u> to help you identify which applications are subject to verification.



Please note: You are counting applications, not students.

Verification Phase 1: Prepare Verification Counting Sheet

Use this form to help you count the applications that are subject to Verification.

		Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Case # Application	Free	-		1
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			1
	Income Application- Free	Free	1		1
	Income Application- Reduced	Reduced	-		1
	Income Application- Paid	Paid	1		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR/DC-M)	Free/Reduced	-	-	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		-	
	Notice to Provider (Foster)	Free		1	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		-	
	Head Start/Even Start Enrollment Roster	Free		-	
	TANF Agency Letter	Free	1	-	
	FDPIR Agency Letter	Free	1	1	
	SNAP Agency Letter	Free	1		

*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certifications and not be included in the verification sample.

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Subject to Verification

REFER TO THE CHART TO IDENTIFY WHICH APPLICATIONS ARE SUBJECT TO VERIFICATION.

APPLICATIONS	MEAL BENEFITS	SUBJECT TO VERIFICATION
Case Number Application	Free	Yes
Foster Application	Free	Yes
Income Application	Free	Yes
Income Application	Reduced	Yes

Not Subject to Verification

REFER TO THE CHART TO IDENTIFY WHICH APPLICATIONS AND STUDENTS ARE NOT SUBJECT TO VERIFICATION.

OTHER CASES & ACCEPTABLE DOCUMENTATION	MEAL BENEFITS	SUBJECT TO VERIFICATION
Income Application	Paid	No
Any disregarded applications due to the student(s) matching in DC	Free	No
Students who have matched in DC	Free	No
Students confirmed by their Homeless/Migrant/Runaway liaison	Free	No
Students with a Notice to Provider (Foster)	Free	No
Students enrolled in Head Start/Even Start	Free	No
Students with a TANF/FDPIR Agency Letter	Free	No
Students with a SNAP Agency Letter	Free	No

Which of the following is not subject to verification?

- A Household application certified for reduced-price.
- B A free household income application with a household containing three members. On 8/17, one student matched in DC and the other student did not match.
- C Household application certified for free based on a case number.

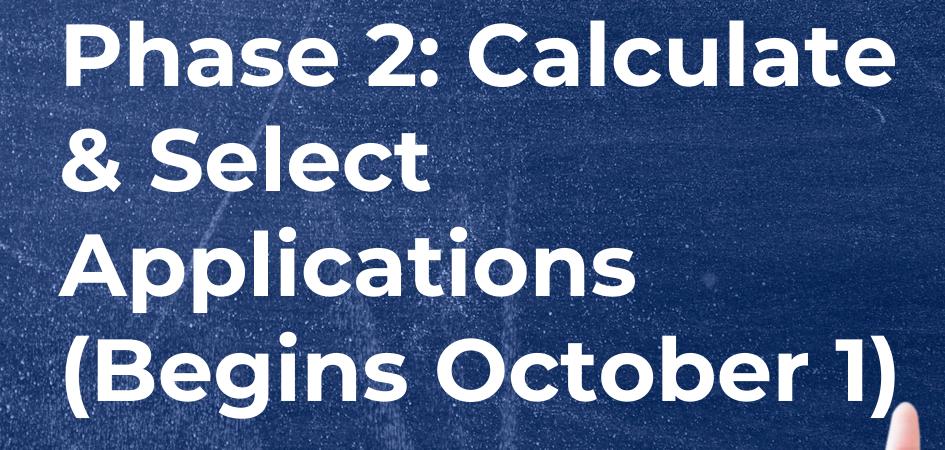


Which of the following is not subject to verification?

- A Household application certified for reduced-price.
- B A free household income application with a household containing three members. On 8/17, one student matched in DC and the other student did not match.
 - C Household application certified for free based on a case number.

Anytime a student is a match in SNAP, TANF, or FDPIR, all students in the household are directly certified. Any students who are directly certified are not subject to verification, even if the household turns in an application.









PHASE 2: CALCULATE & SELECT



Phase 2: Calculate & Select Applications

During Phase 2, SFAs will:

- Determine which sampling method your LEA qualifies for based on the Verification Non-Response Rate Report
- Locate the ADE Verification Sample Size Calculator
- Calculate how many applications will need to be verified

Phase 2: Calculate & Select

SAMPLING METHODS

The sampling method is the calculation used to determine how many applications you need to select for verification.

- Always round up at the end of the calculation.
- It is important to verify the exact number of applications the calculation reflects.
- Some sampling methods require you to select from error-prone applications for verification.

Sampling Methods		
STANDARD	Option for all SFAs.	
ALTERNATE 1: RANDOM SAMPLING	Only those who qualify for an alternative sampling method can use this method.	
ALTERNATE 2: FOCUSED SAMPLING	Only those who qualify for an alternative sampling method can use this method.	

Phase 2: Calculate

& Select

DETERMINE YOUR SAMPLING METHOD

Use the <u>Verification Non-Response Rate Report</u> to determine if your SFA qualifies to use an alternative sampling method.

The Verification Non-Response Rate Report is:

- Published every year by ADE
- Based on the previous year's VSR

If you had a low percentage of households who did not respond or changed eligibility during last year's verification process, you qualify for an alternative sample size.

j.	Verification Non-Response Rate	Report Key	
į.		,	
	Sponsors highlighted in COPPER qualify for use of an alternative sample size during	ng the 2023-2024 Verification reporting	ng period
		g no core ror vomodani report	- January
	Sponsors highlighted in REQ DO NOT qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Me 2023-2024 Verification Reporting.		
Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2023-2024 Verification Reporting.			
CTDS	Name	Form	Submitted
-21-22-000	A New Leaf	CNP Verification	Y
-87-20-000	A+ Charter Schools	CNP Verification	Y
82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y
-87-13-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y
82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y
-86-65-000	Academy of Tucson, Inc.	CNP Verification	
-21-64-000	ACCEL	CNP Verification	Y
-87-01-000	Acclaim Charter School	CNP Verification	Υ
-87-60-000	Acorn Montessori Charter School	CNP Verification	Y
-91-01-001	Adobe Mountain School	CNP Verification	Υ
-05-16-000	Agua Fria Union High School District	CNP Verification	Y
-03-63-000	Aguita Elementary District	CNP Verification	Y
-02-15-000	Ajo Unified District	CNP Verification	Υ
-04-68-000	Alhambra Elementary District	CNP Verification	Y
-03-51-000	Altar Valley Elementary District	CNP Verification	Y
-87-94-000	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y
-87-03-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y
89-50-000	American Charter Schools Foundation d.b.a. Crestview College Preparatory High Sc	CNP Verification	Y
89-47-000	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	¥
-89-48-000	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	
-89-51-000	American Charter Schools Foundation d.b.a. Peoria Accelerated High School	CNP Verification	Y
-89-83-000 -85-17-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	T.
-85-17-000 -89-53-000	American Charter Schools Foundation d.b.a. South Ridge High School		Ť
	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	
-89-56-000 -87-22-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y
-87-22-000 -87-25-000	American Charter Schools Foundation dba Ridgeview College Preparatory High School	CNP Verification	Y
-02-10-000	American Leadership Academy, Inc. Amphitheater Unified District	CNP Verification	*
-05-50-000	Antelope Union High School District	CNP Verification	
	Pulletupe Union riigit autoui District		

Verification Non-Response Rate Report

- **COPPER**: SFA names shown in copper may choose from any of the three sampling methods.
- **RED** or **NO HIGHLIGHT**: SFAs with red or no highlight must use the Standard Sampling Method and determine Error-Prone applications.

How will LEAs know if they qualify to use an alternative sampling method?

- A The LEA name will be shown in COPPER on the Verification Non-Response Rate Report.
- B The LEA will be shown in white on the Verification Non-Response Rate Report.
- C Look at the last claim in CNPWeb.



How will LEAs know if they qualify to use an alternative sampling method?

- A The LEA name will be shown in **COPPER** on the Verification Non-Response Rate Report.
 - The LEA will be shown in white on the Verification Non-Response Rate Report.
 - C Look at the last claim in CNPWeb.

ADE posts the Verification Non-Response Rate Report annually on the NSLP website. The LEA name will be highlighted in COPPER to indicate they have qualified to use an alternative sampling method.



Phase 2: Calculate

& Select

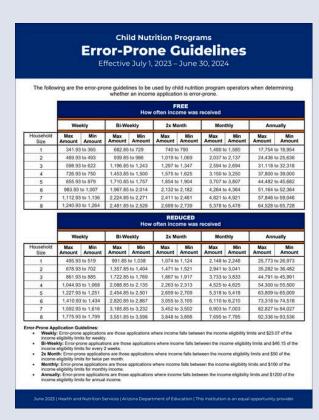
STANDARD SAMPLING METHOD

The Standard Sampling Method must be used if the SFA is operating in its first year or if they do not qualify to use an alternative sampling method.

SFAs using this method must select **3% of the applications** to verify. The selected applications must be from those marked as error-prone.

Error-Prone Applications: The income falls within the error-prone range for income and household size.

• This may have been noted when the applications were initially certified. If they were not previously identified, review all income applications and indicate which ones are error-prone using the Error-Prone Guidelines.



Error-Prone Guidelines



<u>Step-by-Step Instruction: How to Identify</u> <u>Household Applications That Are Error-Prone</u>

Phase 2: Calculate

& Select

EXAMPLE: STANDARD SAMPLING METHOD

1,100 income applications (62 are error-prone)

- + 72 case number applications
- + 2 foster applications
- = 1,174 total applications subject to verification

Total applications x 3%

 $1,174 \times .03 = 35.22$ (always round up) - **36 applications to verify**

The SFA in this example will need to randomly select 36 applications out of the 62 error-prone applications on file.

Please note: If there are not enough errorprone applications to meet the requirement, SFAs must verify all errorprone applications and then select additional applications at random to meet the required number

Phase 2: Calculate & Select

ALTERNATE 1: RANDOM SAMPLING METHOD

Only SFAs who qualify to use an alternative sampling method can use the Random Sampling Method.

SFAs using this method must select 3% of the **applications** to verify. SFAs must randomly select from all case number, foster, and free/reduced income applications.

 The benefit of this sampling method is that the SFA does not need to identify error-prone applications, but instead is able to select from all applications.

Phase 2: Calculate

& Select

EXAMPLE: RANDOM SAMPLING METHOD

1,100 income applications (62 are error-prone)

- + 72 case number applications
- + 2 foster applications
- = 1,174 total applications subject to verification

Total applications x 3%

 $1,174 \times .03 = 35.22$ (always round up) - **36 applications to verify**

Reminder! Error-prone applications do not need to be identified for this sampling method.

This SFA must randomly select 36 applications from all case number, foster, and free/reduced income applications.

True or False: Any LEA can use Alternate 1: Random Sampling.

- **A** True
- **B** False- No LEA can use Alternate 1: Random Sampling
- C False- Only LEAs who qualify to use an alternative sampling method can choose this option.



True or False: Any LEA can use Alternate 1: Random Sampling.

- **A** True
- **B** False- No LEA can use Alternate 1: Random Sampling
- False- Only LEAs who qualify to use an alternative sampling method can choose this option.

The LEAs who qualify to use an alternative sampling method can choose from Standard Sampling, Alternate 1: Random Sampling, or Alternate 2: Focused Sampling.



Phase 2: Calculate

& Select

ALTERNATE 2: FOCUSED SAMPLING METHOD

Only SFAs who qualify to use an alternative sampling method can use the Focused Sampling Method.

SFAs using this method must select **1% of the total applications** (from the error-prone applications) and **0.5% of the case number applications** to verify.

 The benefit of this sampling method is that it reduces the number of total applications the SFA will need to verify.

Phase 2: Calculate

& Select

EXAMPLE: FOCUSED SAMPLING METHOD

1,100 income applications (62 are error-prone)

- + 72 case number applications
- + 2 foster applications
- = 1,174 total applications subject to verification

Total applications x 1%

 $1,174 \times .01 = 11.74$ (always round up) - 12 error-prone applications to verify

+

Total case number applications x 0.5%

 $72 \times .005 = 0.36$ (always round up) - 1 case number application to verify

12 error-prone applications + 1 case number application = 13 applications to verify

This SFA must randomly select 12 error-prone applications and 1 case number application.

Does the sampling method make a difference?

Using the application counts in the previous examples, let's compare the number of applications needed to be verified in each of the sampling methods.

	CALCULATION	# OF APPS TO VERIFY	NOTES
STANDARD	3% of total applications	36 (chosen from error-prone)	Anyone can use this method
ALTERNATE 1: RANDOM	3% of total applications	36 (chosen from total applications)	SFAs are able to select from all applications and not have to track/identify error-prone.
ALTERNATE 2: FOCUSED	1% of total applications + 0.5% of case number applications	13 applications (12 error-prone and 1 case number)	SFAs are able to select from a smaller sample size of applications; therefore, they will not have to verify as many applications.

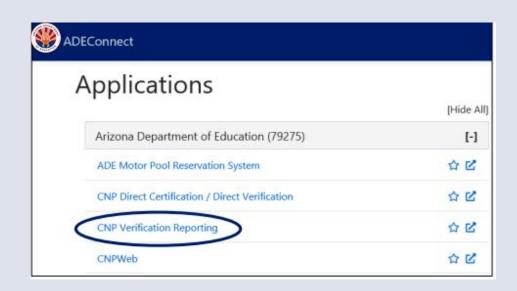
Phase 2: Calculate & Select

VERIFICATION SAMPLE SIZE CALCULATOR

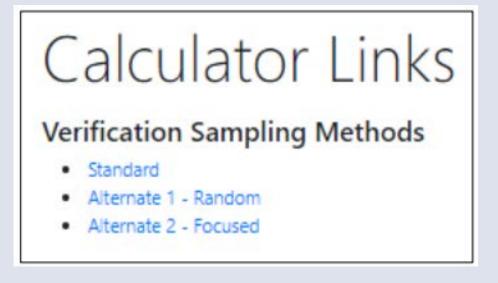
ADE provides a Verification Sample Size Calculator for SFAs to use to calculate the required number of applications to be verified.

It is best practice to use this online calculator for verification to ensure the correct number of applications are being verified.

To access the calculator, the SFA must have permissions to the CNP Verification Reporting application through ADEConnect. Users who do not have access to CNP Verification Reporting must request access from their Entity Administrator.







Phase 2: Calculate

& Select

STANDARD SAMPLING METHOD EXAMPLE

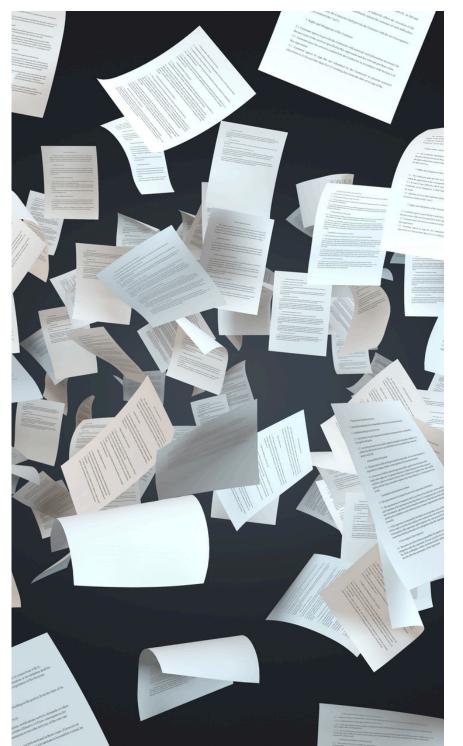
Calculator



In this example, the **Standard Sampling Method** was used. Based on the calculator, the SFA would be required to verify 36 applications and select from error-prone.

Feel free to print the screen for documentation purposes!





Phase 2: Calculate & Select

SELECT APPLICATIONS

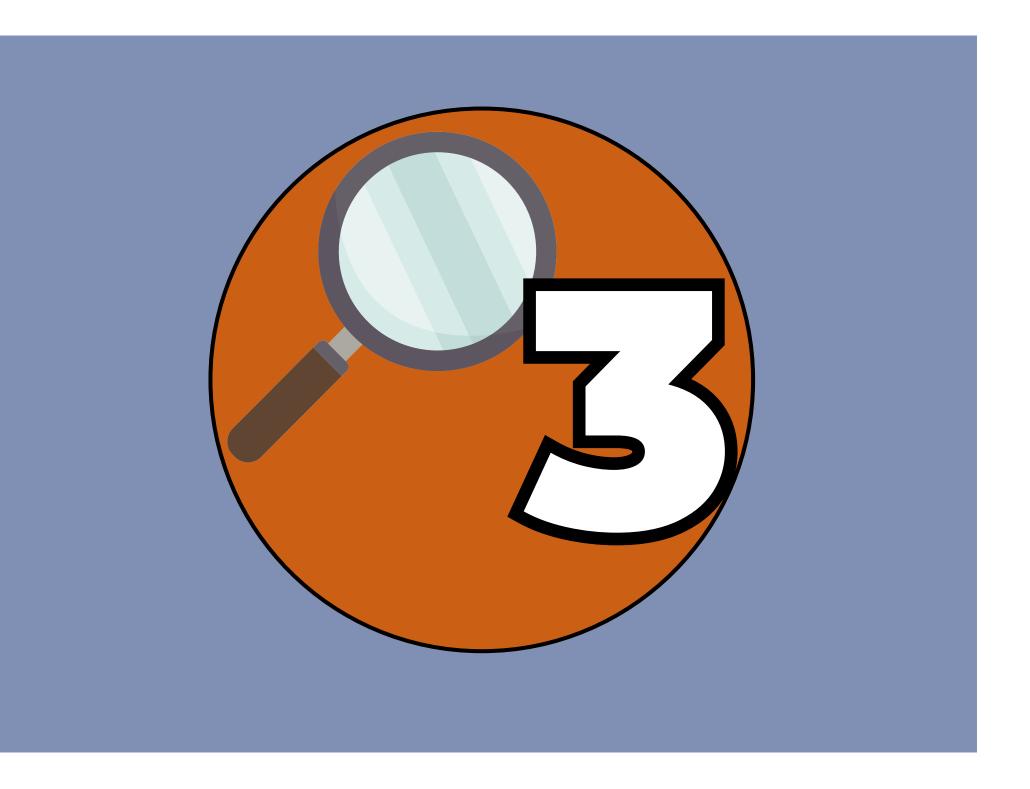
The last step in Phase 2 is to randomly select the correct number of applications as indicated by the Verification Sample Size Calculator.

 Remember to select from error-prone if you chose Standard Sampling or Alternate 2!

Once you have selected the applications, you are ready to move on to Phase 3!

Phase 3: Verify Selected Applications (October 1 – November 15)

SECTION 4



Phase 3: Verify Selected Applications

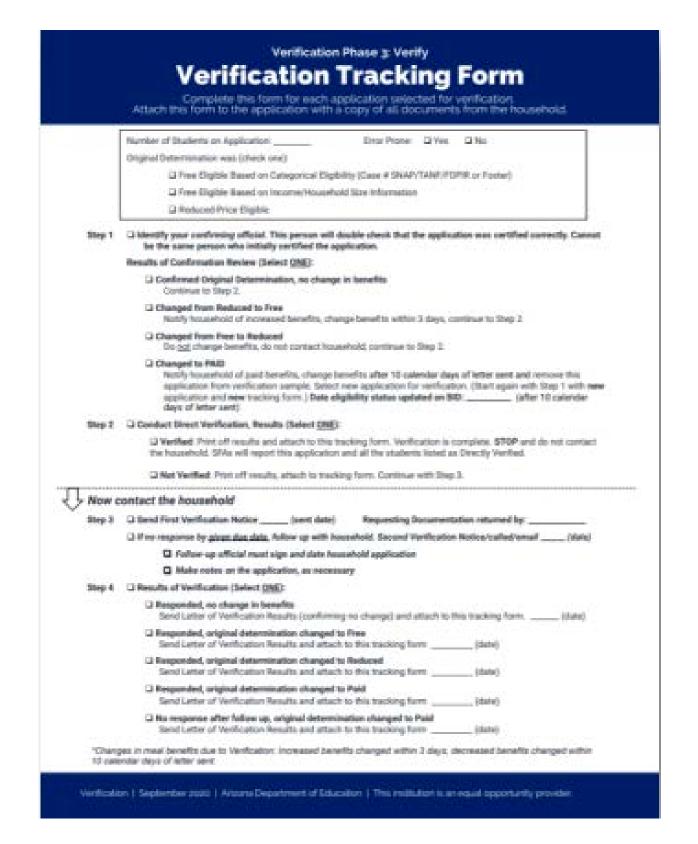
During Phase 3, SFAs will:

- Complete the Verification Tracking Form for each application selected for verification
- Conduct Direct Verification in CNP Direct Certification/Direct Verification
- Contact the households and collect documentation

BEST PRACTICE: VERIFICATION TRACKING FORM

For each application selected for verification, ADE recommends printing the <u>Verification Tracking Form</u>.

- Print and attach this form to each application being verified.
- Fill this form out as you go through the verification process.
- The tracking form has four steps to guide the SFA from beginning to end through what to do with each application selected for verification.



What ADE form is recommended to be printed and attached to each application being verified?

- A Sources of Acceptable Documentation
- **B** Verification Tracking Form
- **C** Verification Non-Response Rate Report



What ADE form is recommended to be printed and attached to each application being verified?

- **A** Sources of Acceptable Documentation
- **B** Verification Tracking Form
 - **C** Verification Non-Response Rate Report

This form provides step-by-step guidance for conducting verification and it should be used as the place to track all activities and outcomes of the verification process for each application.

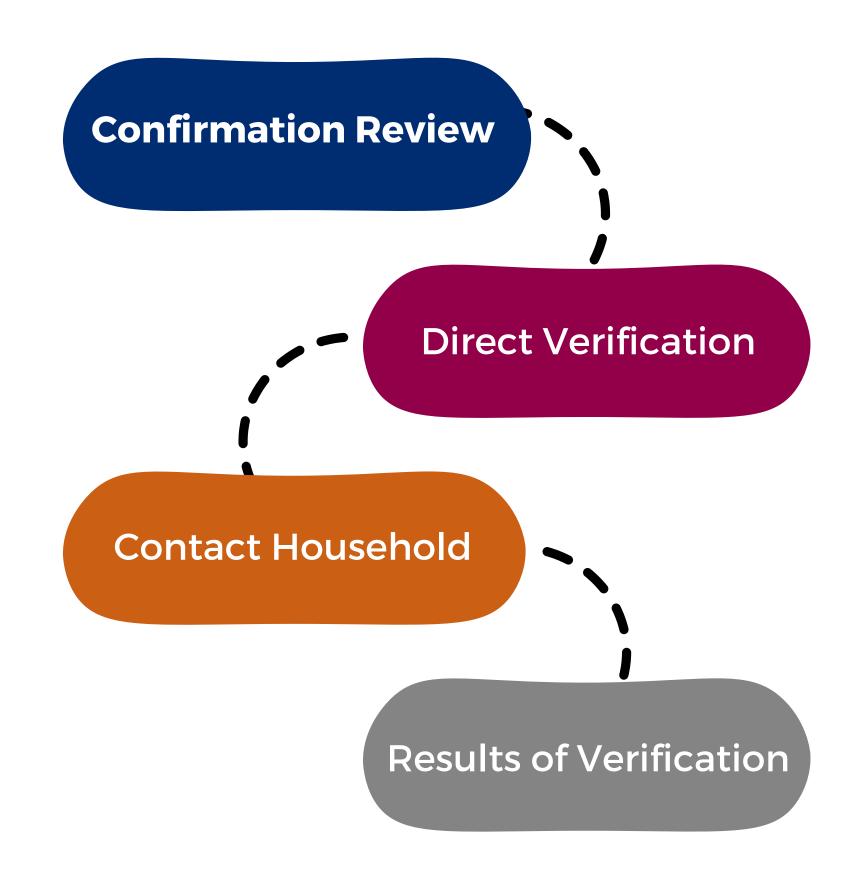


STEP 1: CONFIRMATION REVIEW

A school official who did not make the original eligibility decision (known as the Confirming Official) will review the applications and confirm that the correct eligibility was assigned when the application was initially certified.

The confirmation review can be completed when the application is initially certified for eligibility, or it can be done during the time of verification.

Refer to the Verification Tracking Form for guidance on what to do when the initial eligibility determination is incorrect.

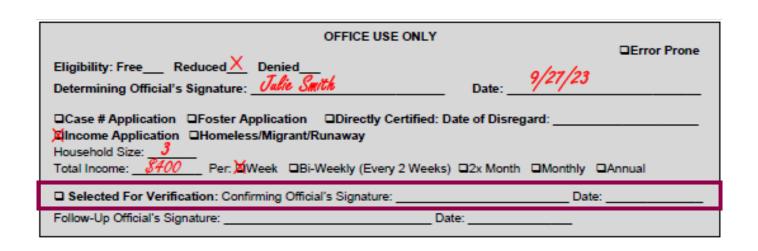


RESULTS OF THE CONFIRMATION REVIEW

If the original determination is confirmed: No change in benefits, move on to Step 2.

If the original determination changed the benefits: Refer to the Verification Tracking Form for next steps.

Be sure the Confirming Official signs and dates the household application after it is reviewed.



The confirmation review can be waived for SFAs who use a technology-based system that operates with a high level of accuracy in processing applications.



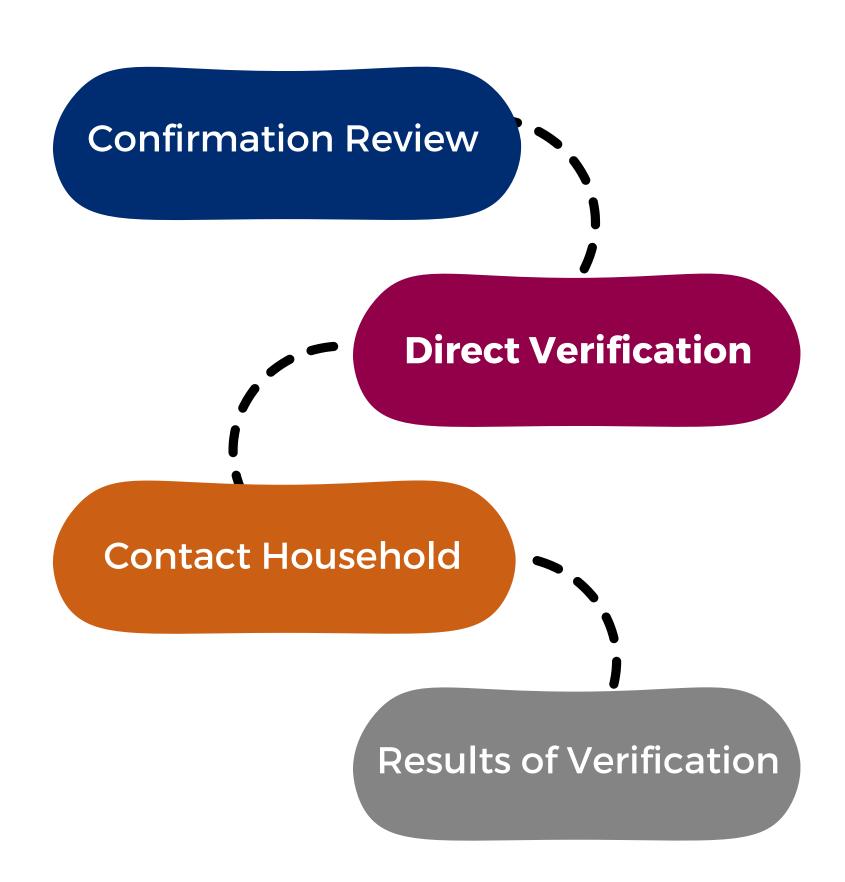
Recommended training:

Step-by-Step Instruction: How to Submit a Verification Confirmation Review Waiver

STEP 2: CONDUCT DIRECT VERIFICATION

Direct verification (DV) is a process used to verify income and/or participation in assistance programs by directly obtaining documentation from the appropriate state or local agency.

In Arizona, DV is conducted via ADEConnect in the CNP Direct Certification/Direct Verification application.

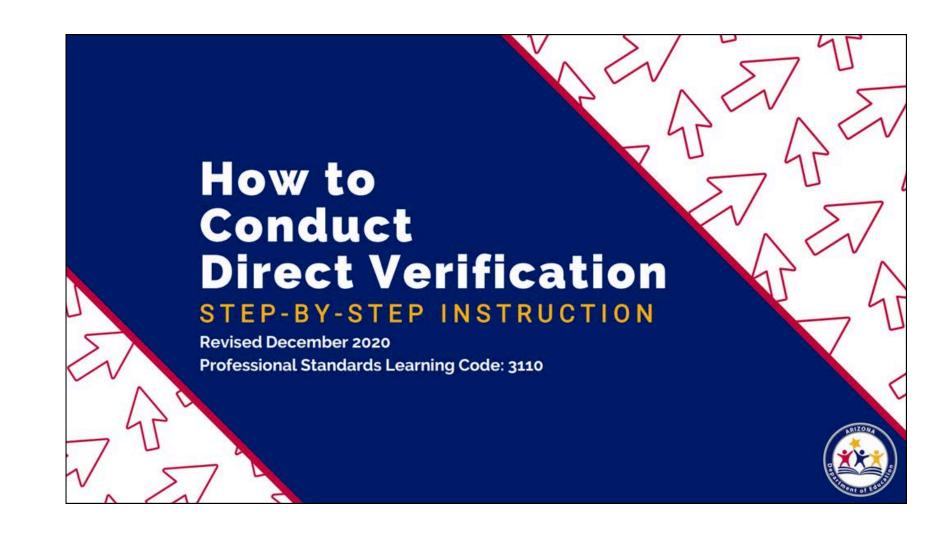


CNP DIRECT CERTIFICATION/DIRECT VERIFICATION

Please refer to the online training <u>Step-by-Step Instruction: How to Conduct Direct</u>

<u>Verification</u> for detailed instructions on how to:

- Log into ADEConnect and CNP Direct Certification/Direct Verification.
- Search students using various methods.
- Save your search results.





Please ensure this training has been completed before moving on to the next step.

Which ADE online training must be completed prior to moving on to the next step?

- A None, continue to the next step
- B Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification
- C Step-by-Step Instruction: How to Submit the Verification Report in CNP Verification



Which ADE online training must be completed prior to moving on to the next step?

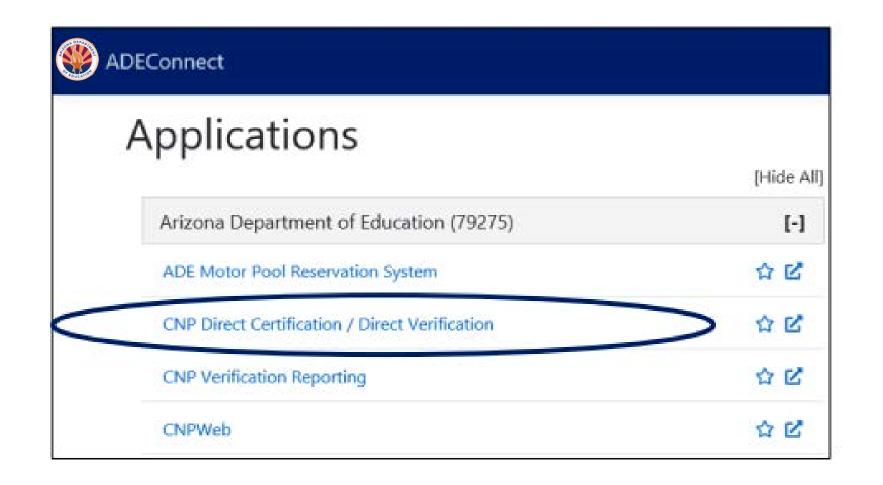
- A None, continue to the next step
- B Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification
 - C Step-by-Step Instruction: How to Submit the Verification Report in CNP Verification

It is important to understand how to conduct Direct Verification prior to moving on with the verification process.



CNP DIRECT CERTIFICATION/DIRECT VERIFICATION

To conduct direct verification you will need permissions to CNP Direct Certification/Direct Verification in ADEConnect.



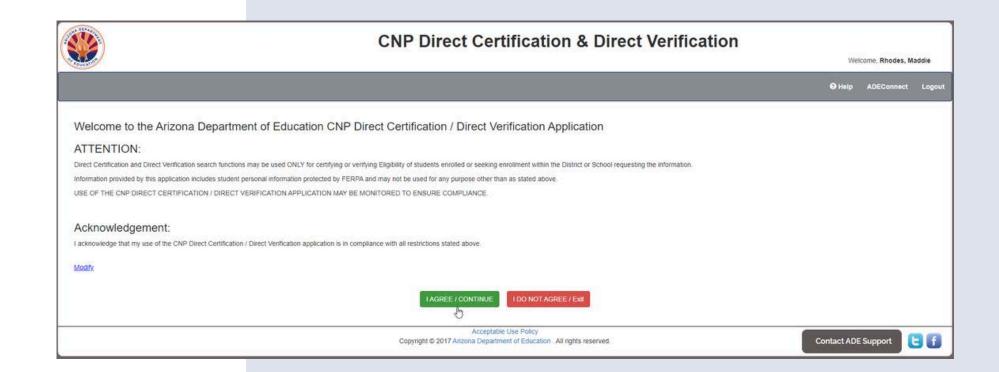


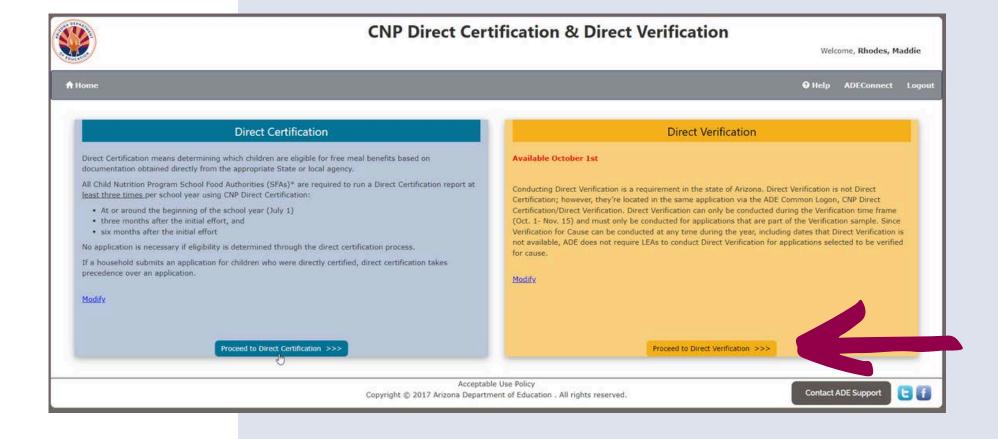
If CNP Direct Certification / Direct Verification is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

ACCESSING THE SYSTEM

After successfully logging in to the CNP Direct Certification / Direct Verification System, a screen with a Family Educational Rights and Privacy Act (FERPA) statement will load. The statement must be read, understood, and acknowledged to advance in the system by selecting "I AGREE/CONTINUE."

After the FERPA statement has been acknowledged, you will then be brought to a new screen where you must select CNP Direct Verification by clicking "Proceed to Direct Verification."





DIRECT VERIFICATION VS DIRECT CERTIFICATION

Direct Verification (DV) is very similar to DC, except for a few differences:

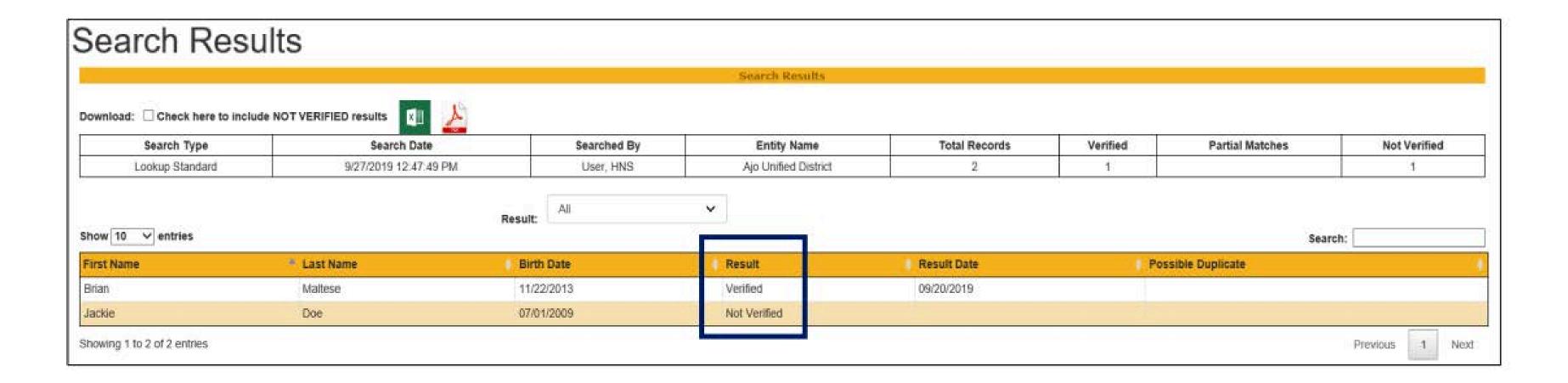
- Only available during verification time
- Only search students who were selected for verification
- Searches using an additional data source: Medical Assistance (MA)

You can use Individual Student Lookup or File Upload to conduct DV

- Case number search
- State Student ID search
- Standard format search (first name, last name, date of birth)

INTERPRETING THE RESULTS

The search results will show Verified or Not Verified.



Which of the following are true for direct verification?

- A Required to conduct at least 3 times per year.
- **B** Search all enrolled students.
- C Need ADEConnect to access it.
- D Search only students who were selected for verification.
- E Only available during verification, beginning October 1.
- Is the same as direct certification.



Which of the following are true for direct verification?

- A Required to conduct at least 3 times per year.
- **B** Search all enrolled students.
- Need ADEConnect to access it.
- Search only students who were selected for verification.
- E Only available during verification, beginning October 1.
 - Is the same as direct certification.

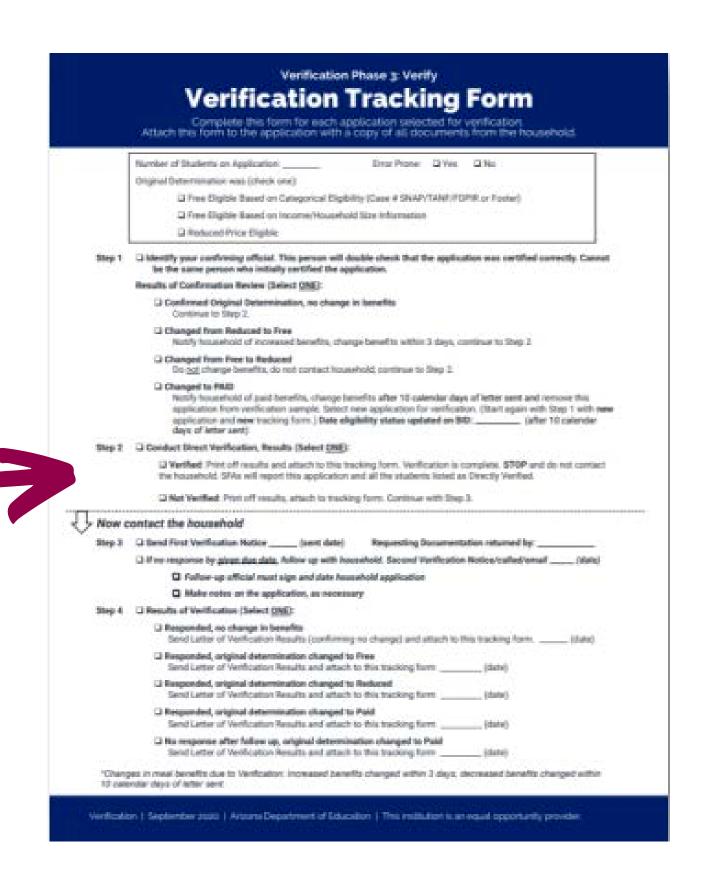
Direct verification can only be conducted during verification, beginning October I, via the CNP Direct Verification application in ADEConnect. It allows SFAs to search only for students selected for verification using an additional data source, Medical Assistance.



INTERPRETING THE RESULTS

Refer to the Verification Tracking Form for next steps

- **Verified**: Print the results and attach to the tracking form. Verification is complete for this application.
 - STOP. Do not contact the household! Do not select another application!
- **Not Verified**: Print the results and attach to the tracking form. Continue to Step 3.



True or false: SFAs will need to contact the household when a student has been verified in the CNP Direct Verification system.

- **A** True
- **B** False



True or false: SFAs will need to contact the household when a student has been verified in the CNP Direct Verification system.

A True

B False

SFAs will only contact the household if the student was not verified. Refer to the Verification Tracking Form, Step 2, if further explanation is needed.

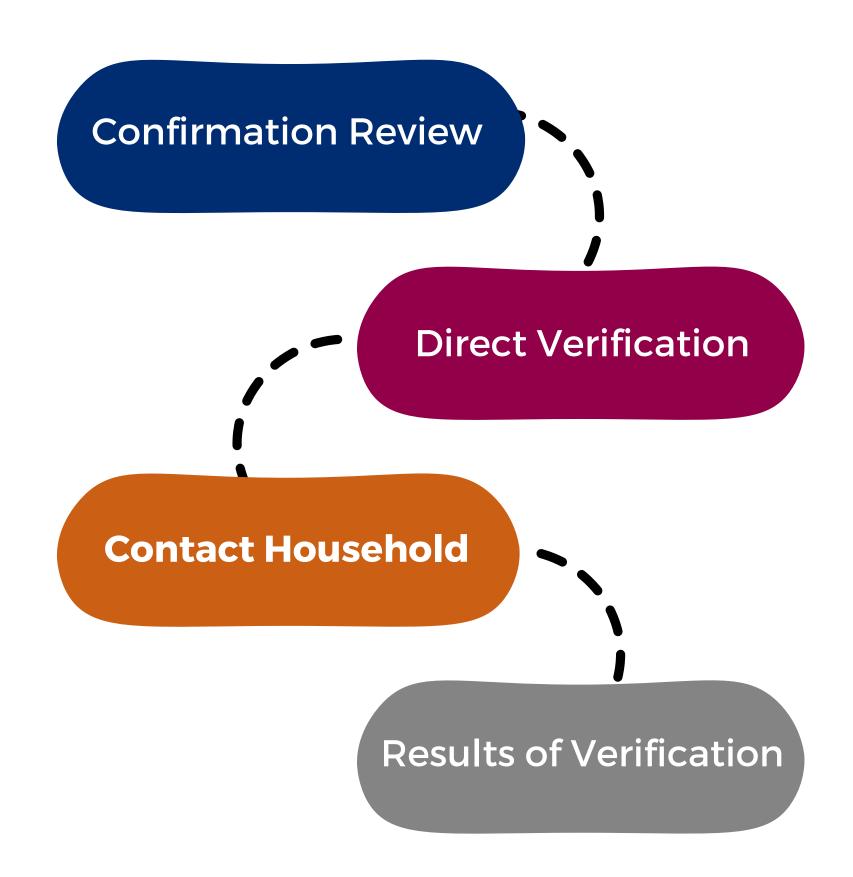


STEP 3: CONTACT THE HOUSEHOLD

If the student was **not verified**, the household must provide documentation to support the information on the application.

Notify the household that their application was selected for verification and request income documentation.

The SFA must document the day the letter was sent.



STEP 3: CONTACT THE HOUSEHOLD

ADE's Notification of Verification Letter School Meals template can be used to notify the households.

The letter must include the date by which a response is due.

• The due date is your decision; however, you should allow the household sufficient time to respond to the request, allow yourself sufficient time to do at least one follow-up and complete verification for the household by **November 15th**.

WE MUST CHECK YOUR SCHOOL MEALS APPLICATION

School Name

Deter Date

Dear [Name].

The United States Department of Agriculture (USDA) is allowing our school to operate the Seamless Summer Option (SSO) during School Year 2021-2022 (SY 21-22) due to the COVID-19 pendemic, meaning all students will receive meals at no cost regardless of their meal benefit eligibility status.

Schools are regulared to verify the accuracy of applications that were submitted. You must submit the eligibility documentation outlined below, or contact [Name] by [Date]. Without this documentation, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status for SY 21-22 and may lose benefits from other programs including but not limited to your child(ren)'s meal benefit eligibility status for the first 30 days of SY 22-21, Pendemic Electronic Benefit Transfer (P-68T), free or discounted fees to participate in most sports, reduced registration fees for AP, SAT, and/or ACT tests, discounted rates on fees associated with applying for college, and discounted rates on internet services. If you choose not to respond, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status.

We are checking the Free and Radsoed-Price School Meets Application for (Name(s) of child/ren)).

Return this form and the documentation listed below to [Address]

- 1. If anyone in your household receives SNAP, TANF, or FDPIR:
 - Do not send your EBT card. Provide one of the following:
 - SNAP or TANE of FDPIR Certification Notice that shows dates of completion
 - Letter from SNAP or TANF or FDPIR office that shows dates of certification
- 2. If the child meets the definition of homeless, migrant, or runeway.

 Steams contact (School homeless (Island hard start or migrant population)

Please contact (School homeless Italiaon, head start or migrant coordinator) for assistance.

- If the child is a feater child under the legal responsibility of a feater care agency or court.
 Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a feater child.
- If no one in the household receives SNAP or TANF or FDPIR benefits;

Provide documentation showing the total income and source(a) of income received by all members of the household. The documentation must show the name of the person who received the income, the date it was received, how much was received, and how often it was received.

A NOTE ON GETTING FAMILIES TO RESPOND

ADE understands the difficulty in getting families to respond to verification requests, or even submitting household applications at all.

We recommend encouraging the families to respond because "it's more than a meal application!"

SFAs are welcome to use this flyer to send to families to encourage the submission of household applications and response to verification.

It's More Than a Meal Application!

The information collected on meal applications for the National School Lunch Program (NSLP) can do more than just provide free and reduced-price meals.



June 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

This flyer is available <u>here.</u>

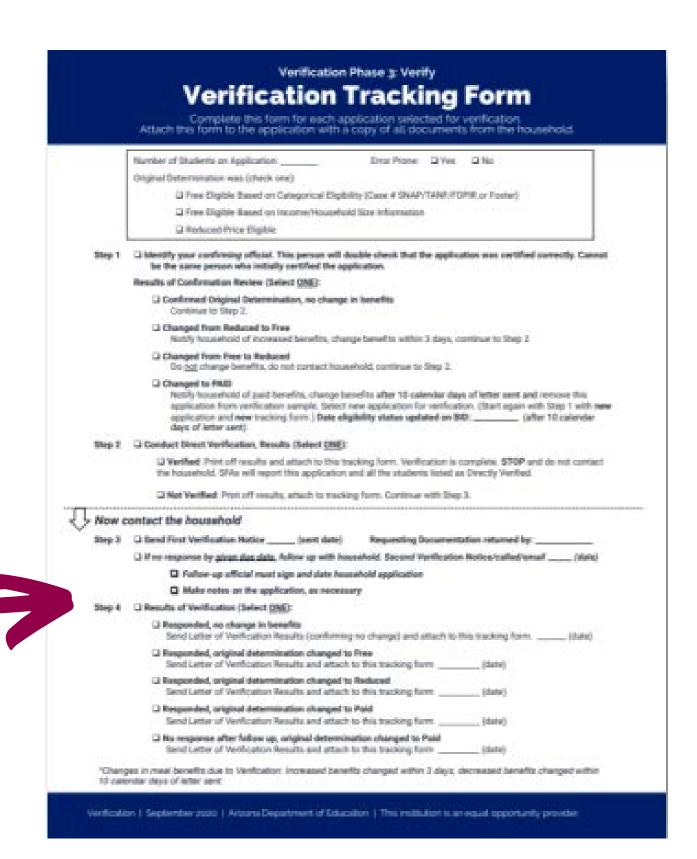
STEP 3: CONTACT THE HOUSEHOLD

Document the date the letter was sent and the due date on the Verification Tracking Form.

If a household does not respond by the given due date, you must complete at least one follow-up.

• This can be done by sending a second letter, sending an email or calling the household.

Make sure the date that the second follow-up was conducted is documented and a due date for the household to respond by is included.

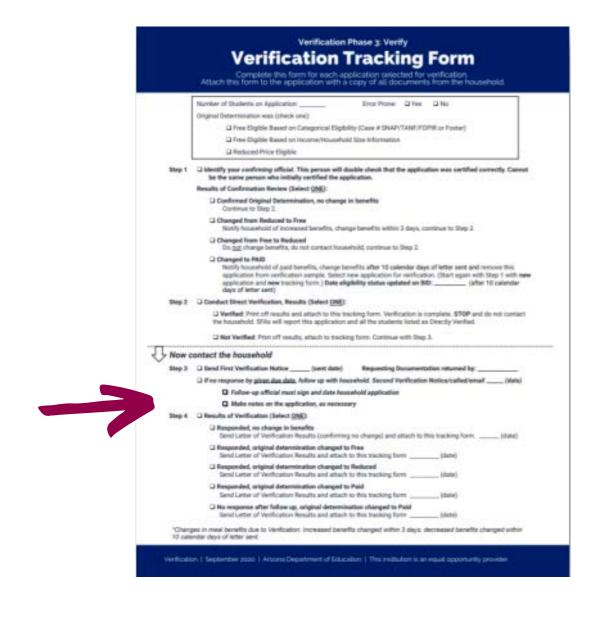


STEP 3: CONTACT THE HOUSEHOLD

The Follow-Up Official will sign and date the household application if a follow-up letter was sent.

- This does not need to be a different individual than the Determining or Confirming Official.
- Document that the Follow-Up Official has signed the application on the Verification Tracking Form.

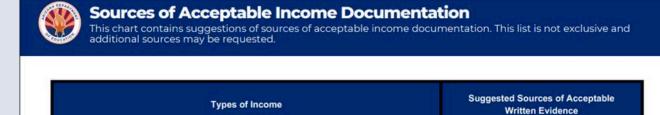
OFFICE USE ONLY			
Eligibility: Free Reduced X Denied Determining Official's Signature: Jalie Swith Date: _	9/27/23		
□Case # Application □Foster Application □Directly Certified: Date of Disregard:			
□ Selected For Verification: Confirming Official's Signature:	Date:		
Follow-Up Official's Signature: Date:			



STEP 3: CONTACT THE HOUSEHOLD

When the household provides you with documentation, the list of Sources of Acceptable Income Documentation can assist with determining if the documentation provided can be accepted.

This list is available in **English** and **Spanish**.



Earnings: (wages and salary): Total or gross earnings before withholding FICA, taxes, or other deductions, such as insurance. If the applicant is a self-employed businessperson or farmer, net income should be used. (NOTE: Many of the assets of self-employed business persons are on paper and their cash or net worth is often very low, although they may hold considerable property and equipment [assets]. They should report only their actual cash income, not assets.)

· Business or farming documents, such as ledger books Last quarterly tax estimate

· Last year's tax return

Pay envelopes showing total gross pay

· Letter from employer stating gross wages

A current paycheck stub

Cash Income: Some persons who work in situations where the employer does not want to be responsible for withholdings, such as domestic workers, casual laborers or persons working for an individual or small business on an irregular basis, may receive wages in the

· A letter from the employer stating wages paid and frequency

FDPIR: In Arizona, the Food Di administered by Indian Tribal C to participate in FDPIR, the appl

Fuentes Aceptables de Documentacion de Ingresos

La siguiente lista contiene sugerencias de fuentes aceptables de documentacion de ingresos. Esta lista no es

Tipos de Ingresos	Fuentes Sugeridas de Evidencia Escrita Aceptable	
Ingresos: (sueldos y salaríos): ingresos totales o brutos antes de la retención FICA, impuestos o otras deducciones, como el seguro. Si el solicitante es un trabajadores por cuenta propia o granjero, se debe usar el ingreso neto . (NOTA: Muchos de los bienes de las personas de negocios propios están en papel y en efectivo o el valor neto a menudo es muy bajo, aunque puedan tener un valor considerable en propiedad y equipo [bienes]. Deben de informar solo el ingreso efectivo real, no los bienes.)	Un talón de cheque actual Sobres de pago que muestren el salario bruto total Carta del empleador declarando los salarios brutos Trabajadores por cuenta propia: Documentos de negocio o granjero, como libros de cuentas Estimación fiscal trimestral pasada Declaración de impuestos del año pasado	
Ingresos en efectivo: algunas personas que trabajan en situaciones donde el empleador no quiere ser responsable de las retenciones, como las empleadas domésticas, trabajadores ocasionales o personas que trabajan para una empresa individual o pequeña en bases irregulares, puede recibir salarios en efectivo.	Una carta del empleador indicando los salarios pagados y la frecuencia	
FDPIR: en Arizona, el programa de Distribución de Alimentos en las Reservas de Indios Nativos (FDPIR) es administrado por las organizaciones tribales de Indios Nativos (ITO). Existen siete ITO en Arizona, cada uno de los cuales sirve a uno o dos de los nueve indios nativos de Arizona tribus. Una vez aprobada la elegibilidad de un hogar para participar en FDPIR, la ITO apropiado proporciona a ese hogar una carta que indique que han sido aprobado.	Una carta de aprobación FDPIR o certificación carta	

August 2023 | Health and Nutritio

serving one or two of Arizona's

they have been approved.

form of cash.

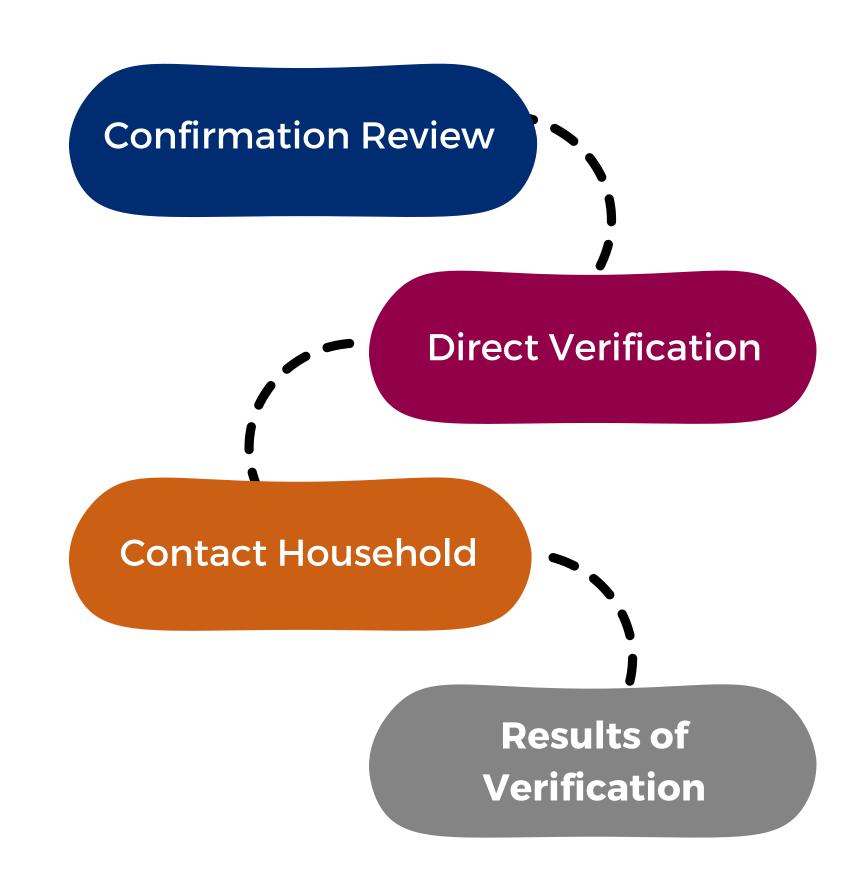
agosto 2023 | Servicios de Nutrition y Salud | Departamento de Educación de Arizona | Esta institución es un proveedor de igualdad de oportunidades

STEP 4: RESULTS OF VERIFICATION

If documentation from the household was received, compare the documentation provided with the information provided on the application.

When verifying an income application, be sure to look at the **gross income**, not the net income.

 This is a very common mistake! Never use net income when certifying or verifying household applications.



RESULTS OF VERIFICATION

Once you have determined the results of verification, refer to Step 4 in the Verification Tracking Form to document the results.

Verification Phase 3: Verify **Verification Tracking Form** Number of Students on Application: _ Distri Proteir Di Ves Di No. Original Determination was (check one): ☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANE/FDRR or Foster) ☐ Free Eligible Based on Income/Household Size Information ☐ Reduced Price Eligible Step 1 - Identify your confirming official. This person will double check that the application was certified correctly. Connet be the same person who initially sertified the application. Results of Confirmation Review (Select QME): (3 Confirmed Original Determination, so change in benefits Continue to Step 2. (2) Changed from Reduced to Free Notify household of increased benefits, change benefits within 3 days, continue to Step 2. G Changed from Free to Reduced Do got charge benefits, do not contact household, continue to Step 1: Notify household of paid benefits, change benefits after 15 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ days of letter sent). Step 2 Gooduct Street Verification, Results (Select CNE): 13 Weeffeet Print off results and attach to this tracking form. Verification is complete. \$75P and do not contact the household. SIAs will report this application and all the students listed as Directly Verified. 2 Not Yestfled: Print off results, attach to tracking form. Continue with Step 3: Now contact the household Step 3 G Send First Verification Notice _____ (sent date) Requesting Documentation returned by: If the response by gluys due date. Asliew up with hosewhold, Secund Verification Notice/called/email _____(date) Follow-up afficial must sign and data humahold application Make notes on the application, as recessary (3 Responded, no change in benefits Send Latter of Verification Results (confirming no change) and attach to this tracking form. ______(date) ☐ Responded, original determination changed to Free Send Letter of Verification Results and altach to this tracking form ☐ Responded, original determination changed to Reduced. Send Letter of Verification Results and attach to this tracking form. ___ ☐ Responded, original determination changed to Pold Send Letter of Verification Results and ettach to this tracking form. ☐ Ha response after follow up, original determination changed to Paid Send Letter of Verification Results and attack to this tracking form __ "Changes in meal benefits due to Verification: Increased benefits changed within 3 days; decreased benefits changed within Verification I September 2000 | Artsans Department of Education | This midtation is an equal apportunity provides

RESULTS OF VERIFICATION

RESULT	WHAT IT MEANS
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
No response, original determination changed to paid.	The household did not provide any documentation, or the documentation provided is incomplete and, therefore, the student's benefits are terminated and changed to paid.

RESULTS OF VERIFICATION

Notify the households of the results of verification. ADE's <u>Notice of Verification Results</u> <u>Letter</u> template can be used to notify the households.

 The letter is recommended to be sent as soon as possible to all households selected for verification, but the final deadline is November 15th.

Sinhe	set [school Name]
Darle	x (D ane)
leer.	thomel.
for fi	checked the information you sent us to support that [Name(s) of child(ren)] is/are eligible ree or reduced-price meets. Although your child(ren) will continue to receive free meets ng School Year 2021-2022 (SY 21-22) due to our school's perticipation in Seamless Summer on (SSO), we have determined that:
П. у	'our child(ren)'s eligibility has not changed.
	starting [Data], your child(ren)'s eligibility classification changed from reduced-price to free use your income is within the free eligibility category.
	itarting [Date], your child(ren)'s eligibility for meals will be changed from free to reduced- a because your income is over the limit for the free eligibility category.
	itarting [Date], your child(ren) la/ere no longer eligible for the free or reduced-price eligibility gory for the following reason(a):
	☐ Records show that no one in your household received SNAP, FDPIR or TANF benefits.
	Records show that the child(ren) is/are not nomeless, runewey, or migrant.
	Your income is over the limit for free or reduced-price meals.
	☐ You did not provide:
	You did not respond to our request.
bene tang	or household size or income changes, you may spoly again at any time. If you were denied offs because no one in the household received SNAP, TANF or FDPIR benefits, you may ply based on income aligibility. If you did not provide proof of current aligibility, you will be ad to do so if you readply.
right Iden med	u disagree with this decision, you may discuss it with [Name] at [Phone]. You also have the to a fair hearing. If you request a hearing by [Defe], your child(ren) will continue to be tifled as their original eligibility classification until the decision of the hearing official is e. You may request a hearing by contacting: [Name of hearing official]. [Address]. [Phone], mail].
Sino	erely,
Silar	natura[

RESULTS OF VERIFICATION

Document the date the letter was sent and the date the student's eligibility change will be made active (if applicable) on the Verification Tracking Form.



Verification Phase 3: Verify Verification Tracking Form

Complete this form for each application swected for verification thach this form to the application with a copy of all documents from the household.

	Original Determination was (check one)	
	G Free Digible Based on Categorical Digibility (Case # SNAP/TANK/FDRR or Foster)	
	☐ Free Eligible Based on Income/Household Size Information	
	⊋ Reduced Price Eliable	
Slep 1	Identify your confirming official. This person will double obesit that the application was certified correctly. Cannot be the same person who initially certified the application.	
	Results of Confirmation Review (Select QME):	
	Cli Confirmed Original Determination, no change in benefits Continue to Step 2.	
	Changed from Reduced to Five Notify household of increased benefits, change benefits within 3 days, continue to Shep 2.	
	G Changed from Free to Reduced Do oog change benefits, do not contact household, portinue to Step 1:	
	☐ Changed to PNID Trottly to seek of paid herefits, change banefits after 10 calendar days of letter sent and remove this application from verification sometimes application for serfication. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BD:	
Step 2	☐ Conduct Street Verification, Results (Select CRE):	
	UNetfleet Print off results and attach to this tracking form. Verification is complete, \$70P and do not contact the household. SFAs will report this application and all the students listed as Directly Yenfled.	
	2 Not Verified. Print off results, attach to tracking form. Continue with Step 3.	
Now o	ontact the household	
Step 3	G Bend First Verification Hotice (sent date) Requesting Documentation returned by	
.000	(2) If no response by given due data. Autow up with hosewhold, Second Wantleadon Notice/culled/email (state)	
	☐ Follow-up official must sign and date household application	
	☐ Make notes on the application, as necessary	
Step 4	☐ Results of Verification (Select (ME):	
	CJ Responded, no change in benefits: Send Latter of Verification Results (confirming no change) and attach to this tracking form (date)	
	☐ Responded, original determination changed to free Send Letter of Verification Results and attach to this tracking flows(date)	
	CEResponded, original determination changed to Reduced Send Letter of Verification Results and attack to this tracking form:(date)	
	☐ Responded, original determination changed to Paid Send Letter of Verification Results and ettach to this tracking form:(date)	
	☐ No response ofter follow up, original determination changed to Paid Social Letter of Verification Results and attack to this tracking form (date)	
	ment reads to securitative learness that assess to one security form. Thereof	

RESULTS OF VERIFICATION

If benefits have **increased**, this must be active within three calendar days.

If benefits have **decreased**, allow the household 10 calendar days to receive the notification letter and adjust to the new meal benefits.

• Example: If the letter is sent out on October 20th, the student(s) will be changed to reduced or paid on October 30th.

Update your BID if benefits have changed as a result of verification.



Any household selected for verification may reapply after verification is over; however, they must provide income documentation prior to certifying the new application.

- THE VERIFICATION TRACKING FORM HAS BEEN ATTACHED TO EACH APPLICATION AND FILLED OUT COMPLETELY.
- DIRECT VERIFICATION HAS BEEN CONDUCTED ON THE SELECTED STUDENT(S) AND THE RESULTS HAVE BEEN PRINTED.
- NOTIFICATION OF VERIFICATION LETTERS REQUESTING DOCUMENTATION OF ELIGIBILITY HAVE BEEN SENT TO THE HOUSEHOLDS FOR STUDENT(S) NOT VERIFIED IN DIRECT VERIFICATION. THIS ALSO INCLUDES A FOLLOW-UP ATTEMPT IF THE HOUSEHOLD DOES NOT RESPOND TO THE FIRST ATTEMPT.
- ALL DOCUMENTS HAVE BEEN REVIEWED FOR HOUSEHOLDS THAT HAVE SUBMITTED EVIDENCE SUPPORTING THE INFORMATION ON THE APPLICATION.
- THE LETTER OF VERIFICATION RESULTS HAVE BEEN SENT TO ALL HOUSEHOLDS SELECTED FOR VERIFICATION.

Quiz Time

By what date do all verification activities need to be completed?

- A October 1
- B October 31
- C November 1
- November 15



Quiz Time

By what date do all verification activities need to be completed?

- A October 1
- B October 31
- C November 1
- **D** November 15

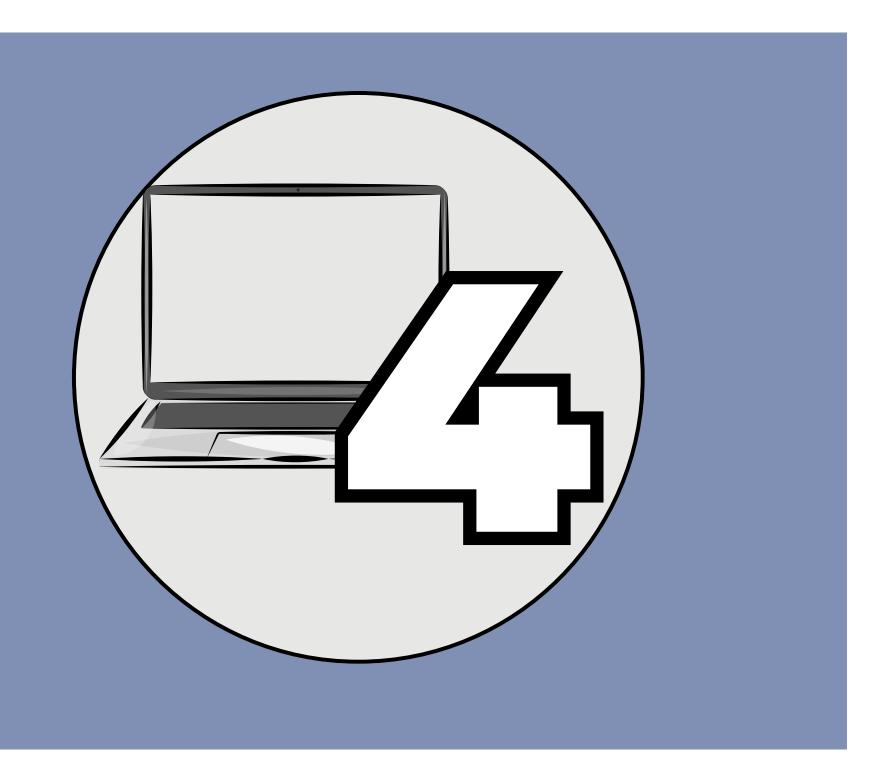
Verification is complete when the household provides adequate documentation supporting the information on their application, or when the Letter of Verification Results is sent to families who did not respond. These notices must be sent out no later than November 15th.



Phase 4: Submit the Verification Summary Report (November 15 – February 1)



SECTION 5



Phase 4: Submit the Verification Summary Report

During Phase 4, SFAs will:

- Need permissions to ADEConnect
- Categorize and count all needed documents for submitting the report
- Fill out and submit the Verification Summary Report (VSR) in the CNP Verification Reporting application in ADEConnect

Submitting the VSR

Beginning on November 16th, SFAs can begin submitting the VSR in CNP Verification Reporting.

Before you begin your report, you will need to gather all of the information you used to conduct verification, including the October 1 application counts and the results of each application selected for verification.

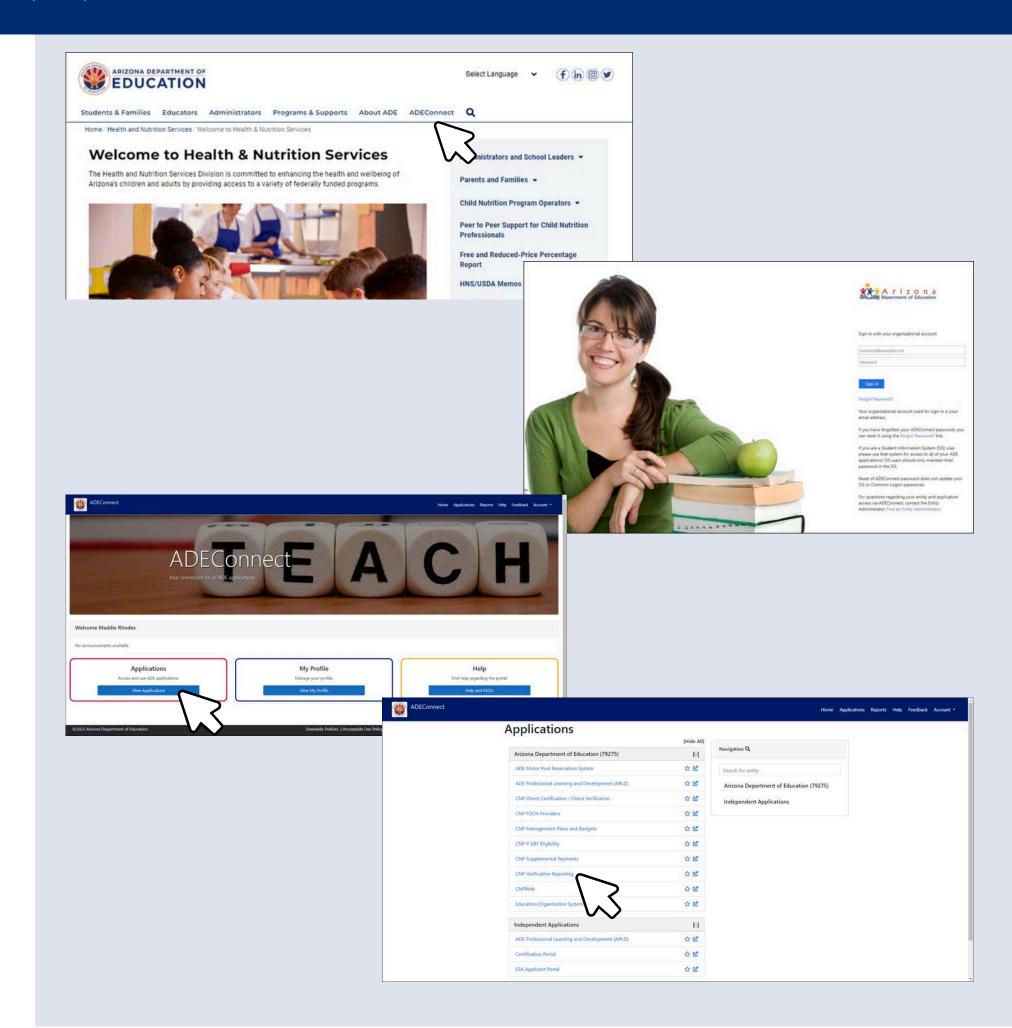
Google Chrome

PLEASE USE GOOGLE CHROME TO SUBMIT THIS REPORT.



ADEConnect

- 1 Go to any ADE webpage: <u>www.azed.gov/hns</u>
- 2 Click ADEConnect.
- The system will either log you in automatically or you will need to enter your username and password.
- 4 Click View Applications.
- 5 Select CNP Verification Reporting.

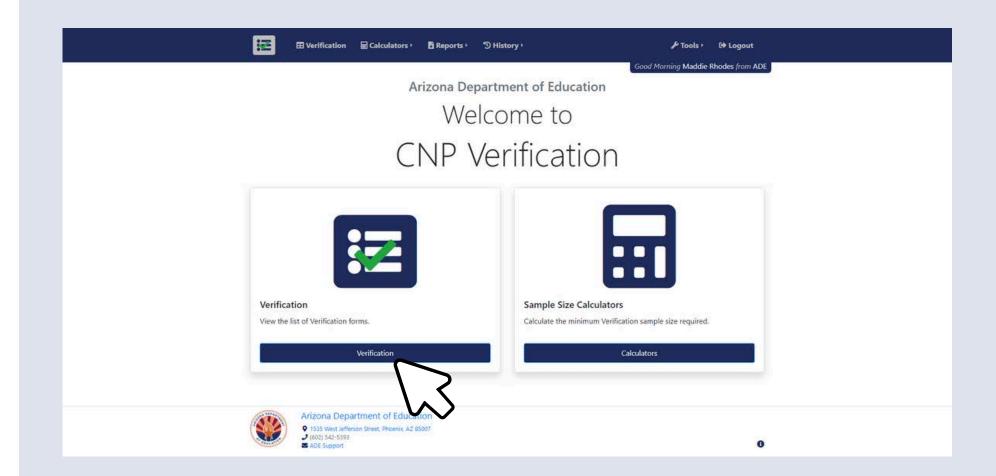


CNP Verification Reporting

PHASE 4: SUBMIT THE VERIFICATION SUMMARY REPORT (VSR)

The **CNP Verification Reporting** application will load.

Next, select **Verification**.



Submitting the VSR

AT THE TOP OF THE REPORT THERE IS A STATUS BAR INDICATING THE STATUS OF THE REPORT. THE STATUS OPTIONS ARE:

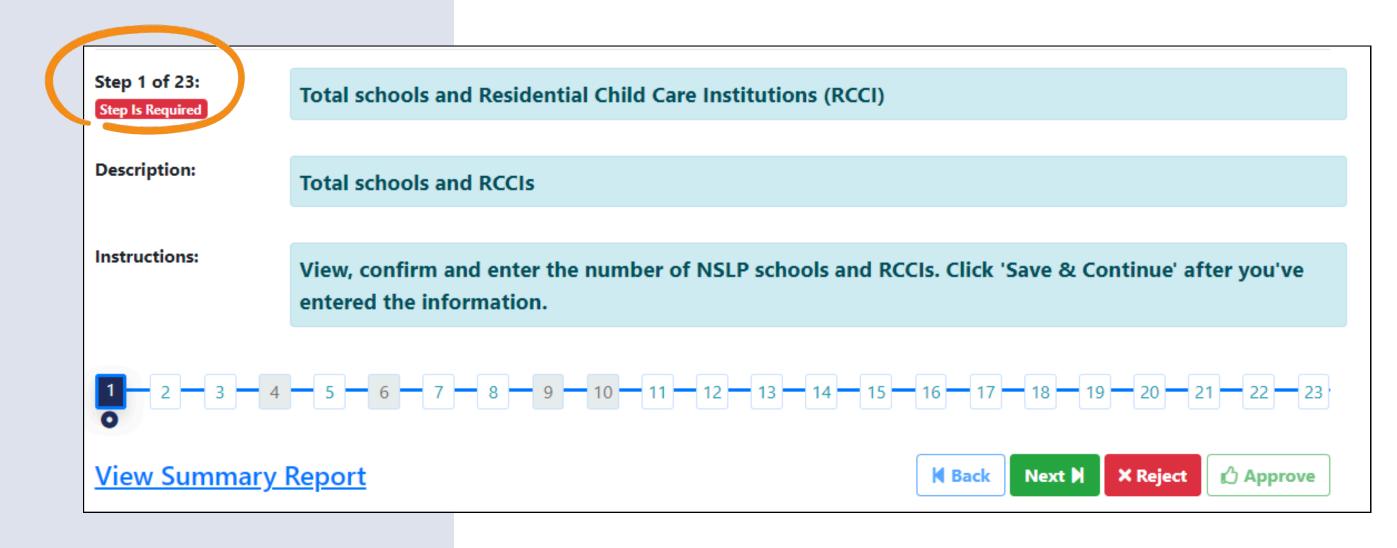
- Not Started: The SFA has not begun the report
- Pending: The SFA has begun the report but has not submitted
- Submitted: The SFA has submitted the report and is awaiting ADE approval
- Approved: ADE has approved the SFA's report



AREAS OF THE REPORT

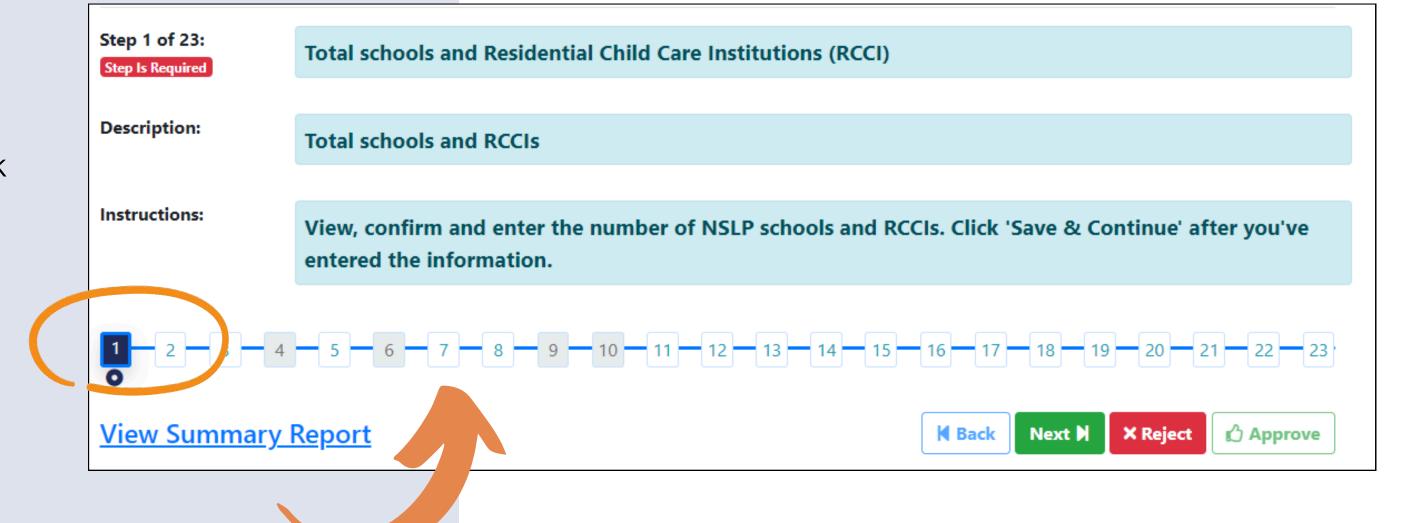
The top of each page shows:

- which step you are on,
- if the step is required, and
- instructions to complete this step.



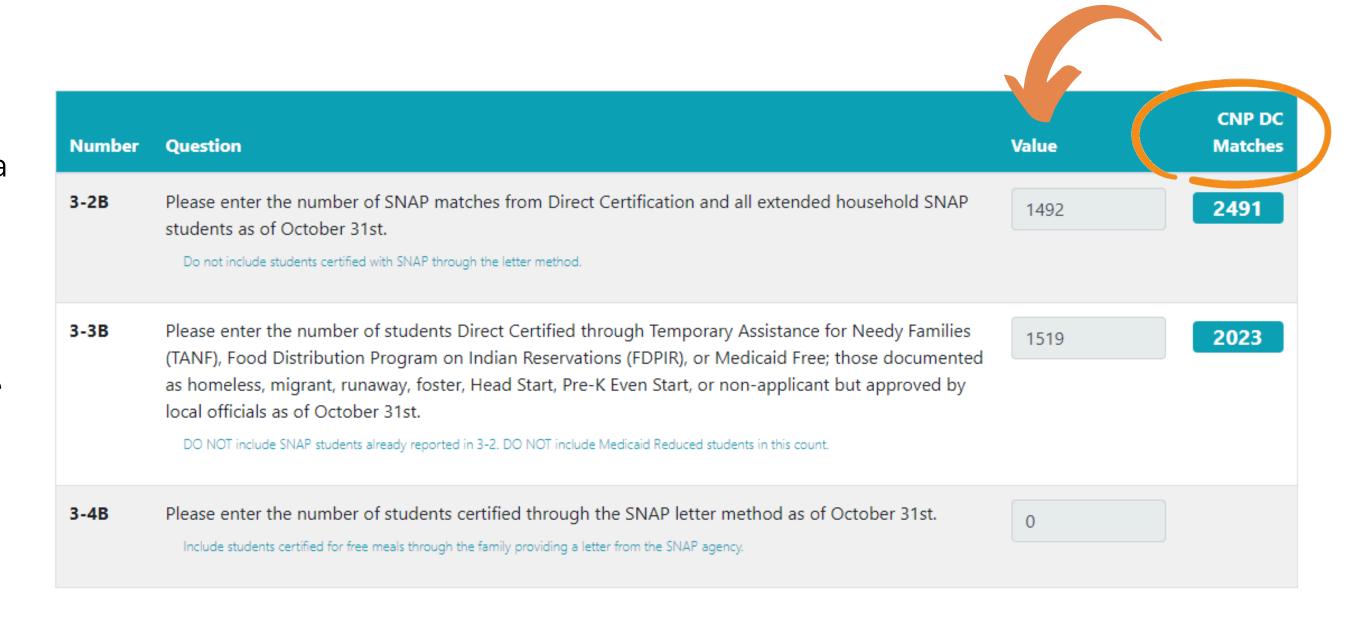
AREAS OF THE REPORT

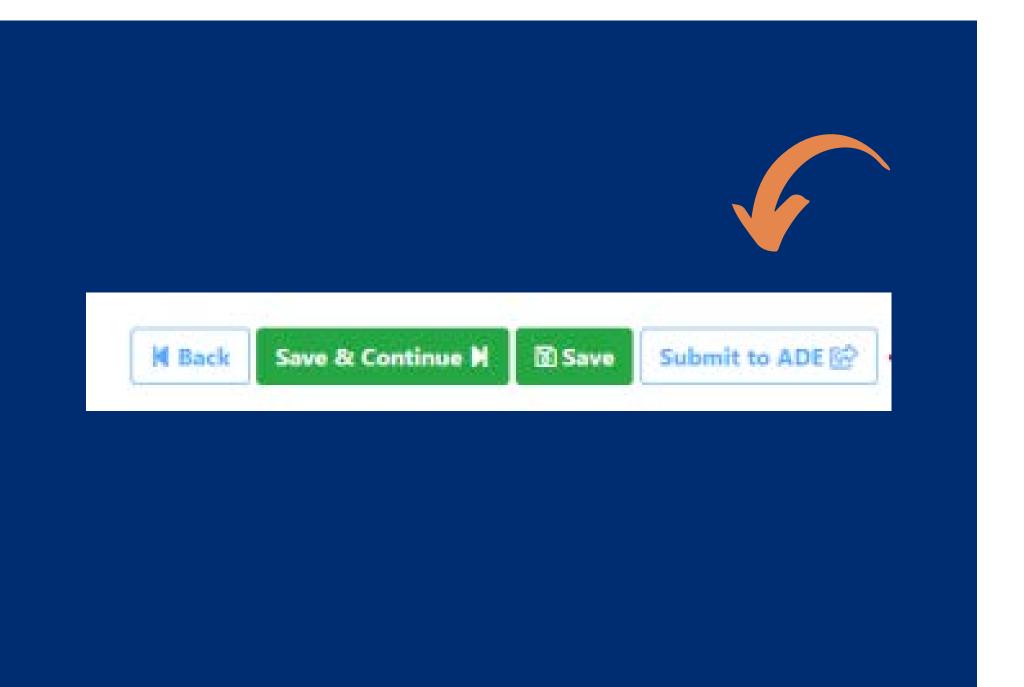
- This navigation bar allows the user to click on a step to move to another page.
- Hover over a step to see which questions are on that step.
- Steps in gray are not required for the SFA.



AREAS OF THE REPORT

Some questions provide data from other platforms as a comparison. Confirm that your value is correct and enter the number into the white box. If the data you are entering is different than what is shown from the other source, discrepancies should be evaluated by the SFA to identify any mistakes.





AREAS OF THE REPORT

Use the "Back" button to move back a step. Click "Save & Continue" to save the data and move to the next step. Click "Save" to save the data and stay on this step. Click "Submit to ADE" when all fields have been entered in the report and there are no validation errors.

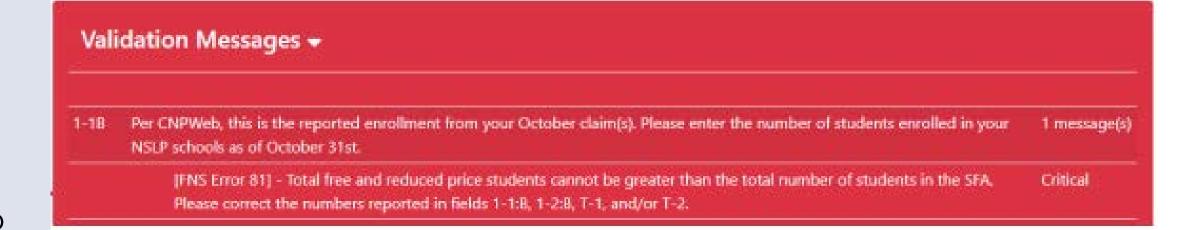
VALIDATION ERRORS

The system has edit checks in place that validate the data entered into the report. If the system identifies any errors, you will be notified with a red error message at the top of the report.

Click "Validation Messages" to expand the list of errors.

 You will be provided with the reasons for the errors and how to correct them. All validation messages must be resolved prior to submitting the report.





What happens after I submit my report?

After an SFA submits the report, the assigned HNS Specialist will review the report to ensure the data was submitted accurately.

- If revisions need to be made, the specialist will reject the report and contact the SFA.

 The SFA will then make the necessary revisions and resubmit the report.
- When no revisions need to be made, the specialist will approve the report.

Final Thoughts on Verification

The VSR can be submitted anytime between November 16th and February 1st.

The report must be submitted and approved by the specialist no later than February 1st.

SFAs who do not have a submitted and approved report by February 1st will have their reimbursements placed on hold until the report is submitted and approved.

ADE hosts annual webinars for both preparing for verification and submitting the VSR.

Quiz Time

By what date must the VSR be submitted?

- A November 16
- B December 1
- **C** February 1
- Whenever



Quiz Time

By what date must the VSR be submitted?

- A November 16
- B December 1
- **C** February 1
 - Whenever

All LEAs must submit the VSR by February 1st. Those who do not submit the report by the deadline will have their reimbursements placed on hold.



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed the Online Course: Online Course: Verification Review

Information to include when documenting this training for Professional Standards:

Training Title:
Online Course:
Verification Review

Key Area: 3000 – Administration

Learning Code: 3110

Length: 2 hours

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title:
Online Course:
Verification Review

Key Area: 3000 – Administration

Learning Code: 3110

Length: 2 hours

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.



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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: <u>Program.Intake@usda.gov</u>

OF EDUCATION

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