

Submitting the Verification Summary Report for SFAs that DID NOT Collect Household Applications

January 23, 2025



Health and Nutrition Services
Arizona Department of Education



Today's webinar will be facilitated by Kim Ruiz, Health and Nutrition Services Specialist and Trainer at the Arizona Department of Education.

Thank you for joining me today!



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 **DID NOT** 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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.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.

You are in the right place if your SFA operates Provision 2/3 non-base year, CEP, a combination of regular NSLP, or is an RCCI without day students.

If you are an SFA with sites that **only** operate regular NSLP, this webinar does not apply to you.

- Please log off and go to the [NSLP training webpage](#) to review the appropriate training for your SFAs operation.

Intended Audience

This training is intended for **School Food Authorities (SFAs) that did not 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 DID NOT Collect 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 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: Copy of October 2024's claim.

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 total enrollment as of October 31st, 2024.**
- 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 DID NOT COLLECT HOUSEHOLD APPLICATIONS

SECTION 1
**Overview of
Verification**



What is Verification?

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

Please note: All SFAs are required to submit the VSR, regardless of the operation. So even though verification activities may not be required, the VSR must always be submitted.



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



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. (Only if the SFA conducted verification.)

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

Submitting your verification report

- Think of the VSR as telling HNS your verification “short story.”
 - Those operating Special Provision Options have an extra short story since they are not required to perform verification activities.
- 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 DID NOT COLLECT 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**.

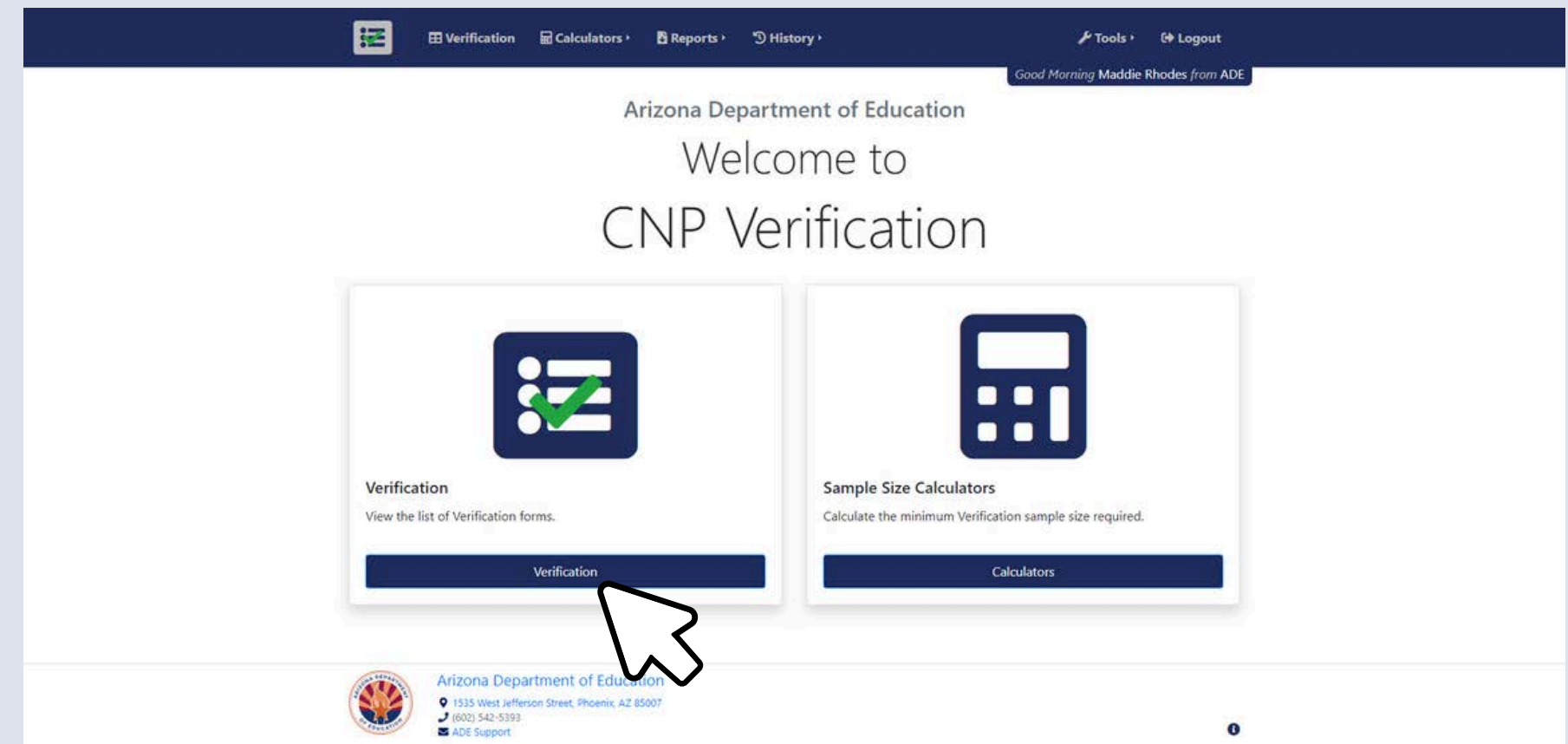
The screenshots illustrate the following steps:

- Step 1: The Arizona Department of Education website is shown. The 'ADEConnect' link in the top navigation menu is highlighted with a mouse cursor.
- Step 2: The login page is shown. The 'Sign In' button is highlighted with a mouse cursor.
- Step 3: The user's dashboard is shown. The 'View Applications' button is highlighted with a mouse cursor.
- Step 4: The 'Applications' list is shown. The 'CNP Verification Reporting' application is highlighted with a mouse cursor.

CNP Verification Reporting

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

Next, select **Verification**.



SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
SFAS THAT DID NOT COLLECT 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
Email: Hannah.Muise@azed.gov
Phone: (602) 364-1378

Submitted By:

Approved By:

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.	2	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.	0	0

The input field for the value "2" in row 1-1A is circled in orange.

Completing the VSR

STEP 2:

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

- **2-1A:** Input number of Provision 2/3 schools on a **BASE YEAR** for both SBP **and** NSLP.
- **2-2A:** Input number of Provision 2/3 schools on a **NON-BASE YEAR** for both SBP **and** NSLP.
- **2-3A:** Input the number of schools participating in **CEP**.
- **2-5A:** Input the number of schools that are participating in Provision 2/3 for **SBP only** or **NSLP only**.

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. <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. <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.	2	2
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. <small>Example: School A operates Provision 2/3 for SBP only and operates regular NSLP.</small>	0	0



If Provision is being operated for only SBP or NSLP, applications would still be required for the non-provision meal that is being served. Therefore, verification activities would be required.

Completing the VSR

STEP 3: REPORTED ENROLLMENT

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

- **2-1B:** Input number of Provision 2/3 students in schools on a **BASE YEAR** for both SBP and NSLP.
- **2-2B:** Input number of Provision 2/3 students in schools on a **NON-BASE YEAR** for both SBP and NSLP.
- **2-3B:** Input the number of students in schools participating in **CEP**.
- **2-5B:** Input the number of students in schools that are participating in Provision 2/3 for **SBP only** or **NSLP only**.

Number	Question	Value	CNPWeb
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	1923	0
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>		0
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>		0
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	1923	0
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. <small>Example: School A operates Provision 2/3 for SBP only and operates regular NSLP. The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>		0



Hint: If all schools are participating in a Provision 2/3 Non-Base Year or CEP, the number of students listed in 2-2B and 2-3B should total the number of students listed in 1-1B.

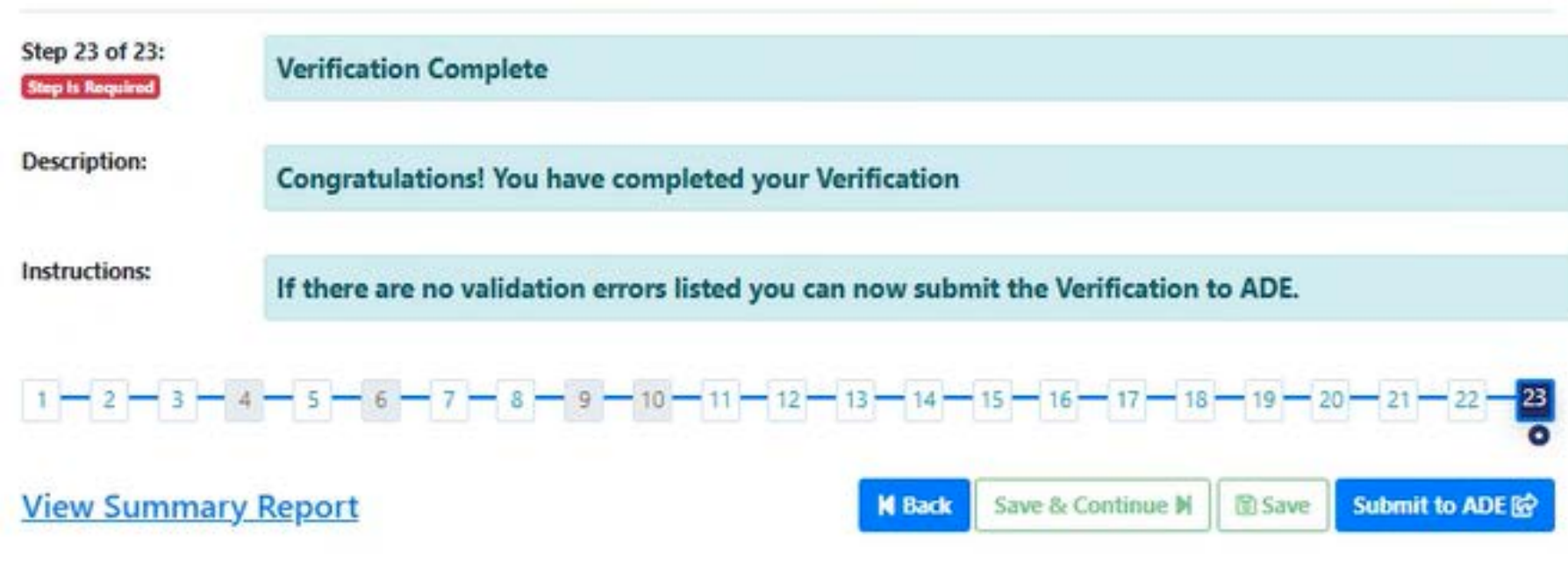
Completing the VSR

STEP 23: VERIFICATION COMPLETE!

After completing Step 3, 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](#)



If the SFA has sites participating in regular NSLP along with sites that participate in a special provision, the SFA will need to fill out the rest of the VSR steps with the information obtained during Verification activities for those sites. For detailed instructions please view: [Submitting the Verification Summary Report for SFAs That Collected Applications.](#)

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
SFAS THAT DID NOT COLLECT HOUSEHOLD APPLICATIONS

SECTION 4
**Common
Reporting
Errors**



Common Error #1

OCTOBER 31ST ENROLLMENT

Remember, it is required that all SFAs report their total SFA enrollment number as of October 31st in field 1-1B.

In addition to reporting this in 1-1B, it is required to report the number of students enrolled in the school's specific operation (non-base year, CEP, etc.) this is reported in the same step as 1-1B.

- The total enrollment reported in 1-1B should account for the same number of students reported in 2-2B and 2-3B.

Let's go through some examples!

Common Error #1

OCTOBER 31ST ENROLLMENT

Example: SFA that operates only on a non-base year

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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	415
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	415
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	
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. <small>Example: School A operates Provision 2/3 for SBP only and operates regular NSLP</small> <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	

1-1B and 2-2B should match!

- **Why?** Because all sites are operating Provision 2/3 non-base year for breakfast and lunch.

Common Error #1

OCTOBER 31ST ENROLLMENT

Example: SFA in which some sites operate regular NSLP, and some sites operate CEP

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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	41811
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	
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. <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	23908
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. <small>Example: School A operates Provision 2/3 for SBP only and operates regular NSLP</small> <small>The CNPWeb enrollment may differ from your October 31st enrollment. Please enter the enrollment information that your documentation supports.</small>	

41,811 total enrolled: 60 sites operate CEP with 23,908 enrolled in those sites. The additional 40 sites operate regular NSLP with 17,903 students enrolled.

- *These 17,903 students would be reported throughout the rest of the VSR.*

Common Error #2

REPORTING IN INCORRECT FIELD

- Read 2-1B through 2-5B carefully to ensure you are inputting enrollment counts in the correct Special Provision Option(s) that your SFA operates.
- There are different fields for Provision 2/3 base year and non-base year, CEP, and for sites that operate a Special Provision Options for SBP or NSLP only.
- You most likely will leave some of these fields blank because you do not operate all options.

SUBMITTING THE VERIFICATION SUMMARY REPORT FOR
SFAS THAT DID NOT COLLECT 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 Did Not Collect Household Applications

Information to include when documenting this training for Professional Standards:

**Training Title:
Submitting the
Verification Summary
Report for SFAs that Did
Not Collect 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 Did
Not Collect 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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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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