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

December 10, 2024

Health and Nutrition Services
Arizona Department of Education

# Speaker

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.

# 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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

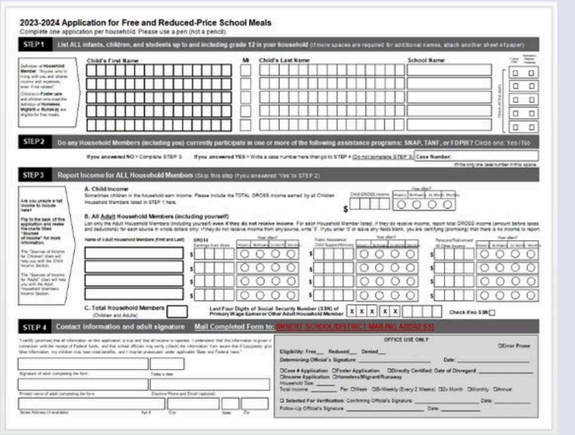
SECTION 1

# 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!*


2023-2024 Application for Free and Reduced-Price School Meals

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

SECTION 2

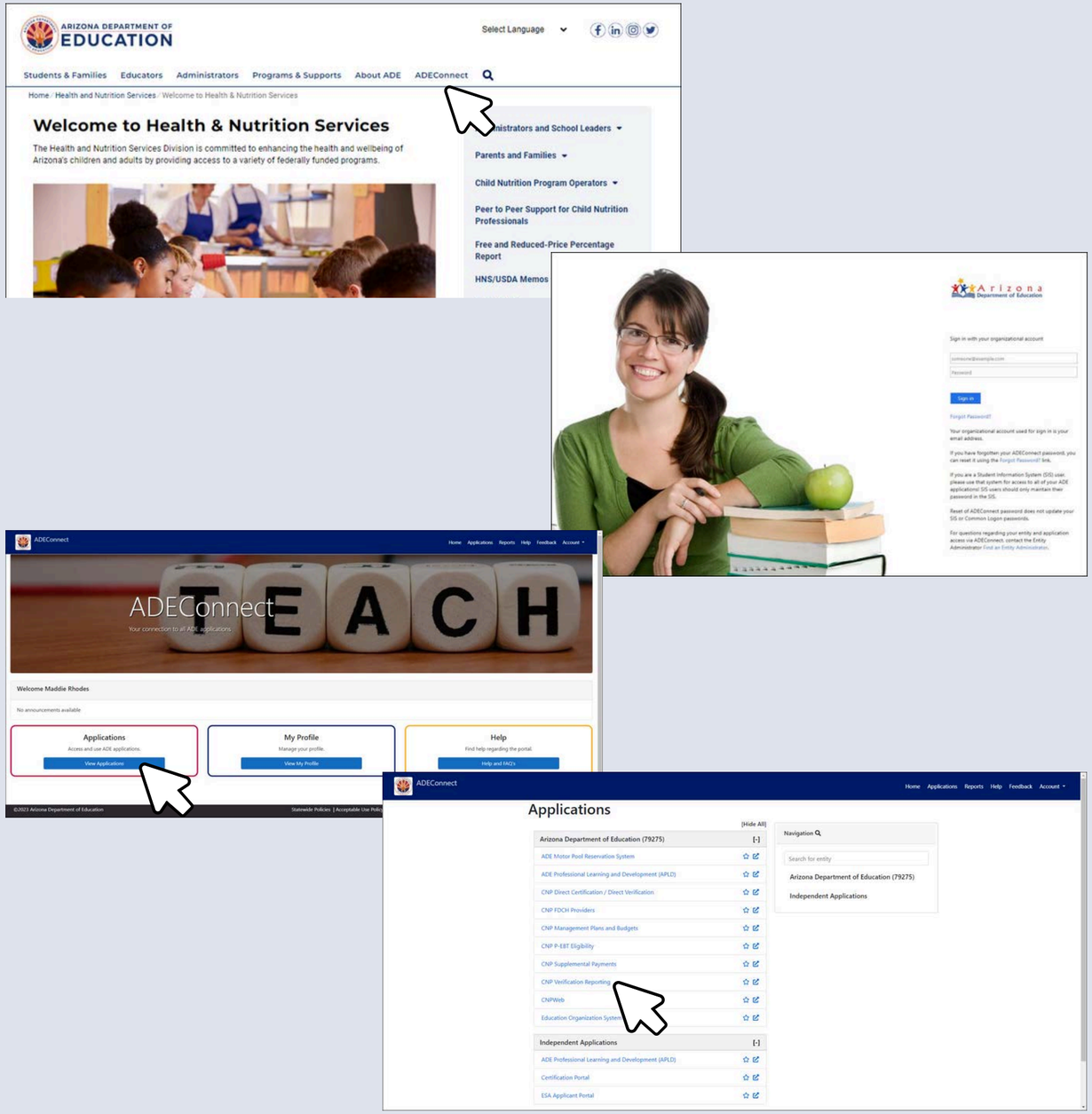
# Accessing CNP Verification Reporting in ADEConnect

# Time to Follow Along!

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

# ADEConnect

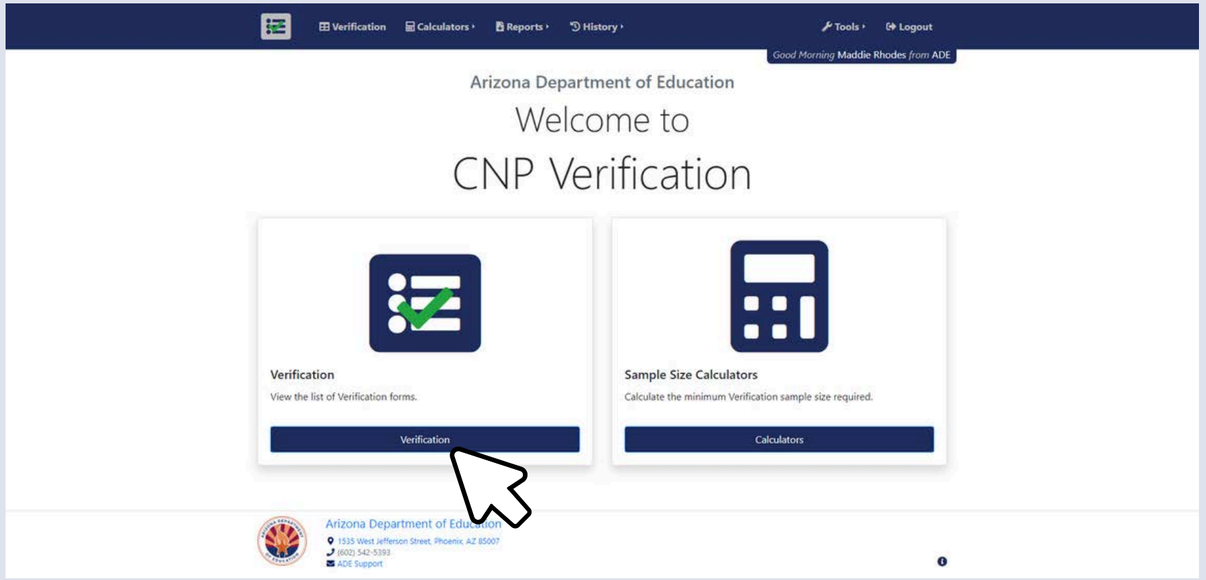
1. Go to any ADE webpage: www.azed.gov/hns
2. Click **ADEConnect**.
3. The system will either log you in automatically or you will need to enter your username and password.
4. Click **View Applications.**
5. Select **CNP Verification Reporting.**



# 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

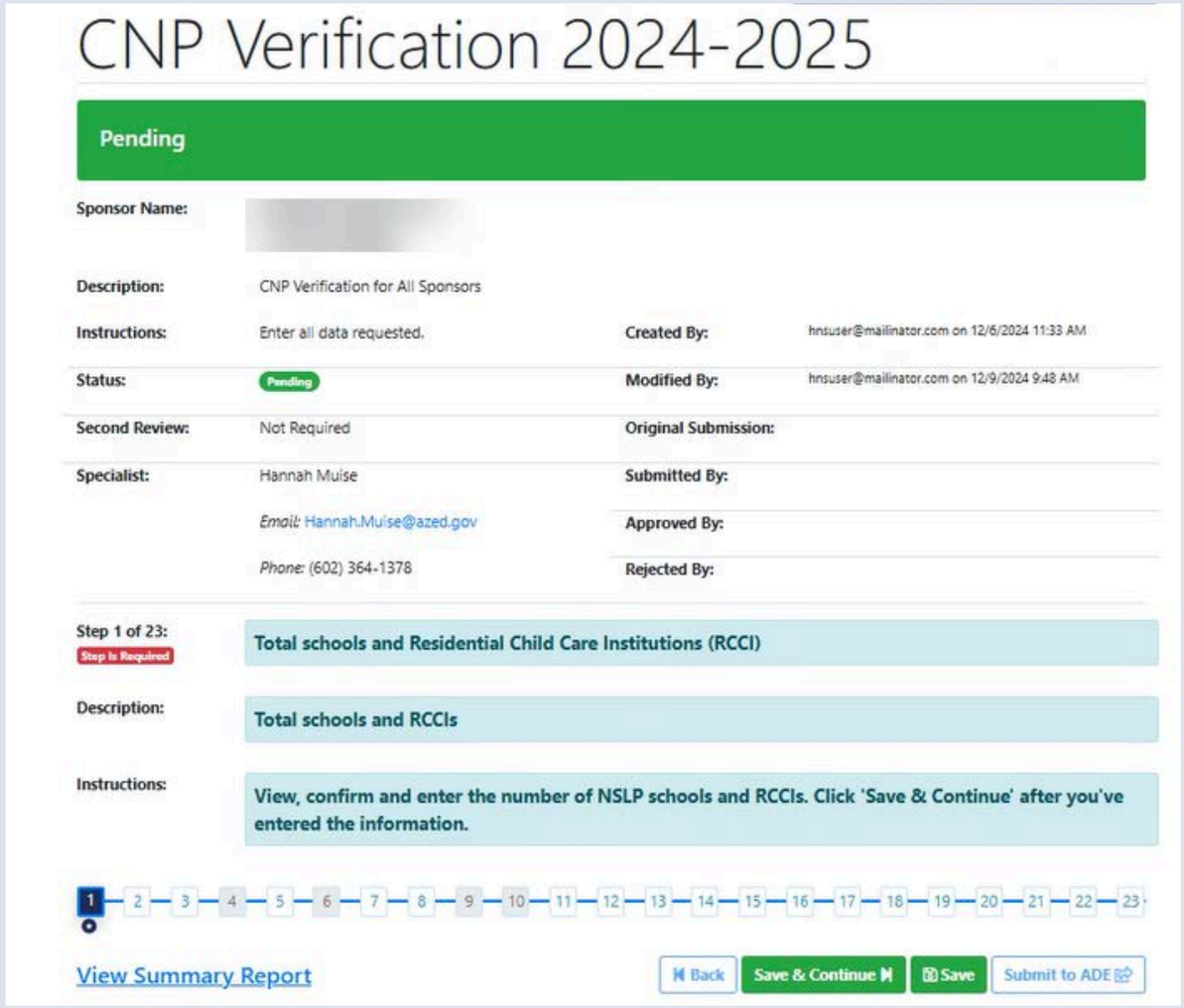
After selecting Verification, the webpage where you will submit your Verification Summary Report (VSR) will load.

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.



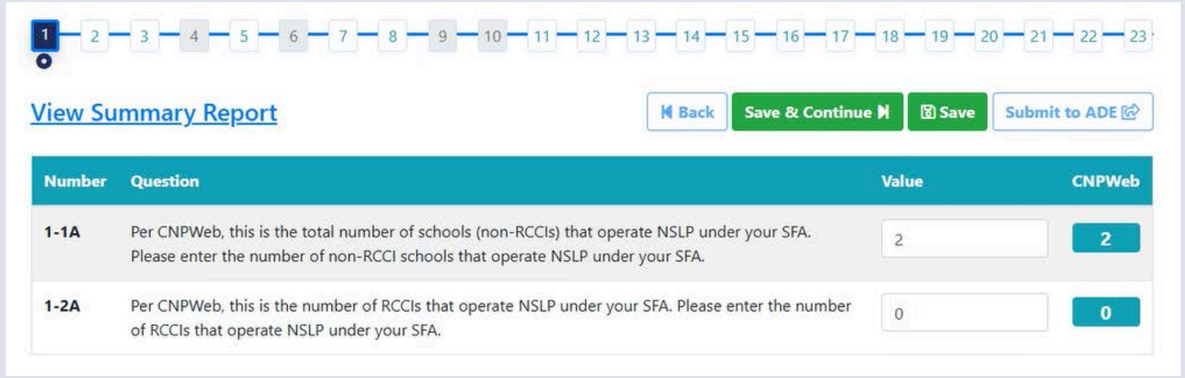
# Completing the VSR

## 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.*

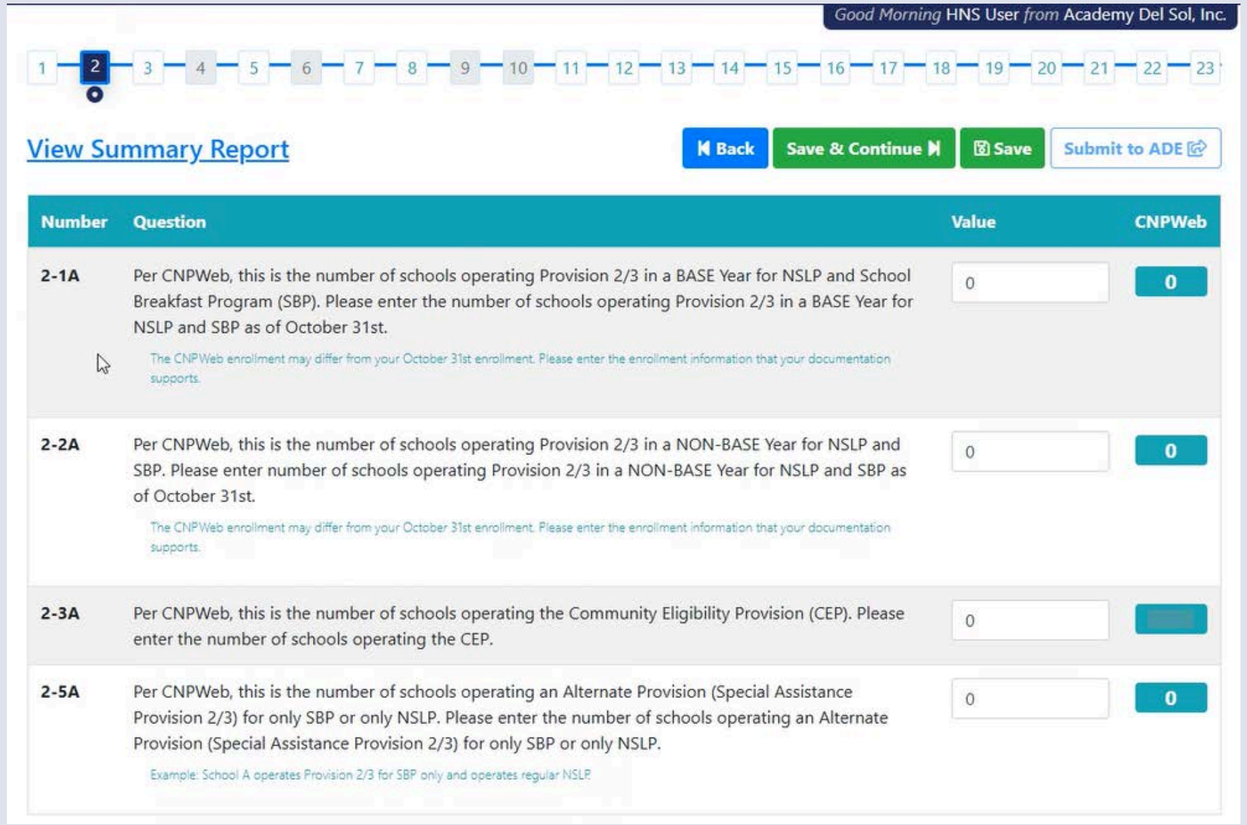


# Completing the VSR

## 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.



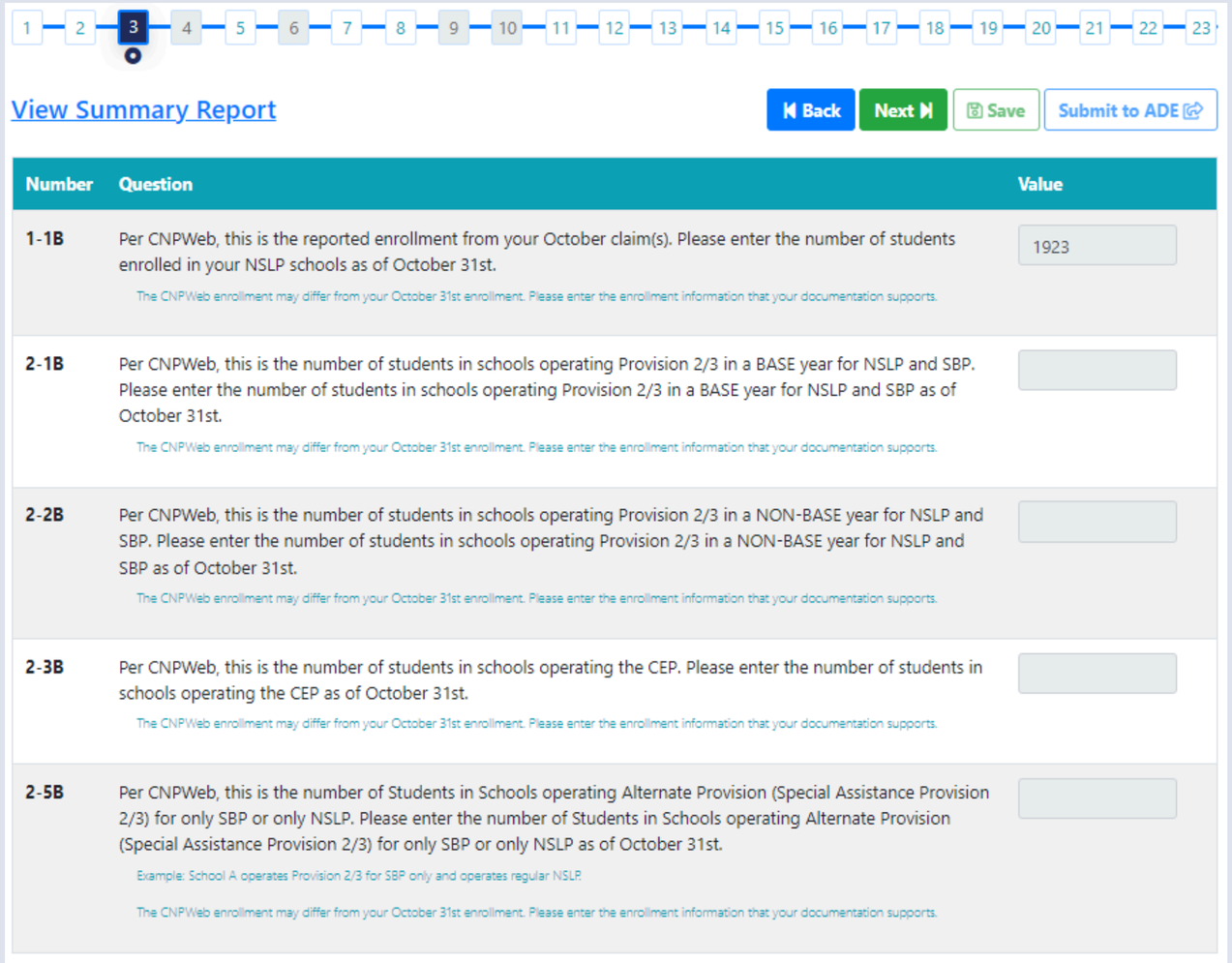
# Completing the VSR

## 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.



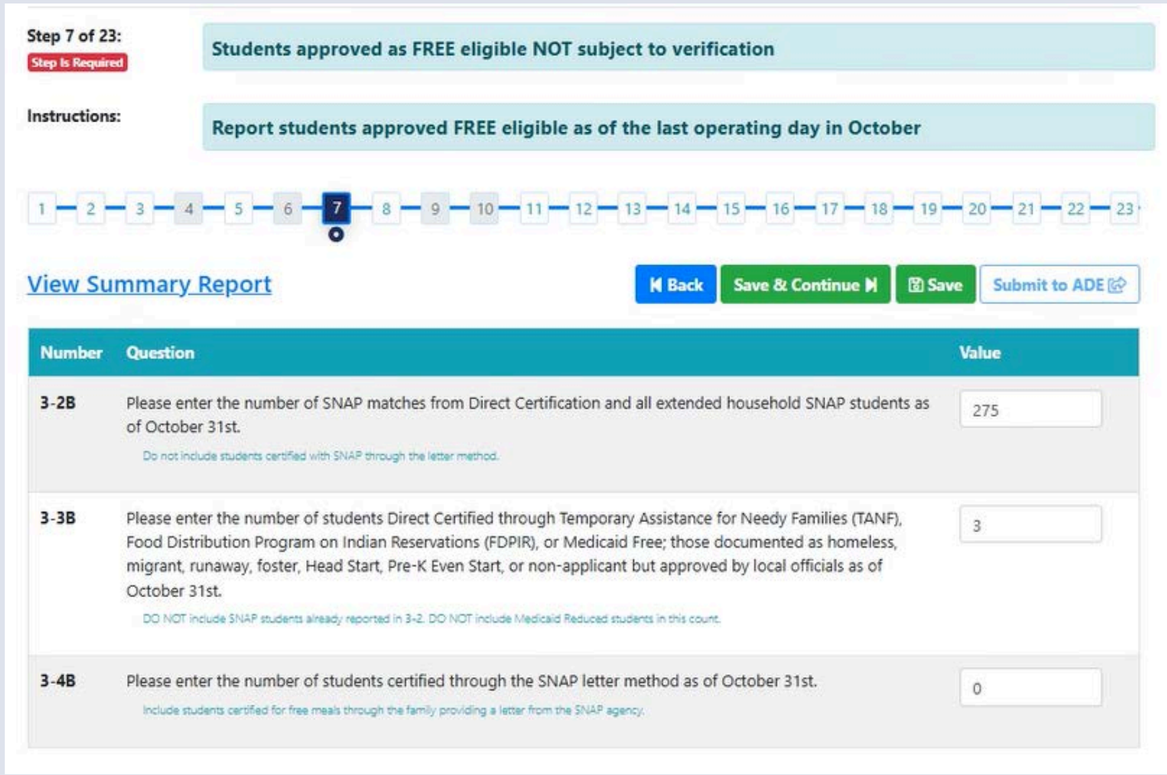
# Completing the VSR

## 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.



# Completing the VSR

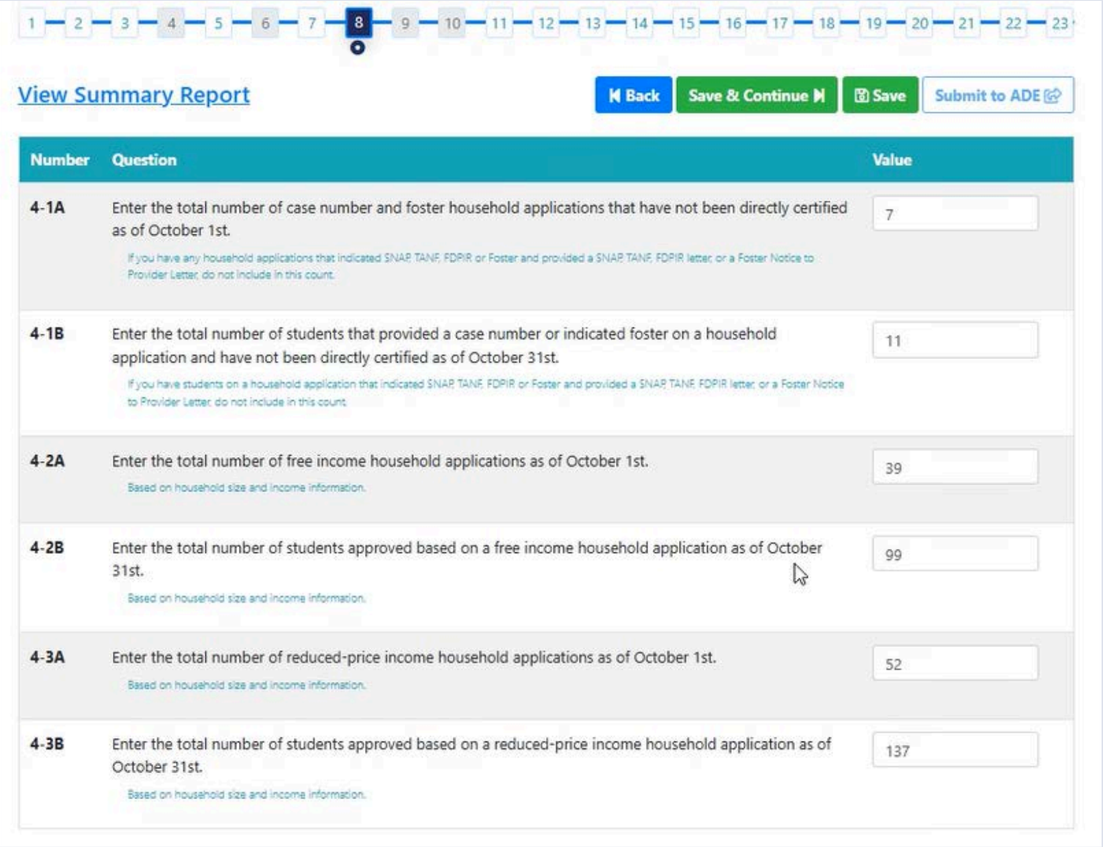
## STEP 8:

**Enter the number of <u>applications</u> as of October 1:**

**4-1 A:** Case Number
**4-2 A:** Free by Income
**4-3A**: Reduced-Price by Income

**Enter the <u>total number of students listed on applications</u> 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



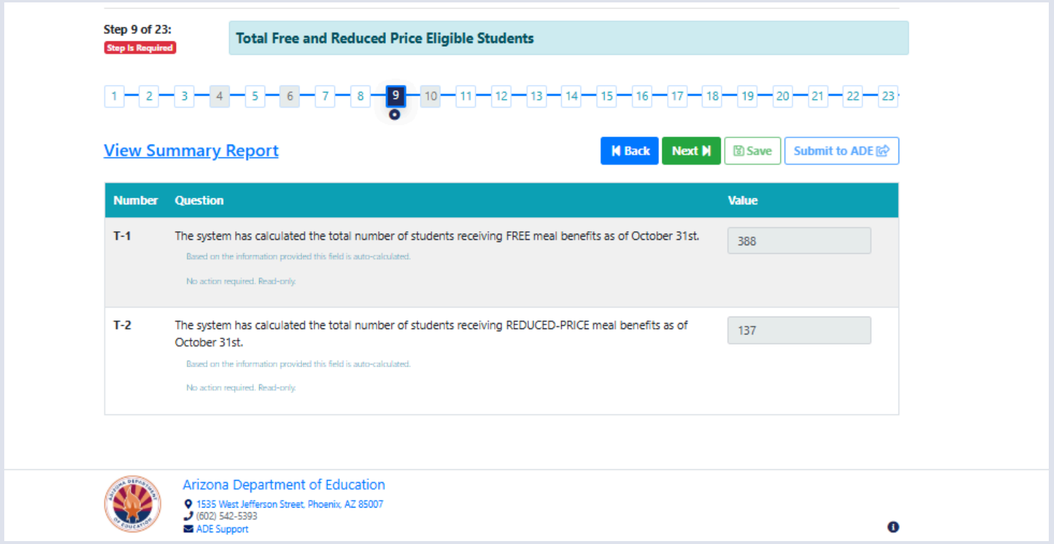

| Number | Question | Value |
|---|---|---|
| 4-1A | Enter the total number of case number and foster household applications that have not been directly certified as of October 1st. If you have any household applications that indicated SNAP, TANF, FDPIR or Foster and provided a SNAP, TANF, FDPIR letter,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

# Completing the VSR

## STEP 9:

**No action necessary.**

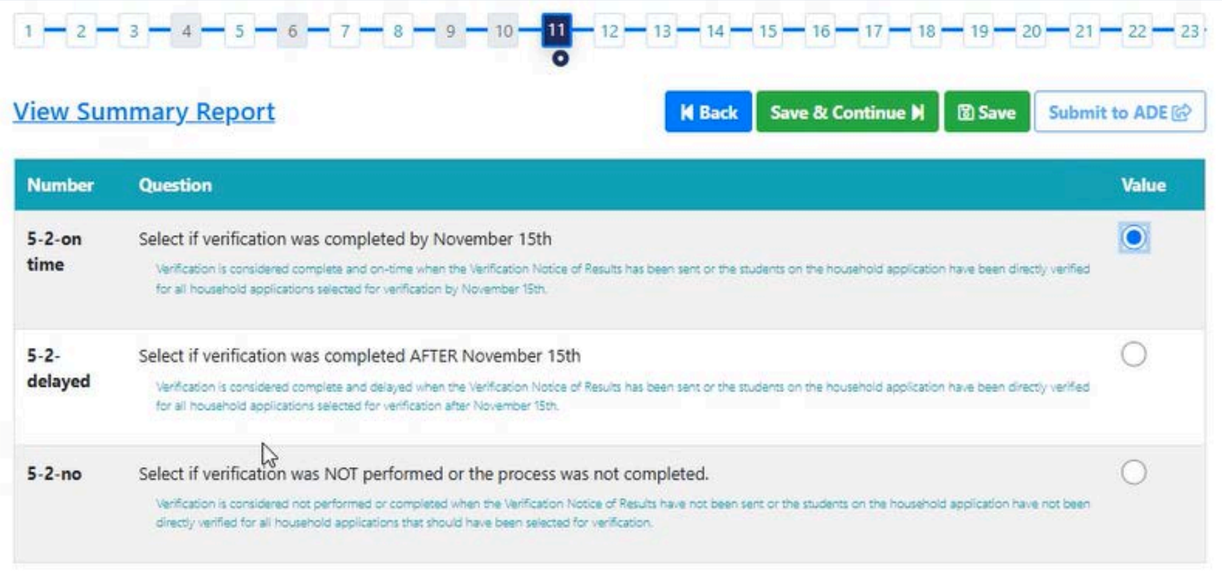
The system will automatically total the number of free and reduced-price students based on what is reported in the previous step.



# Completing the VSR

## STEP 11: VSR COMPLETION

Select the option that reflects when verification was completed.

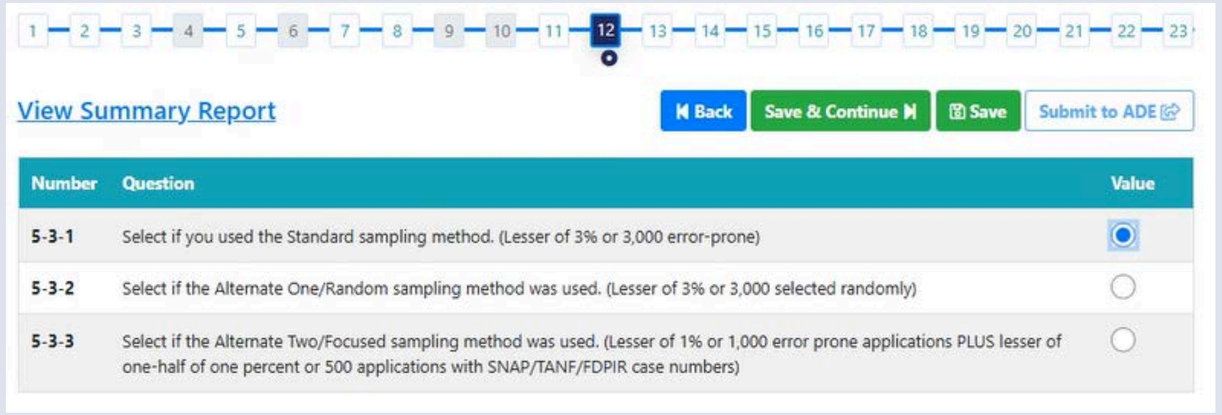


# Completing the VSR

## 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.



# Completing the VSR

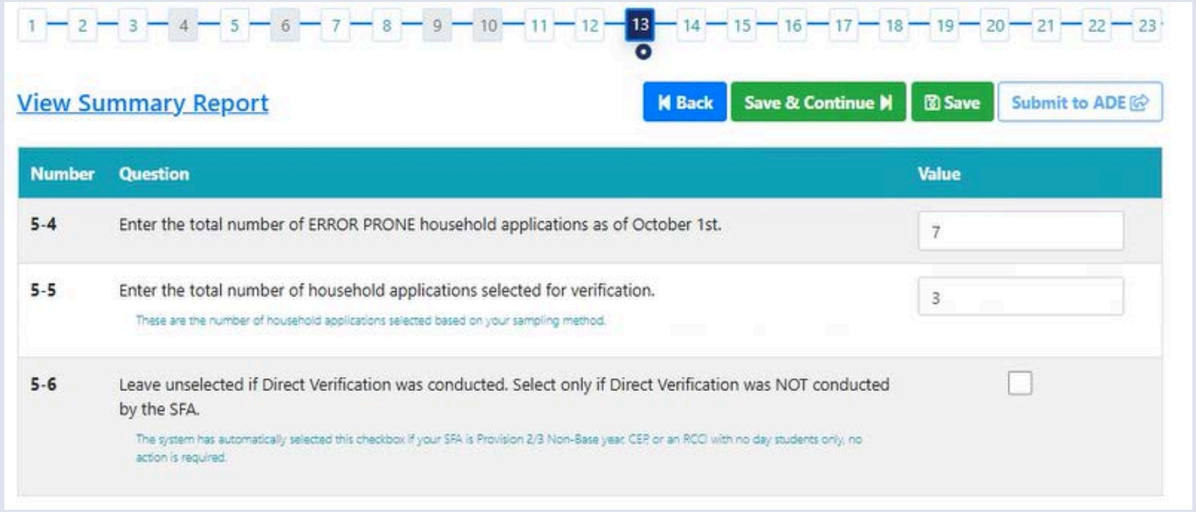
## STEP 13: APPLICATIONS SELECTED FOR VERIFICATION

**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.

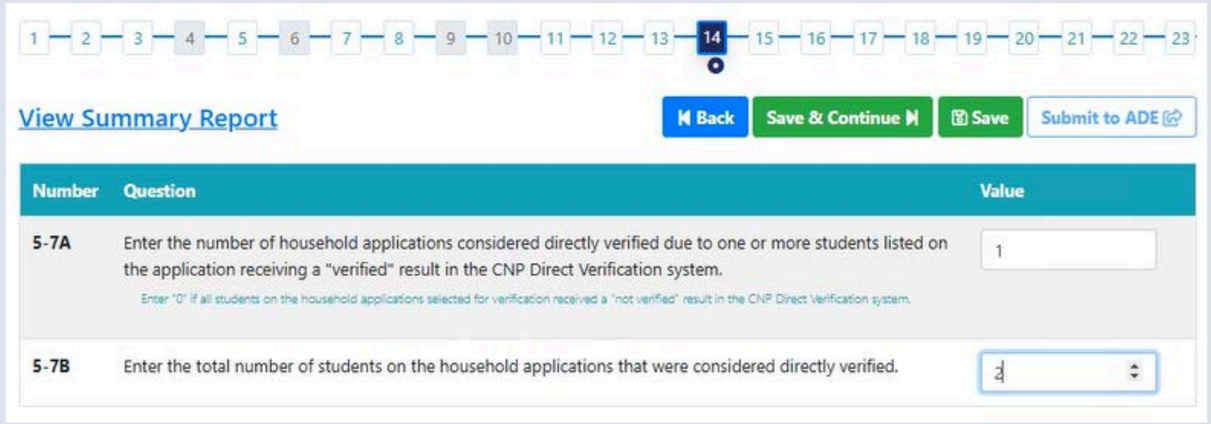


# Completing the VSR

## 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.



# Completing the VSR

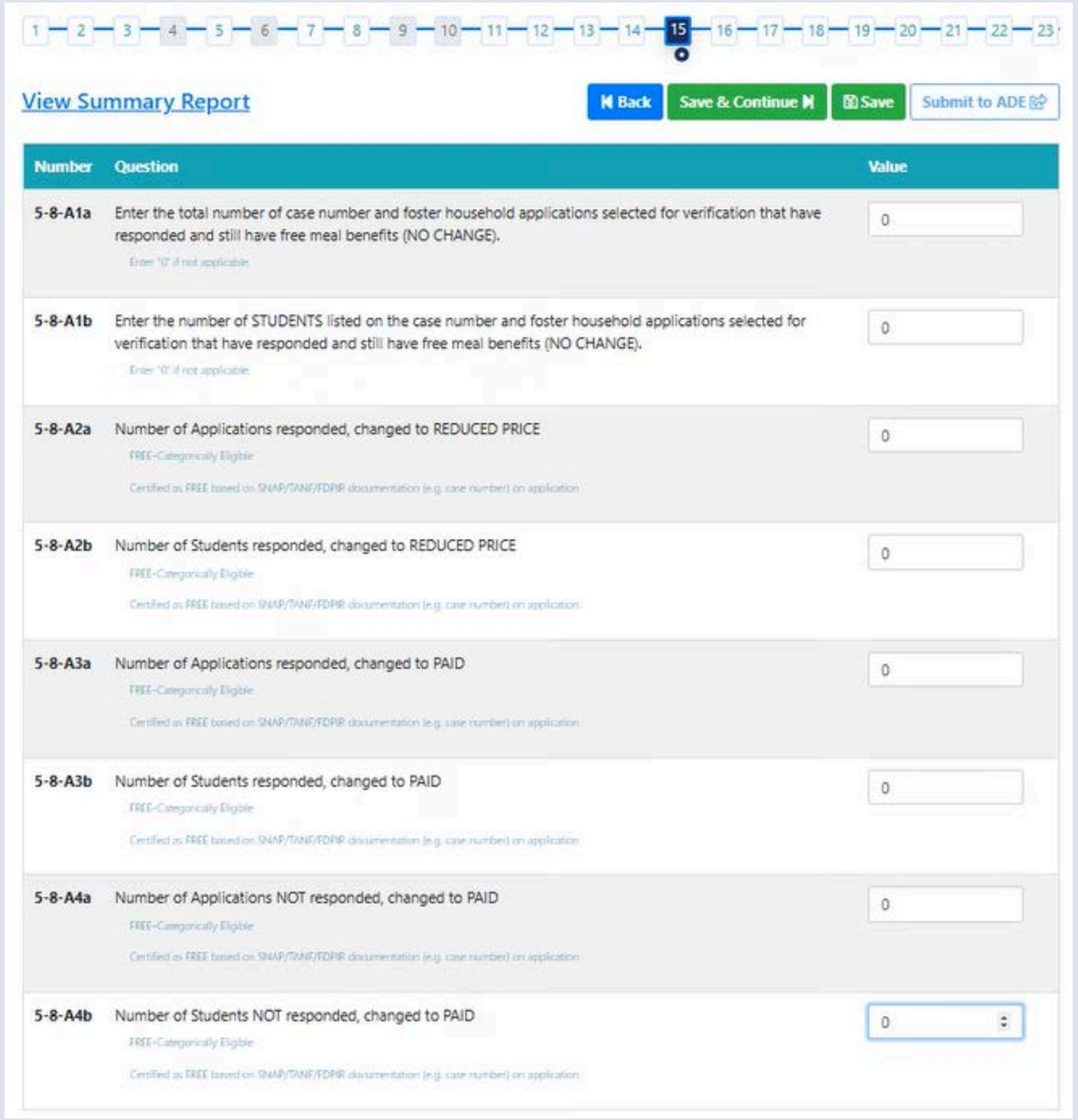
## STEP 15:

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.



# 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>FREE-Income<br>Certified as FREE based on income/household size application | 0 |
| 5-8-B1b | Number of Students responded with NO CHANGE<br>FREE-Income<br>Certified as FREE based on income/household size application | 0 |
| 5-8-B2a | Number of Applications responded, changed to REDUCED PRICE<br>FREE-Income<br>Certified as FREE based on income/household size application | 1 |
| 5-8-B2b | Number of Students responded, changed to REDUCED PRICE<br>FREE-Income<br>Certified as FREE based on income/household size application | 3 |
| 5-8-B3a | Number of Applications responded, changed to PAID<br>FREE-Income<br>Certified as FREE based on income/household size application | 0 |
| 5-8-B3b | Number of Students responded, changed to PAID<br>FREE-Income<br>Certified as FREE based on income/household size application | 0 |
| 5-8-B4a | Number of Applications NOT responded, changed to PAID<br>FREE-Income<br>Certified as FREE based on income/household size application | 0 |
| 5-8-B4b | Number of Students NOT responded, changed to PAID<br>FREE-Income<br>Certified as FREE based on income/household size application | 0 |

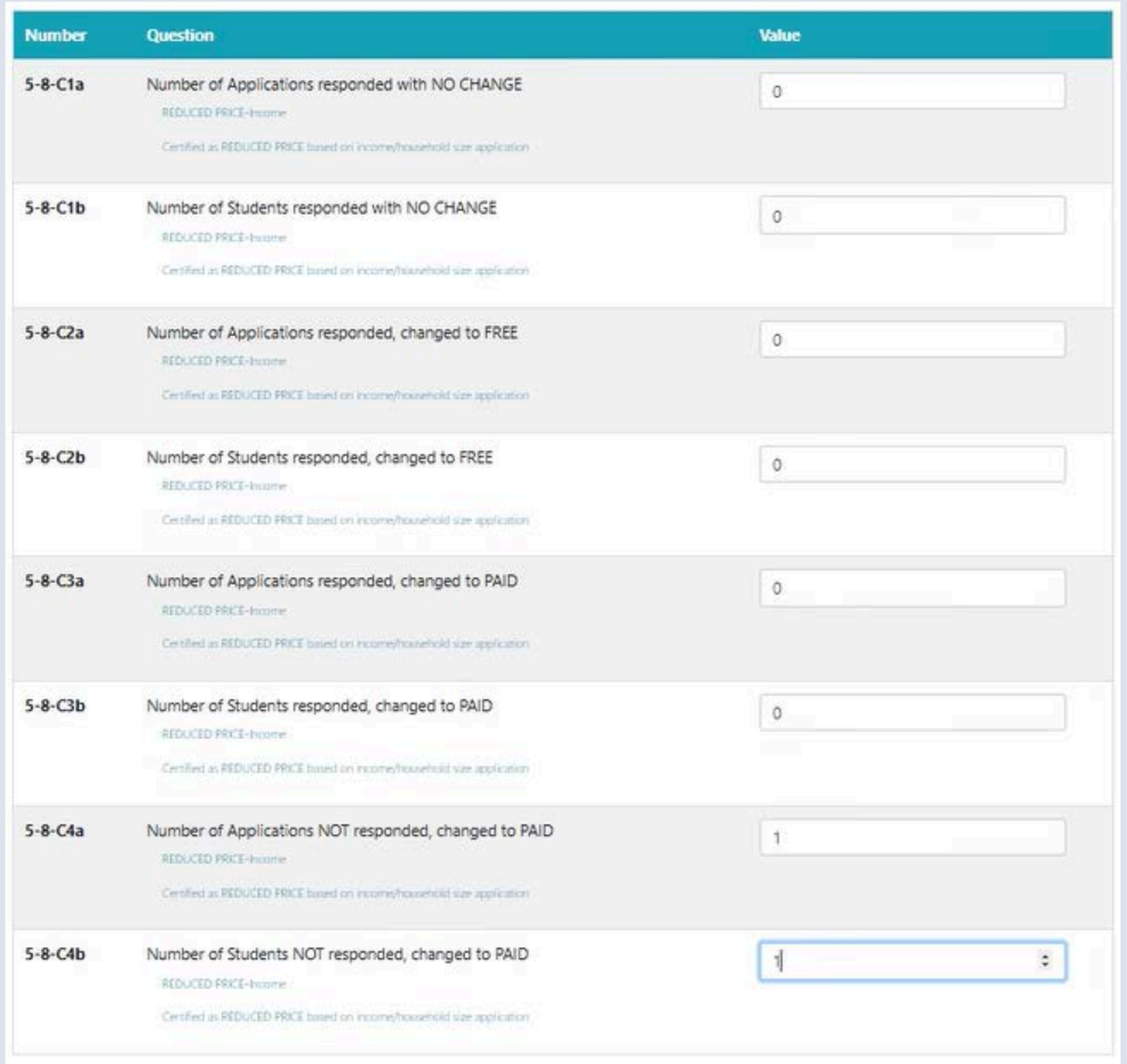
# Completing the VSR

## 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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.

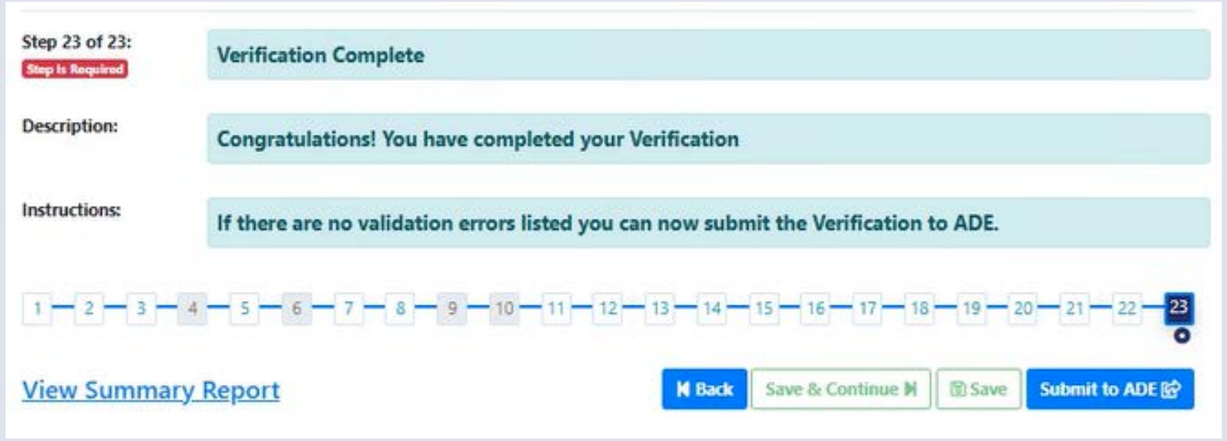
# Completing the VSR

## 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.



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR SFAS THAT COLLECTED HOUSEHOLD APPLICATIONS

# 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

# 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

# Congratulations

**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.

TAKE SURVEY

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, audiotape, 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

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