

# Submitting the Verification Summary Report for SFAs that Collected Household Applications

December 10, 2024



Health and Nutrition Services  
Arizona Department of Education



Today's webinar will be facilitated by Jennifer Blankenship. Jennifer brings over 18 years of experience to Child Nutrition. She is excited to assist the field with an easy transition when beginning, or updating programs to improve the health and wellness of Arizona's children.

Jennifer has helped lead the training efforts in Administrative Review preparation and food safety.



# Speaker



# Welcome to today's webinar!

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). This training is intended for School Food Authorities (SFAs) who collect household applications. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.



# Disclaimer

SFAs with all sites on an active Provision 2/3 non-base year or Community Eligibility Provision cycle, are prohibited from collecting NSLP applications and do not conduct verification activities.

**If you are an SFA with sites only on a Special Provision Option as explained above or an RCCI, this webinar does not apply to you. Please log off and attend the webinar on January 23.**

# Intended Audience

This training is intended for **School Food Authorities (SFAs) who collect household applications**. All regulations are specific to operating the National School Lunch Program (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 how to submit the Verification Summary Report (VSR) through ADEConnect.

## TRAINING HOURS

Information to include when documenting this training for Professional Standards:

**Training Title:** Submitting the Verification Summary Report for SFAs that Collected Household Applications

**Key Area:** 3000 - Administration

**Learning Code:** 3110

**Length:** 1 hour

# Questions

## **SUBMITTING THE VERIFICATION SUMMARY REPORT IS INDIVIDUALIZED.**

Therefore, questions will not be answered live, but should instead be forwarded to your specific HNS Specialist via HelpDesk in order to get the most accurate responses for your SFA.



# Agenda

**Section 1: Overview of Verification**

**Section 2: Accessing CNP Verification Reporting in ADEConnect**




**Section 3: Completing the Verification Summary Report**

**Section 4: Common Reporting Errors**

**Section 5: Next Steps**

# Today's Webinar Essentials

To actively participate in the webinar and submit your Verification Summary Report, you need each of the following:

-  Google Chrome
-  Access to *CNP Verification Reporting* in ADEConnect
-  Preferred: Completed Data Form for SFAs that Conducted Verification



# Poll Time

Do you plan on submitting your Verification Summary Report today?

- 1 Yes! I have everything I need to submit my report.**
- 2 No, I do not have access to CNP Verification Reporting.**
- 3 No, I do not have the Data Form For SFAs That Conduct Verification ready.**
- 4 No, I do not have 2 or 3.**
- 5 I already submitted and I am here to check my work.**



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR  
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

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SECTION 1  
**Overview of  
Verification**



# What is Verification?

Verification is the process of **confirming free and reduced-price** meal eligibility. Verification is only required when eligibility is determined through the **household application** process, not through direct certification (DC).

*Please note: All SFAs that collected any household applications in SY 24-25 are required to conduct verification on those applications and complete the VSR. This includes SFAs that have some sites operating regular NSLP while other sites within the SFA are operating on a Special Assistance Provision cycle. Your report will be mixed with both VSR field requirements!*

The image shows a sample of the 2023-2024 Application for Free and Reduced-Price School Meals form. It is divided into four main steps:
 

- STEP 1:** List ALL infants, children, and students up to and including grade 12 in your household. This section includes a table for listing household members with columns for Child's First Name, MI, Child's Last Name, and School Name.
- STEP 2:** Report Income for ALL Household Members. This section includes sub-sections for Child Income and All Adult Household Members, with tables for reporting income for each member.
- STEP 3:** Contact information and adult signature. This section includes fields for the parent/guardian's name, address, phone number, and email address, along with a signature line and date.
- STEP 4:** Office Use Only. This section includes fields for the office's name, address, phone number, and email address, along with a signature line and date.

Household Applications are approved at face value



USDA requires a small percentage of applications to be verified



Documentation is requested from the selected households to verify that the information on the application is accurately reported

# Verification Phases

## THE FOUR PHASES

There are four phases of verification. These phases are:

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

### 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.

# Reporting Requirements

Each year, SFAs must report:

- their enrollment data as of October 31; and,
- the number of applications selected for verification and the results of verification activities.

Any SFA that does not submit their report by February 1 will have their reimbursements placed on hold until the report is submitted.

# Last Steps of Verification

Congratulations! You are almost done with the verification process as the last step is reporting your SFA data and the applications that were selected for verification.

- Think of the VSR as telling HNS your verification story.
- We hope many of you can submit your VSR today. If not, that's okay!

Your assigned HNS specialist can provide you with technical assistance after the webinar if you need additional help.



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR  
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

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## SECTION 2

# Accessing CNP Verification Reporting in ADEConnect



# Time to Follow Along!

Please follow along by opening another tab/window in Google Chrome.





# ADEConnect

- 1 Go to any ADE webpage: [www.azed.gov/hns](http://www.azed.gov/hns)
- 2 Click **ADEConnect**.
- 3 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**.

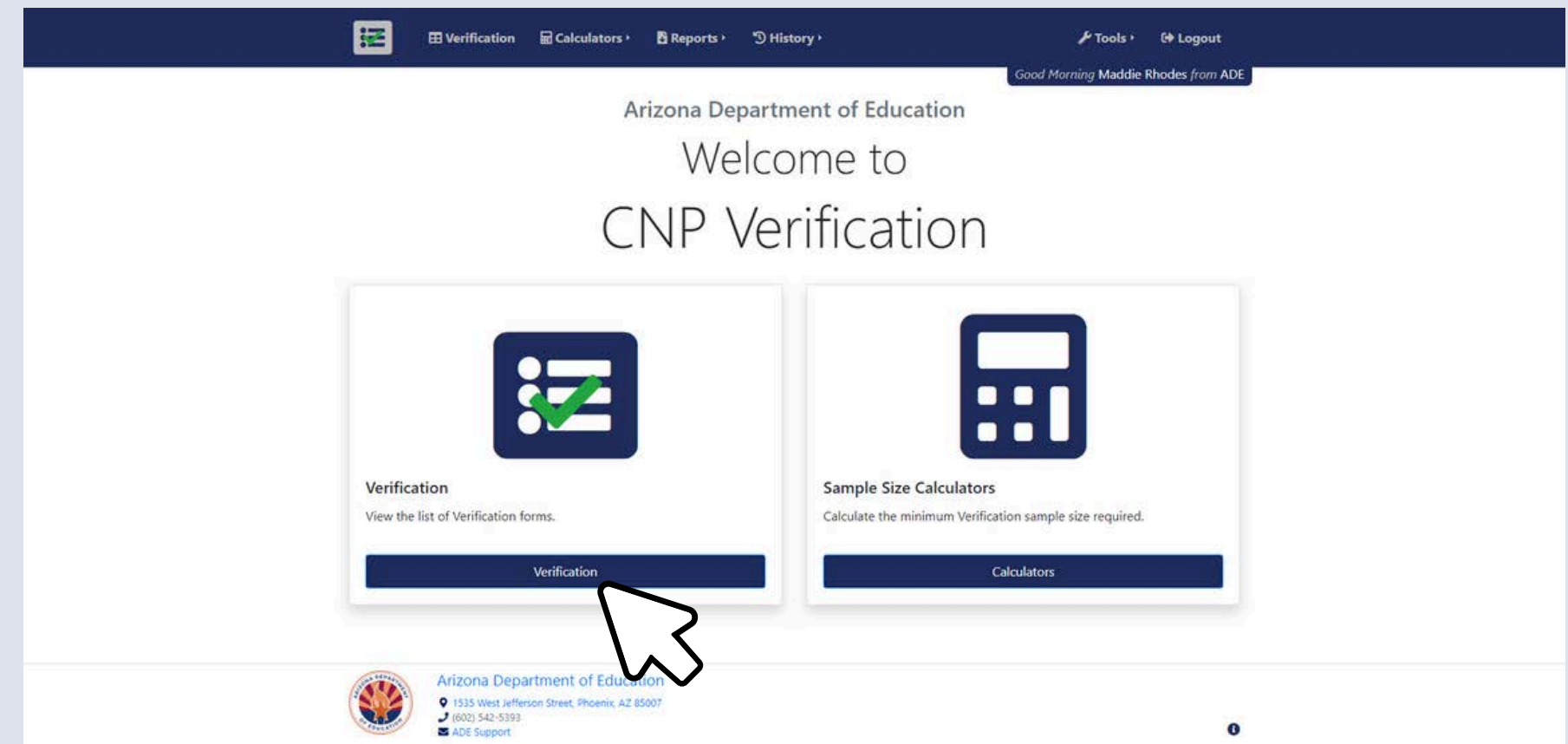
The screenshots illustrate the following steps:

- Step 1: The user is on the Arizona Department of Education website. The 'ADEConnect' link is highlighted in the navigation menu.
- Step 2: The user is on the ADEConnect login page. The 'Sign In' button is highlighted.
- Step 3: The user is logged in to the ADEConnect dashboard. The 'View Applications' button is highlighted.
- Step 4: The user is in the 'Applications' list. The 'CNP Verification Reporting' application is highlighted.

# CNP Verification Reporting

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

Next, select **Verification**.



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR  
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

SECTION 3

# Completing the Verification Summary Report



# Completing the VSR

## INFORMATION IN THE HEADER

After selecting Verification, the webpage where you will submit your Verification Summary Report (VSR) will load.

The header of this page includes:

- Sponsor Name
- Description
- Instructions
- Status
- Specialist

There are 23 total steps to complete.

- The report will automatically skip the steps that are not necessary to fill out.

## CNP Verification 2024-2025

**Pending**

Sponsor Name: [REDACTED]

Description: CNP Verification for All Sponsors

Instructions: Enter all data requested.

Created By: hnsuser@mailinator.com on 12/6/2024 11:33 AM

Status: **Pending**

Modified By: hnsuser@mailinator.com on 12/9/2024 9:48 AM

Second Review: Not Required

Original Submission:

Specialist: Hannah Muise

Submitted By:

Email: [Hannah.Muise@azed.gov](mailto:Hannah.Muise@azed.gov)

Approved By:

Phone: (602) 364-1378

Rejected By:

Step 1 of 23:  
**Step Is Required**

**Total schools and Residential Child Care Institutions (RCCI)**

Description: **Total schools and RCCIs**

Instructions: **View, confirm and enter the number of NSLP schools and RCCIs. Click 'Save & Continue' after you've entered the information.**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#)

[Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

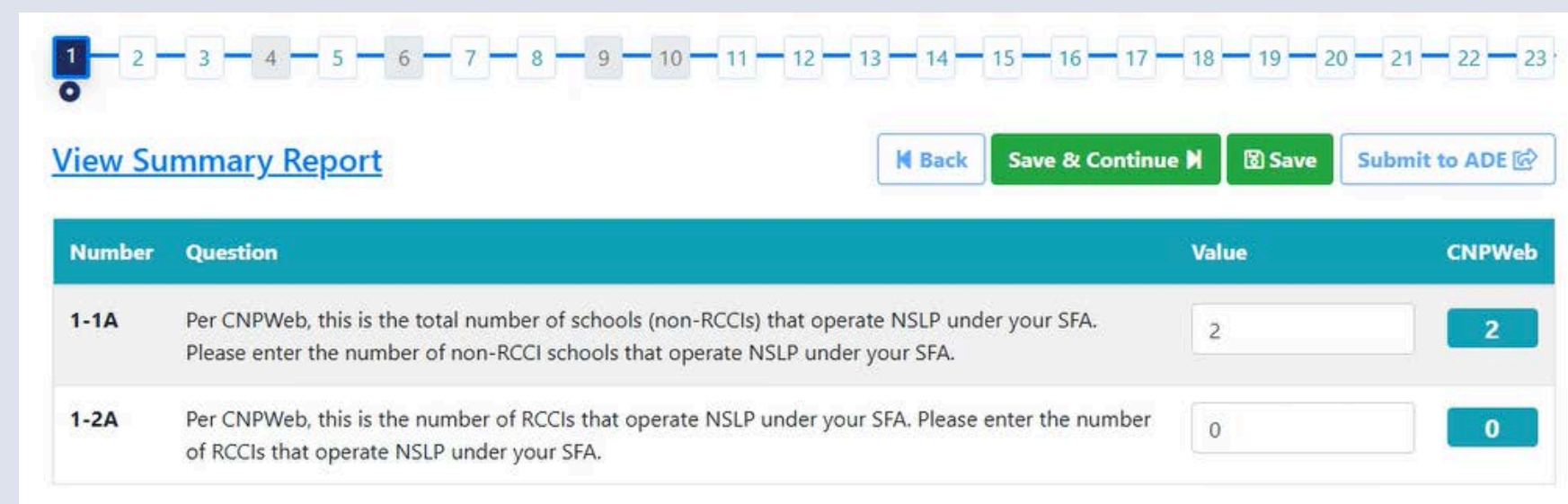
# Completing the VSR

## STEP 1: TOTAL SCHOOLS & RCCIS

1-1A: Input the total number of schools that operate NSLP under your SFA.

1-2A: Input the number of Residential Child Care Centers (RCCIs) that operate NSLP under your SFA.

- *Most SFAs do not operate NSLP as RCCIs. This field will not apply to most operators.*



The screenshot shows a progress bar at the top with steps 1 through 23. Step 1 is currently active. Below the progress bar are navigation buttons: "View Summary Report", "Back", "Save & Continue", "Save", and "Submit to ADE". The main content area contains a table with two rows:

| Number | Question  | Value                          | CNPWeb                           |
|--------|---|--------------------------------|----------------------------------|
| 1-1A   | Per CNPWeb, this is the total number of schools (non-RCCIs) that operate NSLP under your SFA. Please enter the number of non-RCCI schools that operate NSLP under your SFA. | <input type="text" value="2"/> | <input type="button" value="2"/> |
| 1-2A   | Per CNPWeb, this is the number of RCCIs that operate NSLP under your SFA. Please enter the number of RCCIs that operate NSLP under your SFA.                                | <input type="text" value="0"/> | <input type="button" value="0"/> |

# Completing the VSR

## STEP 2:

This page applies to schools operating a Special Provision Option/CEP.

- If none of your sites operate CEP or a Provision, this page does not apply and you can input 0 in all fields.
- If *some* of your sites operate CEP or a Provision, complete the fields on this page.
- If you are an SFA with sites only on a Special Provision Option, this webinar does not apply to you. Please log off and attend the webinar on January 23.

Good Morning HNS User from Academy Del Sol, Inc.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

| Number | Question   | Value | CNPWeb |
|--------|--|-------|--------|
| 2-1A   | Per CNPWeb, this is the number of schools operating Provision 2/3 in a BASE Year for NSLP and School Breakfast Program (SBP). Please enter the number of schools operating Provision 2/3 in a BASE Year for NSLP and SBP as of October 31st.<br><small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small> | 0     | 0      |
| 2-2A   | Per CNPWeb, this is the number of schools operating Provision 2/3 in a NON-BASE Year for NSLP and SBP. Please enter number of schools operating Provision 2/3 in a NON-BASE Year for NSLP and SBP as of October 31st.<br><small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>                        | 0     | 0      |
| 2-3A   | Per CNPWeb, this is the number of schools operating the Community Eligibility Provision (CEP). Please enter the number of schools operating the CEP.   | 0     |        |
| 2-5A   | Per CNPWeb, this is the number of schools operating an Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP. Please enter the number of schools operating an Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP.<br><small>Example: School A operates Provision 2/3 for SBP only and operates regular NSLP.</small>                                | 0     | 0      |

# Completing the VSR

## STEP 3: REPORTED ENROLLMENT

**1-1B:** Input the total number of students enrolled as of October 31.

- The number of enrolled students from your October claim will be viewable in the CNPWeb column.

The additional fields will only be filled out if participating in Provision 2/3 or CEP.

1 2 **3** 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Next](#) [Save](#) [Submit to ADE](#)

| Number | Question   | Value                |
|--------|--|----------------------|
| 1-1B   | Per CNPWeb, this is the reported enrollment from your October claim(s). Please enter the number of students enrolled in your NSLP schools as of October 31st.<br><small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>  | 1923                 |
| 2-1B   | Per CNPWeb, this is the number of students in schools operating Provision 2/3 in a BASE year for NSLP and SBP. Please enter the number of students in schools operating Provision 2/3 in a BASE year for NSLP and SBP as of October 31st.<br><small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>  | <input type="text"/> |
| 2-2B   | Per CNPWeb, this is the number of students in schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP. Please enter the number of students in schools operating Provision 2/3 in a NON-BASE year for NSLP and SBP as of October 31st.<br><small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>  | <input type="text"/> |
| 2-3B   | Per CNPWeb, this is the number of students in schools operating the CEP. Please enter the number of students in schools operating the CEP as of October 31st.<br><small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>  | <input type="text"/> |
| 2-5B   | Per CNPWeb, this is the number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP. Please enter the number of Students in Schools operating Alternate Provision (Special Assistance Provision 2/3) for only SBP or only NSLP as of October 31st.<br><small>Example: School A operates Provision 2/3 for SBP only and operates regular NSLP.</small><br><small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small> | <input type="text"/> |

# Completing the VSR

## STEP 7: STUDENTS APPROVED AS FREE & NOT SUBJECT TO VERIFICATION

**3-2B:** Input the number of students that matched in direct certification through SNAP.

**3-3B:** This is the number of students that matched in direct certification through the other programs (not SNAP).

**3-4B:** Enter the students certified through the SNAP letter method.

Step 7 of 23:  
Step Is Required

Students approved as FREE eligible NOT subject to verification

Instructions:  
Report students approved FREE eligible as of the last operating day in October

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

| Number | Question  | Value |
|--------|---|-------|
| 3-2B   | Please enter the number of SNAP matches from Direct Certification and all extended household SNAP students as of October 31st.<br><small>Do not include students certified with SNAP through the letter method.</small>   | 275   |
| 3-3B   | Please enter the number of students Direct Certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid Free; those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials as of October 31st.<br><small>DO NOT include SNAP students already reported in 3-2. DO NOT include Medicaid Reduced students in this count.</small> | 3     |
| 3-4B   | Please enter the number of students certified through the SNAP letter method as of October 31st.<br><small>Include students certified for free meals through the family providing a letter from the SNAP agency.</small>  | 0     |



# Completing the VSR

## STEP 8:

Enter the number of applications as of October 1:

**4-1 A:** Case Number

**4-2 A:** Free by Income

**4-3A:** Reduced-Price by Income

Enter the total number of students listed on applications as of October 31:

**4-1B:** Total students on Case Number Applications

**4-2B:** Total students on Free Income Applications

**4-3B:** Total students on Reduced-Price Income Applications

| Number | Question  | Value |
|--------|---|-------|
| 4-1A   | Enter the total number of case number and foster household applications that have not been directly certified as of October 1st.<br><small>If you have any household applications that indicated SNAR TANF, FDIR or Foster and provided a SNAR TANF, FDIR letter, or a Foster Notice to Provider Letter, do not include in this count.</small>  | 7     |
| 4-1B   | Enter the total number of students that provided a case number or indicated foster on a household application and have not been directly certified as of October 31st.<br><small>If you have students on a household application that indicated SNAR TANF, FDIR or Foster and provided a SNAR TANF, FDIR letter, or a Foster Notice to Provider Letter, do not include in this count.</small> | 11    |
| 4-2A   | Enter the total number of free income household applications as of October 1st.<br><small>Based on household size and income information.</small>   | 39    |
| 4-2B   | Enter the total number of students approved based on a free income household application as of October 31st.<br><small>Based on household size and income information.</small>  | 99    |
| 4-3A   | Enter the total number of reduced-price income household applications as of October 1st.<br><small>Based on household size and income information.</small>  | 52    |
| 4-3B   | Enter the total number of students approved based on a reduced-price income household application as of October 31st.<br><small>Based on household size and income information.</small>   | 137   |

# Completing the VSR

## STEP 9:

### No action necessary.


The system will automatically total the number of free and reduced-price students based on what is reported in the previous step.

Step 9 of 23: **Total Free and Reduced Price Eligible Students**  
Step is Required

1 2 3 4 5 6 7 8 **9** 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Next](#) [Save](#) [Submit to ADE](#)

| Number | Question   | Value |
|--------|--|-------|
| T-1    | The system has calculated the total number of students receiving FREE meal benefits as of October 31st.<br><small>Based on the information provided this field is auto-calculated.<br/>No action required. Read-only.</small>          | 388   |
| T-2    | The system has calculated the total number of students receiving REDUCED-PRICE meal benefits as of October 31st.<br><small>Based on the information provided this field is auto-calculated.<br/>No action required. Read-only.</small> | 137   |

 Arizona Department of Education  
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(602) 542-5393  
ADE Support

# Completing the VSR

## STEP 11: VSR COMPLETION

Select the option that reflects when verification was completed.

The screenshot shows a progress bar at the top with 23 steps, where step 11 is highlighted. Below the progress bar are navigation buttons: "View Summary Report" (a link), "Back" (a blue button), "Save & Continue" (a green button), "Save" (a green button with a save icon), and "Submit to ADE" (a blue button with an external link icon). The main content is a table with three rows, each representing a radio button option for verification completion.

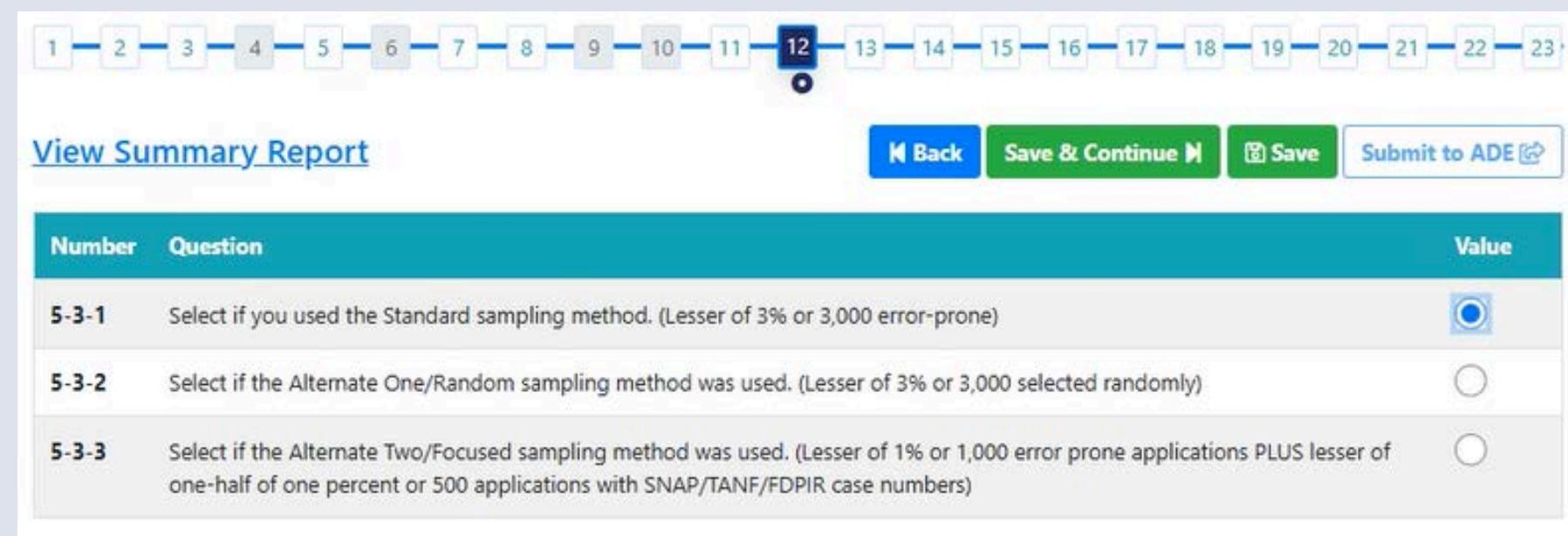
| Number      | Question   | Value                            |
|-------------|--|----------------------------------|
| 5-2-on time | Select if verification was completed by November 15th<br><small>Verification is considered complete and on-time when the Verification Notice of Results has been sent or the students on the household application have been directly verified for all household applications selected for verification by November 15th.</small>  | <input checked="" type="radio"/> |
| 5-2-delayed | Select if verification was completed AFTER November 15th<br><small>Verification is considered complete and delayed when the Verification Notice of Results has been sent or the students on the household application have been directly verified for all household applications selected for verification after November 15th.</small>                                    | <input type="radio"/>            |
| 5-2-no      | Select if verification was NOT performed or the process was not completed.<br><small>Verification is considered not performed or completed when the Verification Notice of Results have not been sent or the students on the household application have not been directly verified for all household applications that should have been selected for verification.</small> | <input type="radio"/>            |

# Completing the VSR

## STEP 12: SAMPLING METHOD

Select which sampling method was utilized for verification.

- Only those highlighted in COPPER on the Verification Non-Response Rate Report were eligible for Alternate 1/Random or Alternate 2/Focused sampling methods.



| Number | Question  | Value                            |
|--------|---|----------------------------------|
| 5-3-1  | Select if you used the Standard sampling method. (Lesser of 3% or 3,000 error-prone)  | <input checked="" type="radio"/> |
| 5-3-2  | Select if the Alternate One/Random sampling method was used. (Lesser of 3% or 3,000 selected randomly)  | <input type="radio"/>            |
| 5-3-3  | Select if the Alternate Two/Focused sampling method was used. (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) | <input type="radio"/>            |

# Completing the VSR

## STEP 13: APPLICATIONS SELECTED FOR VERIFICATION

**5-4:** Input the total number of ERROR PRONE household applications as of October 1.

- This will be required for Standard and Focused Sampling Methods

**5-5:** Input the total number of household applications selected for verification.

**5-6:** Select this box only if Direct Verification was **NOT** conducted by the SFA.

| Number | Question  | Value                    |
|--------|---|--------------------------|
| 5-4    | Enter the total number of ERROR PRONE household applications as of October 1st.   | 7                        |
| 5-5    | Enter the total number of household applications selected for verification.<br><small>These are the number of household applications selected based on your sampling method.</small>  | 3                        |
| 5-6    | Leave unselected if Direct Verification was conducted. Select only if Direct Verification was NOT conducted by the SFA.<br><small>The system has automatically selected this checkbox if your SFA is Provision 2/3 Non-Base year, CEP or an RCO with no day students only, no action is required.</small> | <input type="checkbox"/> |

# Completing the VSR

## STEP 14: DIRECT VERIFICATION

**5-7A:** Enter the number of household applications that were identified as directly verified in the CNP Direct Verification system.

**5-7B:** Enter the total number of students on the household applications that were identified directly verified.

| Number | Question   | Value |
|--------|--|-------|
| 5-7A   | Enter the number of household applications considered directly verified due to one or more students listed on the application receiving a "verified" result in the CNP Direct Verification system.<br><small>Enter "0" if all students on the household applications selected for verification received a "not verified" result in the CNP Direct Verification system.</small> | 1     |
| 5-7B   | Enter the total number of students on the household applications that were considered directly verified.   | 4     |

# Completing the VSR

## STEP 15:

The story begins...

**5-8-A:** Case number applications that went through verification.

Input the number of applications and students on those applications depending on the **OUTCOME** of verification.

- No case number applications were chosen for this example as Standard Sampling method was used and applications were chosen from error prone applications.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

| Number  | Question   | Value |
|---------|--|-------|
| 5-8-A1a | Enter the total number of case number and foster household applications selected for verification that have responded and still have free meal benefits (NO CHANGE).<br><small>Enter '0' if not applicable.</small>                  | 0     |
| 5-8-A1b | Enter the number of STUDENTS listed on the case number and foster household applications selected for verification that have responded and still have free meal benefits (NO CHANGE).<br><small>Enter '0' if not applicable.</small> | 0     |
| 5-8-A2a | Number of Applications responded, changed to REDUCED PRICE<br><small>FREE-Categorically Eligible<br/>Certified as FREE based on SNAP/TANF/FDPR documentation (e.g. case number) on application.</small>                              | 0     |
| 5-8-A2b | Number of Students responded, changed to REDUCED PRICE<br><small>FREE-Categorically Eligible<br/>Certified as FREE based on SNAP/TANF/FDPR documentation (e.g. case number) on application.</small>                                  | 0     |
| 5-8-A3a | Number of Applications responded, changed to PAID<br><small>FREE-Categorically Eligible<br/>Certified as FREE based on SNAP/TANF/FDPR documentation (e.g. case number) on application.</small>                                       | 0     |
| 5-8-A3b | Number of Students responded, changed to PAID<br><small>FREE-Categorically Eligible<br/>Certified as FREE based on SNAP/TANF/FDPR documentation (e.g. case number) on application.</small>   | 0     |
| 5-8-A4a | Number of Applications NOT responded, changed to PAID<br><small>FREE-Categorically Eligible<br/>Certified as FREE based on SNAP/TANF/FDPR documentation (e.g. case number) on application.</small>                                   | 0     |
| 5-8-A4b | Number of Students NOT responded, changed to PAID<br><small>FREE-Categorically Eligible<br/>Certified as FREE based on SNAP/TANF/FDPR documentation (e.g. case number) on application.</small>                                       | 0     |

# Completing the VSR

## STEP 16: VERIFICATION RESULTS FOR FREE INCOME/HOUSEHOLD APPLICATIONS

The story continues...

**5-8-B:** Free by Income applications that went through verification.

Input the number of applications and students on those applications depending on the OUTCOME of verification.

| Number  | Question  | Value                          |
|---------|---|--------------------------------|
| 5-8-B1a | Number of Applications responded with NO CHANGE<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small>            | <input type="text" value="0"/> |
| 5-8-B1b | Number of Students responded with NO CHANGE<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small>                | <input type="text" value="0"/> |
| 5-8-B2a | Number of Applications responded, changed to REDUCED PRICE<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small> | <input type="text" value="1"/> |
| 5-8-B2b | Number of Students responded, changed to REDUCED PRICE<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small>     | <input type="text" value="3"/> |
| 5-8-B3a | Number of Applications responded, changed to PAID<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small>          | <input type="text" value="0"/> |
| 5-8-B3b | Number of Students responded, changed to PAID<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small>              | <input type="text" value="0"/> |
| 5-8-B4a | Number of Applications NOT responded, changed to PAID<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small>      | <input type="text" value="0"/> |
| 5-8-B4b | Number of Students NOT responded, changed to PAID<br><small>FREE-Income</small><br><small>Certified as FREE based on income/household size application</small>          | <input type="text" value="0"/> |



# Completing the VSR

## STEP 17: REDUCED-PRICE APPLICATIONS

The story continues...

**5-8-C:** Reduced-Price by Income applications that went through verification.

Input the number of applications and students on those applications depending on the OUTCOME of verification.

| Number  | Question   | Value                          |
|---------|--|--------------------------------|
| 5-8-C1a | Number of Applications responded with NO CHANGE<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application       | <input type="text" value="0"/> |
| 5-8-C1b | Number of Students responded with NO CHANGE<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application           | <input type="text" value="0"/> |
| 5-8-C2a | Number of Applications responded, changed to FREE<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application     | <input type="text" value="0"/> |
| 5-8-C2b | Number of Students responded, changed to FREE<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application         | <input type="text" value="0"/> |
| 5-8-C3a | Number of Applications responded, changed to PAID<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application     | <input type="text" value="0"/> |
| 5-8-C3b | Number of Students responded, changed to PAID<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application         | <input type="text" value="0"/> |
| 5-8-C4a | Number of Applications NOT responded, changed to PAID<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application | <input type="text" value="1"/> |
| 5-8-C4b | Number of Students NOT responded, changed to PAID<br>REDUCED PRICE-Income<br>Certified as REDUCED PRICE based on income/household size application     | <input type="text" value="1"/> |

# Completing the VSR

## STEP 18: VERIFICATION FOR CAUSE

**VC-1:** If you had any questionable applications that were verified for cause, input the number in this field.

Note: The results of verification for cause conducted during verification will need to be reported in 5-8.

The screenshot shows a progress bar at the top with steps 1 through 23. Step 18 is highlighted in blue. Below the progress bar, there is a link for "View Summary Report" and three buttons: "Back", "Save & Continue", and "Save". To the right of these buttons is a "Submit to ADE" button with a lock icon. Below this is a table with three columns: "Number", "Question", and "Value".

| Number | Question   | Value                          |
|--------|--|--------------------------------|
| VC-1   | Total questionable applications verified for cause<br><small>Questionable Applications Verified</small><br><small>Report the number of applications as of November 15th verified for cause in addition to the verification requirement</small> | <input type="text" value="0"/> |

# Completing the VSR

## STEP 23: VERIFICATION COMPLETE!

After completing Step 18, you will be directed to Step 23 and are ready to submit your report to ADE.

- *If you receive an error message, return to the question referenced in the message and address the error accordingly. Should you need assistance, please contact your HNS Specialist.*

If no error message is received, select “Submit to ADE” to submit your VSR.

Step 23 of 23:  
Step Is Required

**Verification Complete**

Description: Congratulations! You have completed your Verification

Instructions: If there are no validation errors listed you can now submit the Verification to ADE.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR  
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

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SECTION 4  
**Common  
Reporting  
Errors**



# Common Error #1

## **SAMPLING METHOD**

- Remember, you must select enough applications based on the sampling method required/selected. If you do not select enough applications, an error message may occur regarding underreporting, not using error-prone, or using a method you were not qualified to use.
- If the wrong sampling method was used, the incorrect number of applications required for verification was most likely selected.
- If you did not verify enough applications based on the required sample size, HNS will not approve your report and you will be required to conduct verification for the correct number of applications that were required to be verified.
  - If this issue occurs, you must report that verification was completed after November 15th on step 11 of the VSR.
- If you selected too many applications based on the required sample size, report the total number of applications and students you verified.

# Common Error #2

## **CONDUCTING DIRECT VERIFICATION**

- It has been found that SFAs are reporting that they have conducted direct verification, but search results show they have not.
- It is required that SFAs attempt to verify each application through CNP Direct Verification prior to reaching out to the household.
- If the SFA did not conduct direct verification, this must be indicated by checking the box on step 13 of the VSR.

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR  
SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

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SECTION 5  
**Next Steps**



# Next Steps

## WHAT HAPPENS AFTER I SUBMIT MY REPORT?

- Your assigned HNS Specialist will review your report to check for any potential errors and will contact you if any revisions are needed.
- You do not need to alert HNS once you have submitted.
- When your report is in “approved” status, your specialist has already reviewed your report and no further action is needed.





# Next Steps

## **KEEP A COPY ON FILE**

- The VSR will be part of your Administrative Review and will be reviewed for accuracy at that time.
- Keep the printed version of your VSR on file for a minimum of five years.



# Thank you!

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in Arizona Professional Learning Development (APLD).

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.



# 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](http://www.azed.gov/hns)





# Congratulations

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**You have completed Submitting the Verification Summary Report for SFAs that Collected Household Applications**

Information to include when documenting this training for Professional Standards:

**Training Title:  
Submitting the  
Verification Summary  
Report for SFAs that  
Collected Household  
Applications**

**Key Area: 3000 – Administration**

**Learning Code: 3110**

**Length: 1 hour**

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:**  
**Submitting the  
Verification Summary  
Report for SFAs that  
Collected Household  
Applications**

---

**Key Area: 3000 – Administration**  
**Learning Code: 3110**  
**Length: 1 hour**

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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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

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

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