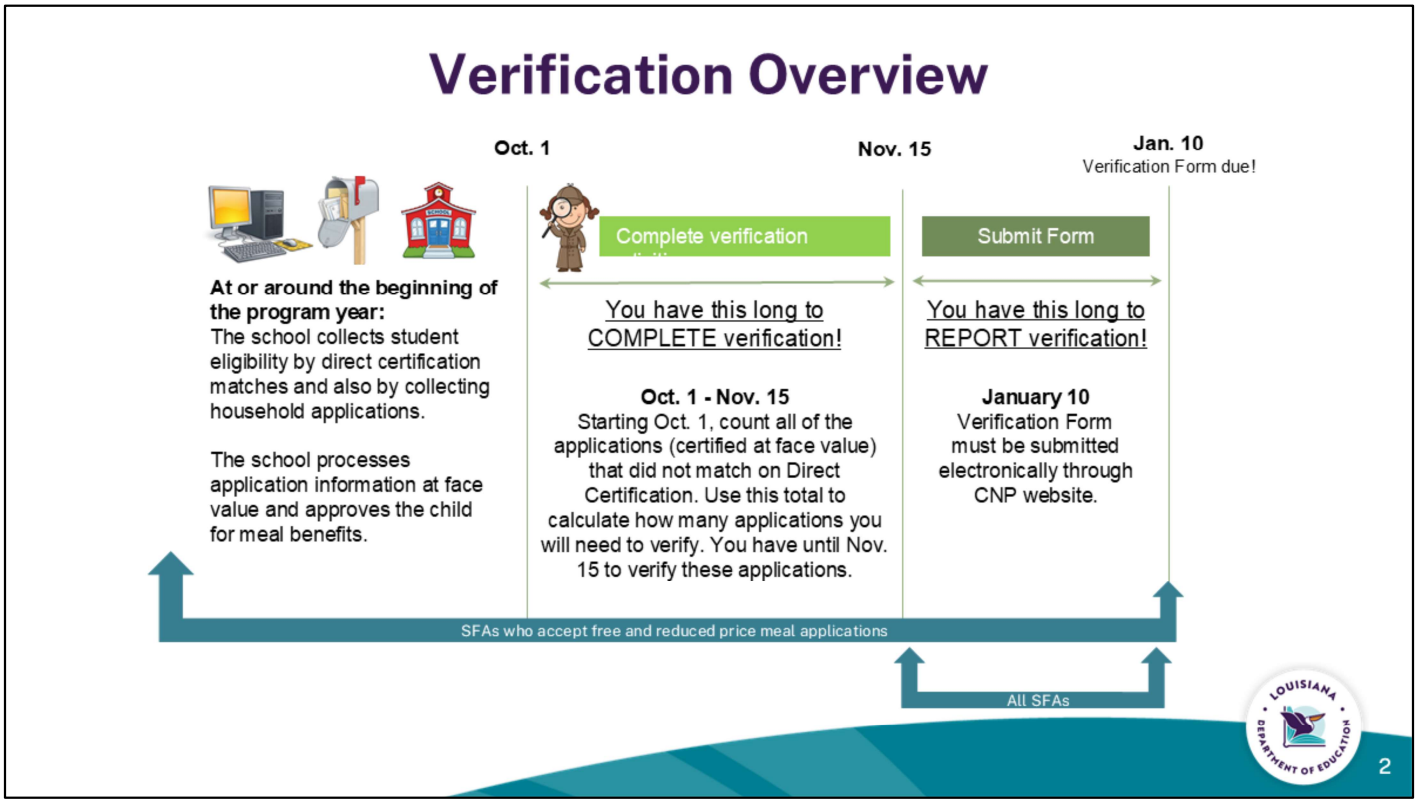


Good afternoon. This is Kylee Champagne, Education Consultant with LDOE Division of Nutrition Support for the School Food Service Program. Today we will discuss Part 1 of the Verification Process.

Acronyms used in this training:
CEP - Community Eligibility Program
DW CEP - District Wide Community Eligibility Program
LEA - Local Education Agency
NSLP - National School Lunch Program
RCCI - Residential Child Care Institution
SFA - School Food Authority

References: 1) §245.6a Verification requirements
2) Eligibility Manual for School Meals
3) USDA Verification Toolkit



At, or near the beginning of the year, SFAs will collect student eligibility in two different ways: through Direct Certification matches and through household applications.

Starting on October 1, SFAs will need to count all of the applications certified at face value that did not match on Direct Certification. Use this total to calculate how many applications you will need to verify. You have until November 15 to complete verification activities. Applications that were submitted and found through direct certification are not eligible for verification.

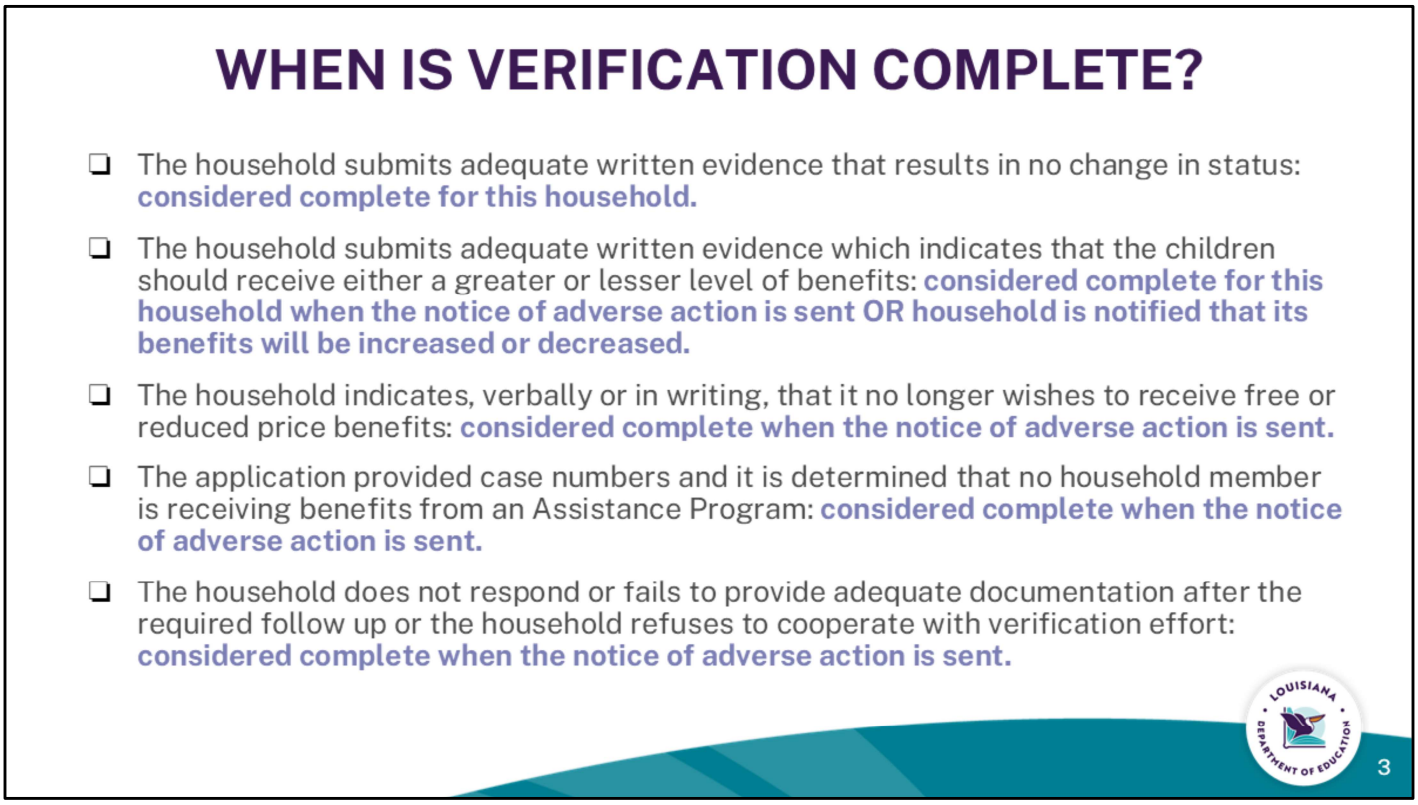
November thru January 10th is the timeline to report the results of verification on the Verification Summary Form. ALL SFAs, regardless of their type, are required to report their results because it includes additional information used by USDA such as enrollment, identified students, and the number of operating sites per SFA.

The Verification Summary Form is the last step in the Verification process. This last step can be completed as soon as Verification activities are completed, but MUST be submitted to the State agency via the CNP website no later than January 10th. It is always a good idea to complete the Verification Summary Form prior to the deadline so that the State agency has adequate time to review your information and make corrections as needed. ALWAYS contact the State agency if you have any questions about the verification process or the Verification Summary Form.

*If October 1 falls on a weekend, use the next operating day to establish the sample

pool

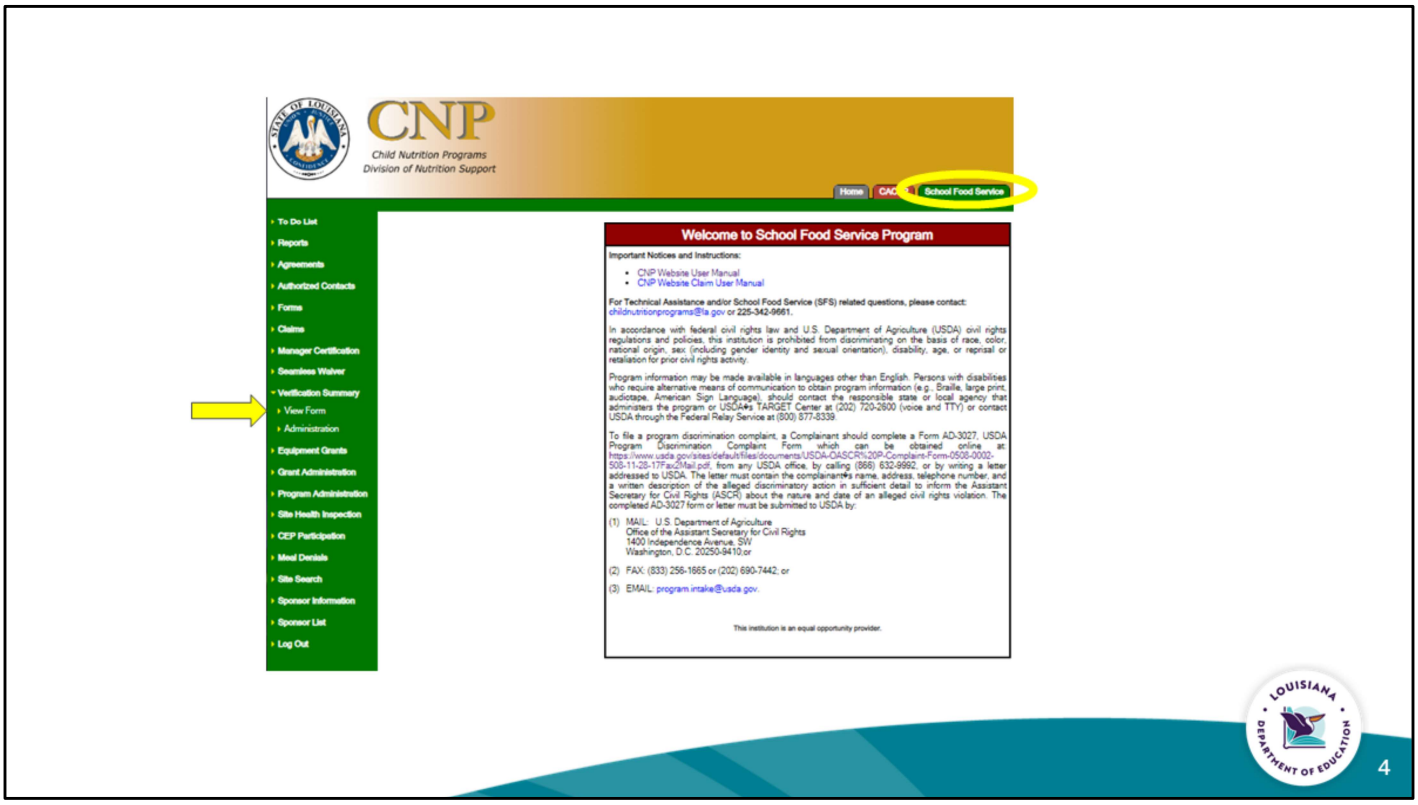
*If Nov 15 or Jan 10 fall on a weekend, verification activities and verification reporting must be completed by the deadline. There will be no extensions to these deadlines.



When is Verification Complete?

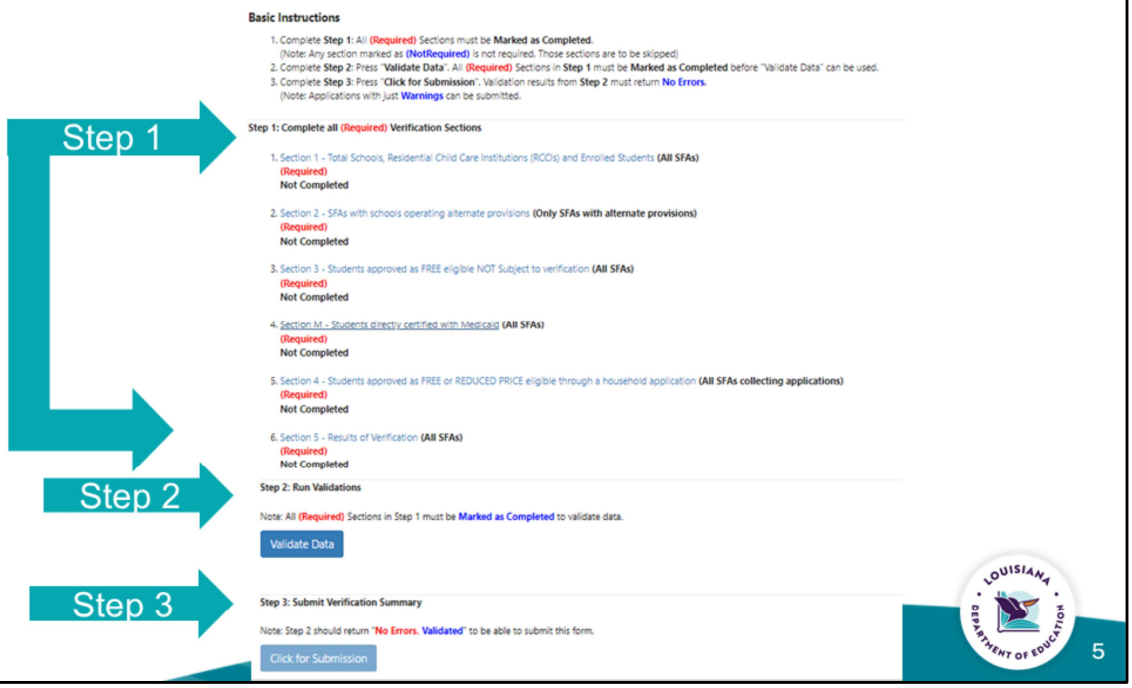
Verification is considered complete when:

1. The household submits adequate written evidence that results in no change in status: At this point, verification is considered complete for this household.
2. The household submits adequate written evidence which indicates that the children should receive either a greater or lesser level of benefits: Verification is considered complete for this household when the notice of adverse action is sent OR household is notified that its benefits will be increased or decreased.
3. The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits: Verification is considered complete when the notice of adverse action is sent.
4. The application provided case numbers and it is determined that no household member is receiving benefits from an Assistance Program: Verification is considered complete when the notice of adverse action is sent.
5. The household does not respond or fails to provide adequate documentation after the required follow up or the household refuses to cooperate with verification effort: Verification is considered complete when the notice of adverse action is sent.

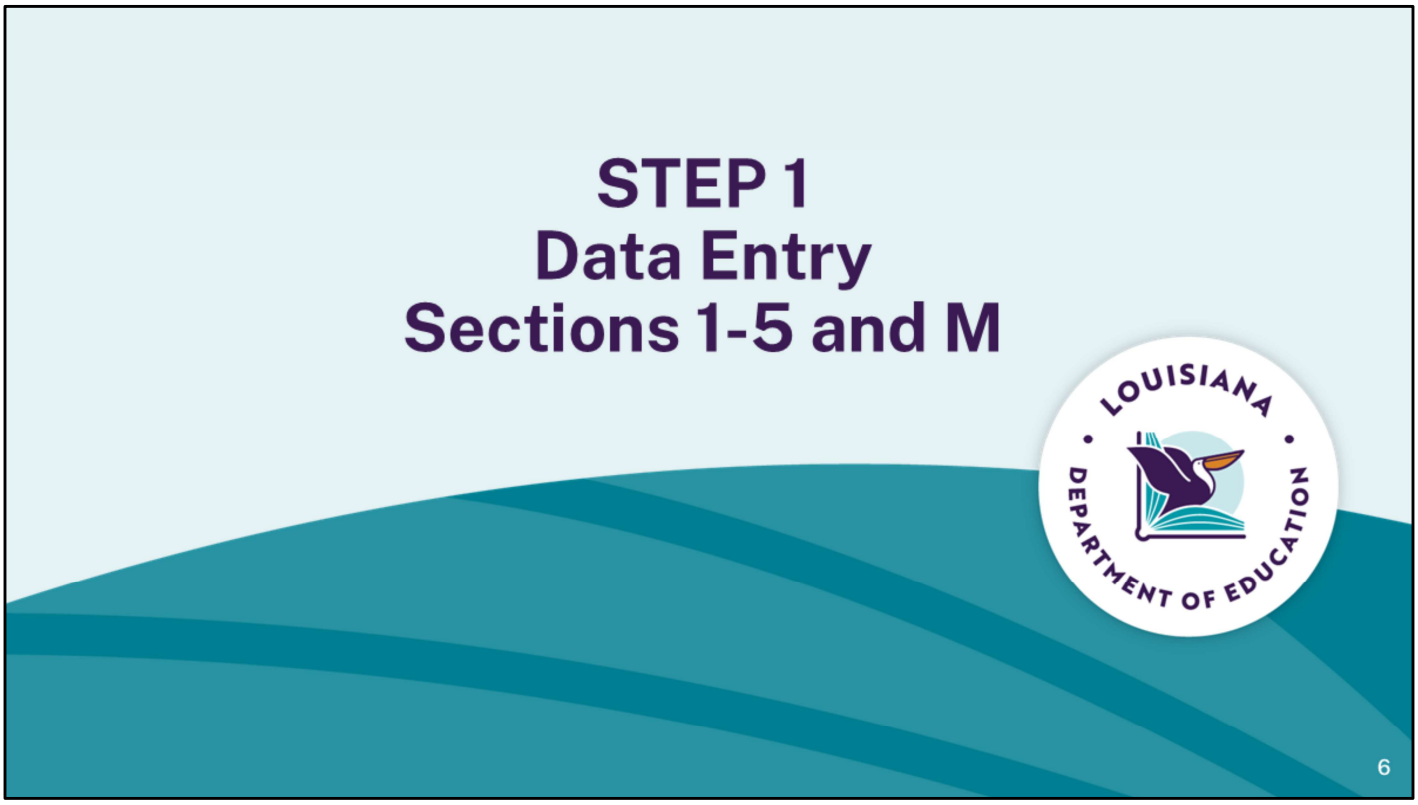


To access the form, you will log in to the CNP website. Click on the Green School Food Service Tab on the upper right side of the screen. Next, look on the left hand column and click “Verification Summary”. Under Verification Summary, you will click on “View Form”.

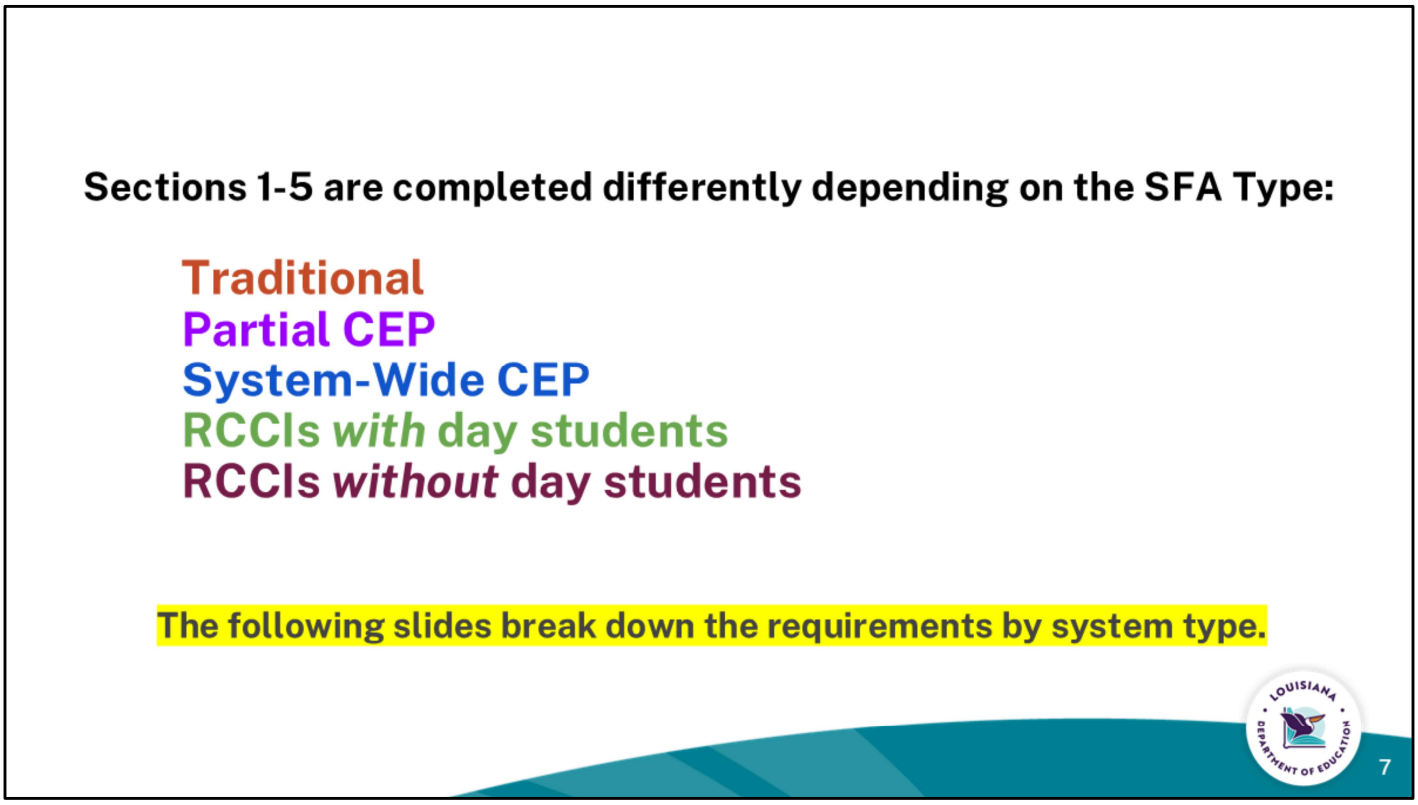
THE VERIFICATION SUMMARY REPORT



The FNS-742 Verification Report is completed in a 3 step process.
In Step 1, you will complete Sections 1-5 and M.
In Step 2, you will run validations which will check your data for errors according to a USDA set of rules.
In Step 3, you will submit your data to the State agency.



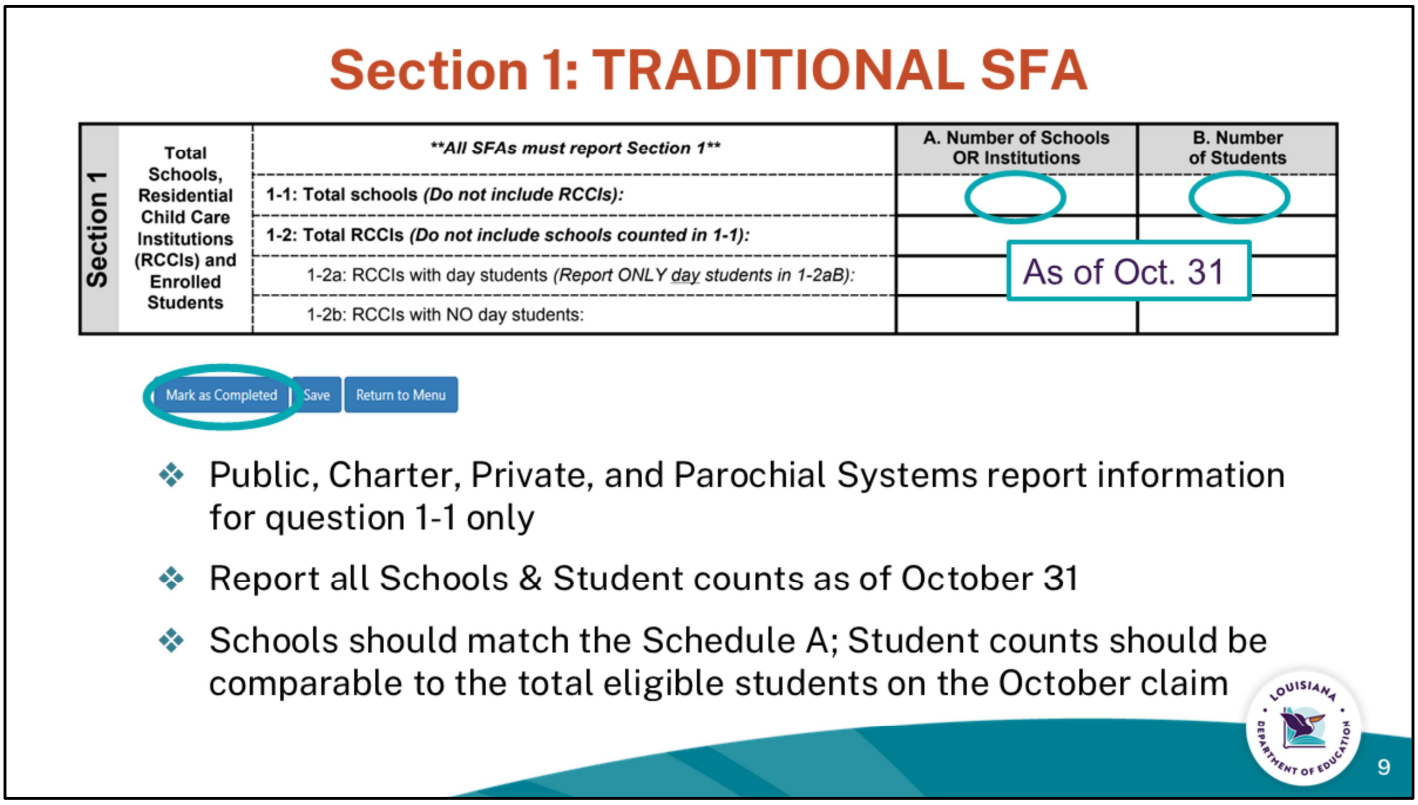
First, we will discuss Step 1 which is data entry for Sections 1 through 5 and M.



Sections 1 thru 5 are completed differently according to which type of SFA is reporting. We have broken down how to complete the Verification Summary Form Sections according to SFA Type in the slides to follow:
Traditional School Systems (SFAs that utilize free and reduced price applications)
Partial CEP Systems (a mixture of CEP and non-CEP schools)
System-Wide CEP Systems (all schools participate in CEP)
RCCIs *with* day students
RCCIs *without* day students



First we will discuss Completing the Verification Summary form as a Traditional School System who utilize household applications.

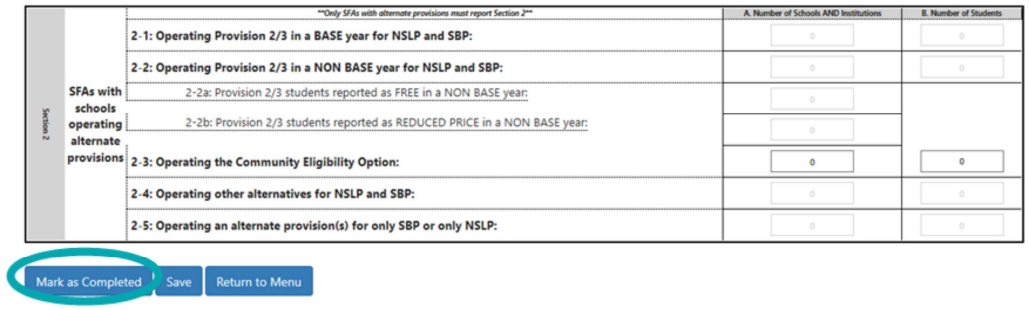


Traditional school districts will fill out both columns for 1-1: A. Number of Schools and B. Number of Students as of October 31st of the current school year.

The number of schools reported here should match the number of schools on the claim filed for the month of October as well as the number of schools listed in the Schedule A.
Since your October claim will report the largest number of students enrolled during the month of October, your enrollment as of October 31st should be at or slightly below that value. This is an edit check of sorts that can help you ensure you are reporting accurate data.

When you have filled out Question 1-1, you will “Mark as Completed”.

Section 2: TRADITIONAL SFA



Section 2		**Only SFAs with alternate provisions must report Section 2**	A. Number of Schools AND Institutions	B. Number of Students
	SFAs with schools operating alternate provisions	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	0	0
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:	0	
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	0	
		2-3: Operating the Community Eligibility Option:	0	0
		2-4: Operating other alternatives for NSLP and SBP:	0	0
		2-5: Operating an alternate provision(s) for only SBP or only NSLP:	0	0

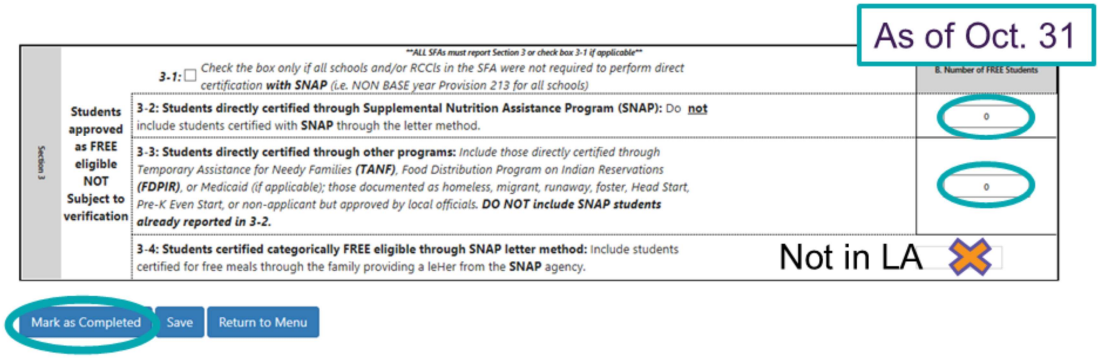
Mark as Completed | Save | Return to Menu

- If your school system is not using CEP at any school site, Mark as Completed without making any changes to this section.
- We will cover Partial CEP districts on later slides.

10

In Section 2, traditional school systems will “Mark as Completed” without making any changes since there are no CEP schools or other special provisions in place.

Section 3: TRADITIONAL SFA



COMMON ERROR: Many software programs reverse the information in 3-2 and 3-3. Generally, 3-2 should be larger than 3-3.

11

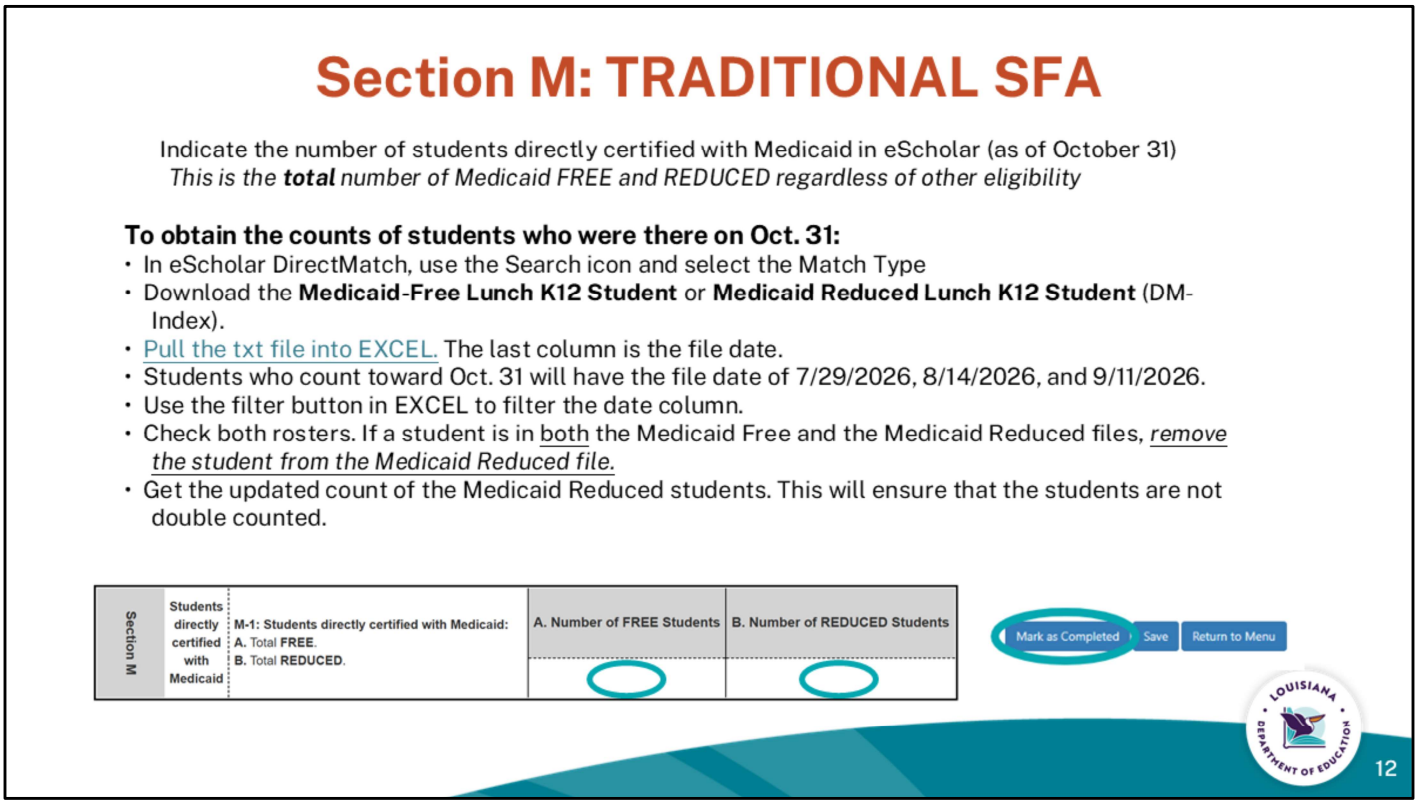
Now let's discuss Section 3: Students approved as free eligible not subject to verification.

In 3-2, you will enter the number of students identified through Direct Certification (or DC) SNAP lists as of October 31st. This will include any students who filed applications, but were later found on DC SNAP lists. You will NOT include applications with a SNAP number only, who were not identified on a SNAP list.

In 3-3 you will report students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid Free as well as those documented as homeless, migrant, runaway, foster, Head Start, or a non-applicant who was approved by local officials. DO NOT include SNAP students already reported in 3-2.

Please note that many software programs reverse the information in 3-2 and 3-3. Generally, 3-2 should be larger than 3-3. Also note that 3-4 is not applicable in the state of Louisiana.

After completing this section, you will "Mark as Completed".



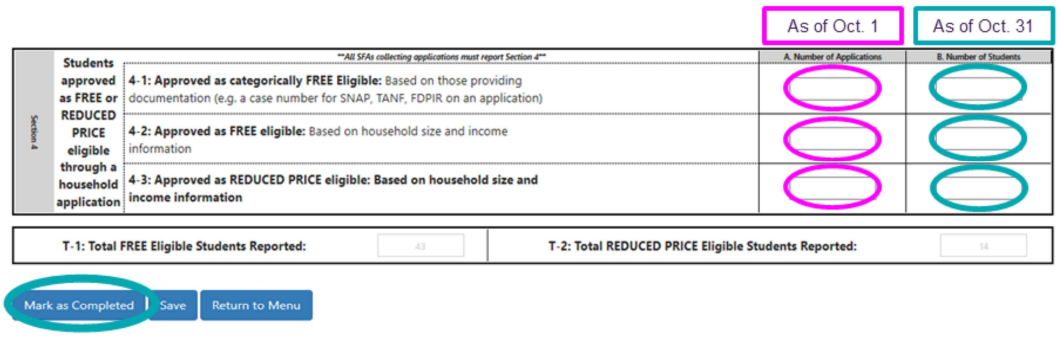
In Section M, you will report students directly certified with Medicaid.
Notice this is a section added at the request of USDA in recent years to capture ALL students directly certified with Medicaid in ALL schools in the district.

DC-M direct certification counts will be reported *as of October 31*.
To obtain the counts of students who were there on Oct. 31:
- In eScholar DirectMatch, use the Search icon and select the Match Type
- Download the Medicaid-Free Lunch K12 Student or Medicaid Reduced Lunch K12 Student (DM-Index).
- Pull the txt file into EXCEL. The last column is the file date.
- Use the filter button in EXCEL to filter the date column.
- Check both rosters. If a student is in both the Medicaid Free and the Medicaid Reduced files, remove the student from the Medicaid Reduced file.
- Get the updated count of the Medicaid Reduced students. This will ensure that the students are not double counted.

In Section M of the Verification Report, you will enter the number of students identified through Direct Certification with Medicaid for **FREE** meals in Column A and students directly certified with Medicaid for **REDUCED** meals in Column B.

When finished, click “Mark as Completed”.

Section 4: TRADITIONAL SFA



- If after an application is processed, one or more of the students is found on the DC list during verification, the application is not reported here. Instead the children will be reported under Question 3-2.

Common Error: The Number of Applications should never be greater than the Number of Students.

13

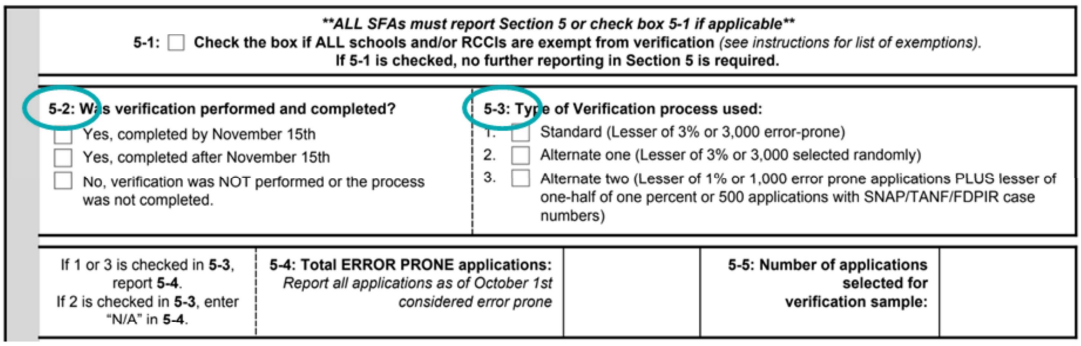
In Section 4 you are reporting Students approved as FREE or REDUCED PRICE eligible through household applications.
In 4-1, report applications approved as categorically FREE Eligible. This is based on those providing documentation (for example, a case number for SNAP, TANF, FDPIR on an application). **DO NOT** include the counts of students directly certified (in eScholar) with any program (including Medicaid) for FREE or REDUCED price meals.
In 4-2, report applications approved as FREE eligible based on household size and income information.
In 4-3, report applications approved as REDUCED PRICE eligible based on household size and income information.

Please note an important difference on this slide. You are reporting the number of applications as of October 1st of the school year and the number of students associated with those applications as of October 31st. You will not be allowed to submit this section if the number of applications exceeds the number of students. Commonly, because of the difference in dates reported for applications and students, students will inevitably be found on the October SNAP list, and therefore removed from this section of reporting and report them in the previous section. If this occurs, you will need to identify the applications associated with those children and remove them from your October 1st number of applications.

At the bottom of Section 4, Totals are auto-populated from Section 4 into T-1 and T-2. You will not need to enter any numbers here.
T-1 will auto-populate the Total FREE Eligible Students Reported in this section.
T-2 will auto-populate the Total REDUCED PRICE Eligible Students Reported in this section.

After completing this section, you will “Mark as Completed”.

Section 5: TRADITIONAL SFA



****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ **Check the box if ALL schools and/or RCCIs are exempt from verification** *(see instructions for list of exemptions).*
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:
1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.	**5-4: Total ERROR PRONE applications:** *Report all applications as of October 1st considered error prone*		**5-5: Number of applications selected for verification sample:**	

5-2: indicate when verification was completed.
Refer to previous slide if there are questions about when verification was completed.

5-3: indicate which verification method was used - Standard, Alternate 1, or Alternate 2.

Remember only schools with less than 20% non-response rates in the previous year are eligible to use alternate methods.

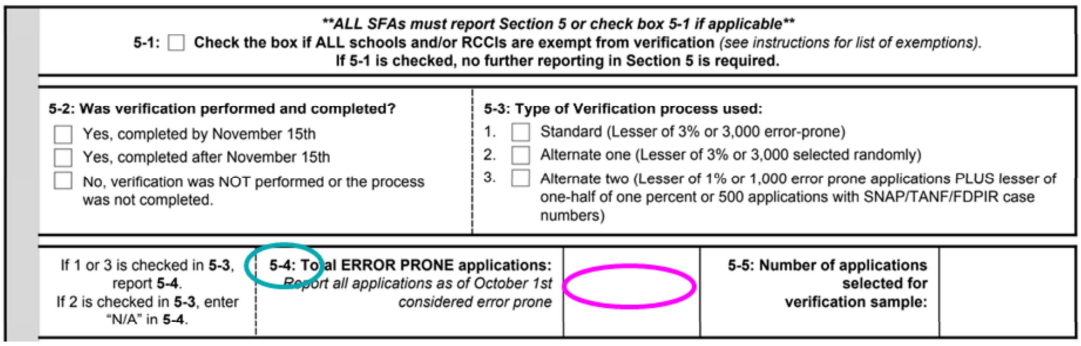
14

Next, you will complete Section 5, which is the results of verification.
Indicate on 5-2 when verification was completed. Refer to slide 3 if there are questions about when verification was technically considered complete. Please note that you are reporting the date that verification activities were completed, not when this form was completed.

Next, indicate on 5-3 which Verification method was used — Standard, Alternate 1 or Alternate 2. This will be based on your non-response rate from the previous school year.

Please note that only schools with less than a 20% non-response rate in the previous year are eligible to use alternate methods. However, please report the actual method you used. Refer to Memo SFS-26-051: Verification Response Rates for SY 2026-2027 for a list of which you are approved to use and Verification Process – Part 1 for instructions on how to complete the different methods.

Section 5: TRADITIONAL SFA



****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ **Check the box if ALL schools and/or RCCIs are exempt from verification** *(see instructions for list of exemptions).*
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?

- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:

1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.	**5-4: Total ERROR PRONE applications:** *Report all applications as of October 1st considered error prone*		**5-5: Number of applications selected for verification sample:**	

5-4: enter the number of error-prone applications were on file as of October 1st.
Error prone applications are needed for Standard or Alternate 2 methods.

5-5 will auto-populate from the numbers entered in Section 4.
This is the number of applications that were required to be verified.

Note: if more than this number were verified, the remainder should be recorded under "Verified for Cause" (VC-1)

15

On 5-4, you will indicate how many total error prone applications were **on file** as of October 1st. Error prone applications are needed for Standard or Alternate 2 methods. This is the total number on file, not the total used for verification. Please note, it is a common error to report 0 in this field. It is a good idea to tag all error prone applications as you process them so they are easy to identify for the verification summary form and verification activities.

Section 5-5 is automatically populated by the CNP website, from information the SFA provided in Section 4, along with the verification method selected. The SFA should not exceed this number, as USDA wants SFAs to only verify the number of applications needed.

Please Note that if more than this number were verified, the remainder will need to be recorded under "Verified for Cause".

Section 5: TRADITIONAL SFA

		A. Number of Applications	B. Number of Students
ALL SFAs must report 5-7 or check box 5-6 if applicable 5-6: ☐ **Check the box if direct verification was not conducted in the SFA,** (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.**			
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th	**5-7: Confirmed through direct verification:**		

You are not required to conduct Direct Verification.

- If you DO NOT, please check box 5-6 and move to the next section.

- If you DO look up each child being verified in eScholar, then do **not** check box 5-6 and fill in 5-7.

If you attempted DV, but did not identify any students, you may still report 0 applications and 0 students.

- You will be forced to leave a comment: E.g. "Attempted Direct Verification; however, no students were identified."

16

Fields 5-6 and 5-7 are related to Direct Verification. Again, you can refer back to Verification Part 1 training if you need further details about Direct Verification as it is different than Direct Certification. You are not required to conduct Direct Verification. If you do NOT, please check box 5-6 and move to the next section. *It is not a finding if you check 5-6.*

However, If you DO look up each child selected for verification in eScholar PRIOR TO sending out written notice to each household, then do **not** check box 5-6 and fill in 5-7.

If you attempted Direct Verification, but did not identify any students, you may still report 0 applications and 0 students.

When this occurs, the system will not allow you to submit your form until you leave a comment at the end of Section 5. Your comment could be something similar to "SFA Attempted Direct Verification; however, no students were identified."

5-6 and 5-7 are frequently filled out incorrectly. Please call the State agency if you have any questions about this portion of the form.

Section 5: TRADITIONAL SFA

- Fill in responses based on the results from Verification.
- Reminder: if you used the Standard Method, you will likely not have anything to report in ***5-8-A FREE Categorically Eligible*** as these would not be Error Prone Applications.
- Do NOT include applications or students that were directly verified.

5-8: Results of Verification by Original Benefit Type

For each original benefit type **(A, B, & C)**, report the number of applications and students as of November 15th for ach result category **(1, 2, 3, & 4).**

A. FREE-Categorically Eligible *Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application*			**B. FREE-Income** *Certified as FREE based on income/household size application*			**C. REDUCED PRICE-Income** *Certified as REDUCED PRICE based on income/household size application*		
Result Category	**A. Applications**	**B. Students**	**Result Category**	**A. Applications**	**B. Students**	**Result Category**	**A. Applications**	**B. Students**
1. Responded, NO CHANGE:	0	0	**1. Responded, NO CHANGE:**	0	0	**1. Responded, NO CHANGE:**	0	0
2. Responded, Changed to REDUCED PRICE:	0	0	**2. Responded, Changed to REDUCED PRICE:**	1	1	**2. Responded, Changed to FREE:**	0	0
3. Responded, Changed to PAID:	0	0	**3. Responded, Changed to PAID:**	0	0	**3. Responded, Changed to PAID:**	0	0
4. Not Responded, Changed to PAID:	0	0	**4. Not Responded, Changed to PAID:**	0	0	**4. Not Responded, Changed to PAID:**	1	1

17

Section 5-8 is Results of Verification by Original Benefit Type.

Column A (FREE-Categorically Eligible) is where you will report applications and students certified as FREE based on SNAP/TANF/FDPIR documentation such as case numbers on applications. If you used the Standard Method, you will likely not have anything to report in column A as these would not be error-prone applications.

Column B (FREE-Income) is where you will report applications originally determined to be free based on income information provided on the application. These applications were certified as free based on income/household size application.

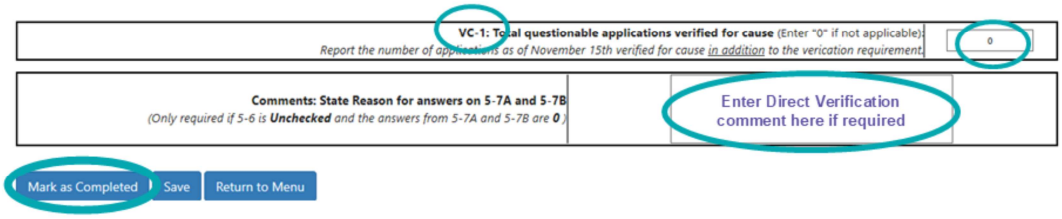
Column C (REDUCED PRICE-Income) is where you report reduced price income applications that were originally certified as reduced price based on income and household size based on the original information provided on the application.

Report the results in each column. Did the household respond with documentation resulting in no change in status? Did the household respond with the documentation provided resulting in a status change to reduced price meals? Did the household respond with documentation provided resulting in a status change to paid? Or did the household not respond to the verification request, resulting in a status change to paid?

Please note that you will NOT include applications or students that were directly verified and reported under 5-7.

Section 5: TRADITIONAL SFA

- VC-1 is where you report any applications verified for cause. Additionally, if you verified more applications than indicated on 5-5, you should report that number here.
- If you attempted Direct Verification, but did not identify any students, please enter a comment under the comments section.

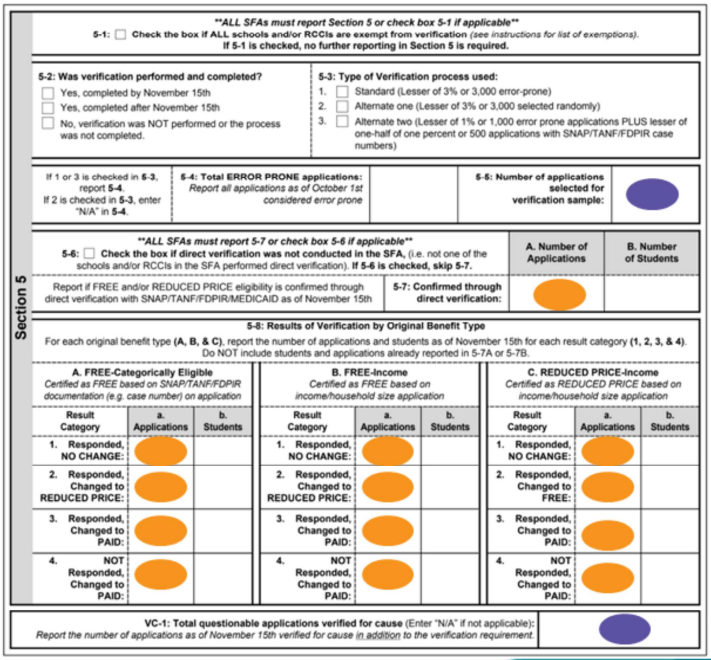


18

VC-1 is where you report any applications Verified for Cause. Additionally, if you verified more applications than indicated on 5-5, you should report that number here.

If you attempted Direct Verification, but did not identify any students, please enter your comment under the comments section.

Section 5: FORMULA



Section 5

****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ Check the box if ALL schools and/or RCCIs are exempt from verification *(see instructions for list of exemptions)*. If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:
1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.

5-4: Total ERROR PRONE applications: *Report all applications as of October 1st considered error prone*

5-5: Number of applications selected for verification sample:

****ALL SFAs must report 5-7 or check box 5-6 if applicable****

5-6: ☐ **Check the box if direct verification was not conducted in the SFA,** (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.**

	A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th — **5-7: Confirmed through direct verification:**		

5-8: Results of Verification by Original Benefit Type

For each original benefit type **(A, B, & C)**, report the number of applications and students as of November 15th for each result category **(1, 2, 3, & 4)**. Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible *Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application*			B. FREE-Income *Certified as FREE based on income/household size application*			C. REDUCED PRICE-Income *Certified as REDUCED PRICE based on income/household size application*		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): *Report the number of applications as of November 15th verified for cause in addition to the verification requirement.*

5-5 + VC-1 = 5-7 + 5-8

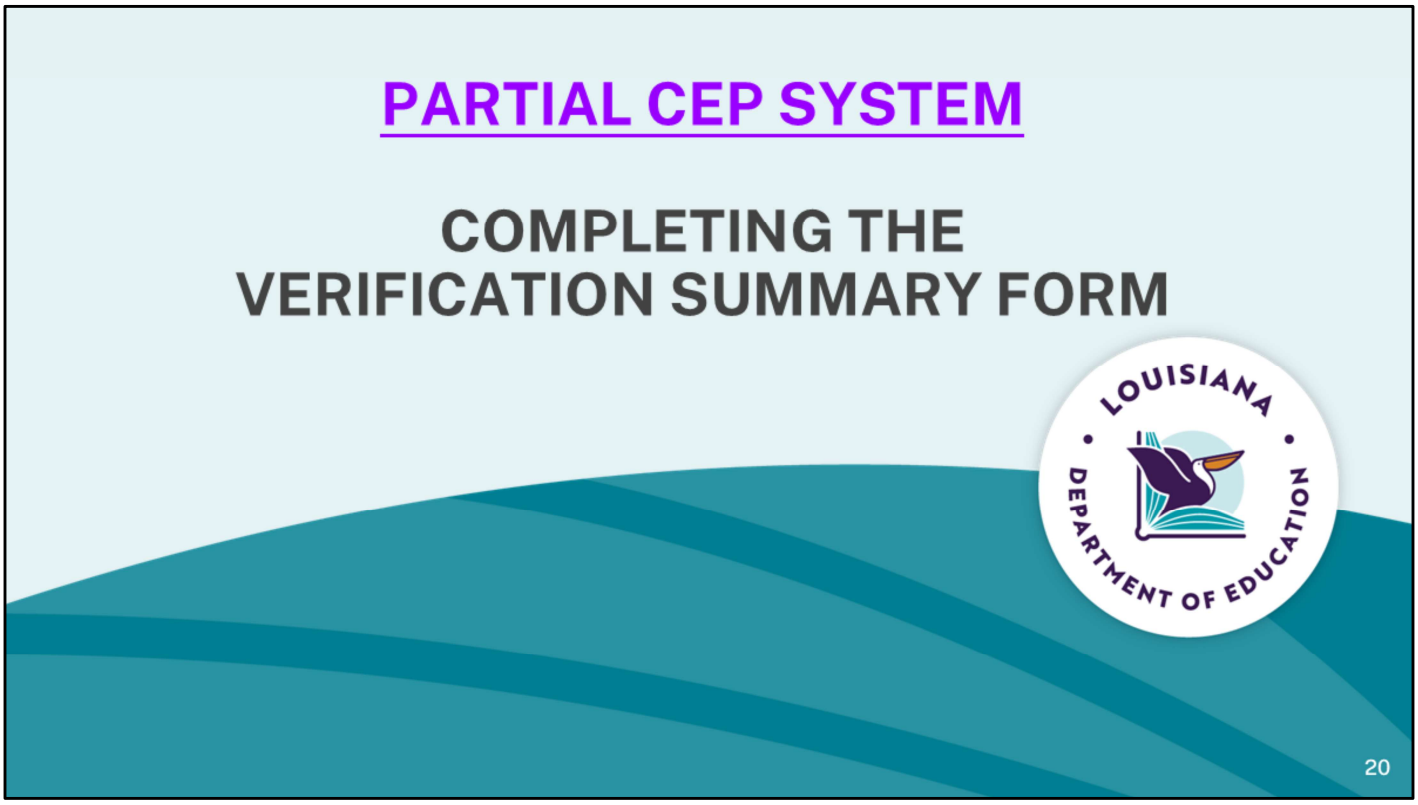
The total number of applications verified (those selected for verification plus those verified for cause) should be equal to the number of applications directly verified + those reported in 5-8.

19

Notice in Section 5, the total number of applications verified (those selected for verification plus those verified for cause), should be equal to the number of applications directly verified and those reported in 5-8.

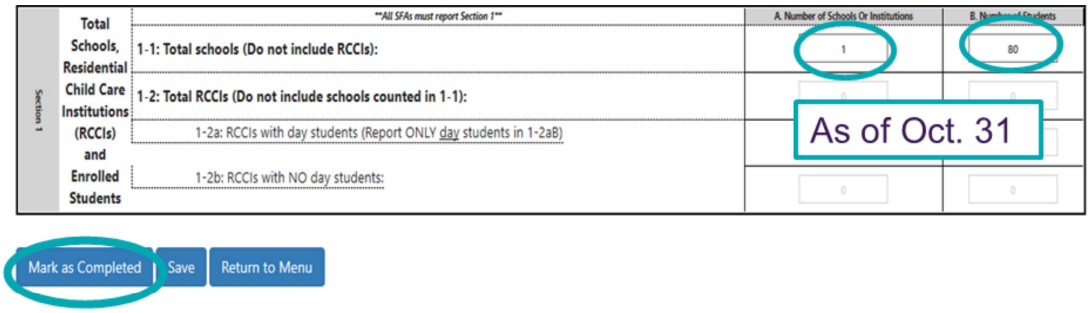
5-5 + VC-1 should equal 5-7 plus 5-8. After completing all of Section 5, you will "Mark as Completed".

At this point, you have completed Step 1 of the Verification Summary form. Move to the next step, Step 2: Run Validations.



Now, we will discuss completing the Verification Summary Form as a Partial CEP System.

Section 1: PARTIAL CEP



Public, Charter, Private, and Parochial Systems report information for question 1-1 only

Report all Schools & Student counts as of October 31

Schools should match the Schedule A; Student counts should be comparable to the total eligible students on the October claim

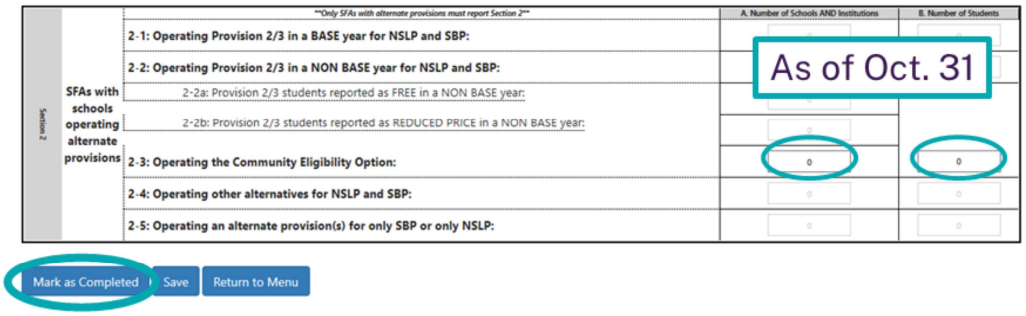
21

Partial CEP systems will fill out both columns for 1-1: A. the number of schools and B. the number of students.

Both numbers are filled out as of October 31st of the current school year. The number of schools reported here should match the number of schools on the claim filed for the month of October as well as the number of schools listed in the Schedule A.
Since your October claim will report the largest number of students enrolled during the month of October, your enrollment as of October 31st should be at or slightly below that value. This is an edit check of sorts that can help you ensure you are reporting accurate numbers.

When you have filled out Question 1-1, you will “Mark as Completed”.

Section 2: PARTIAL CEP



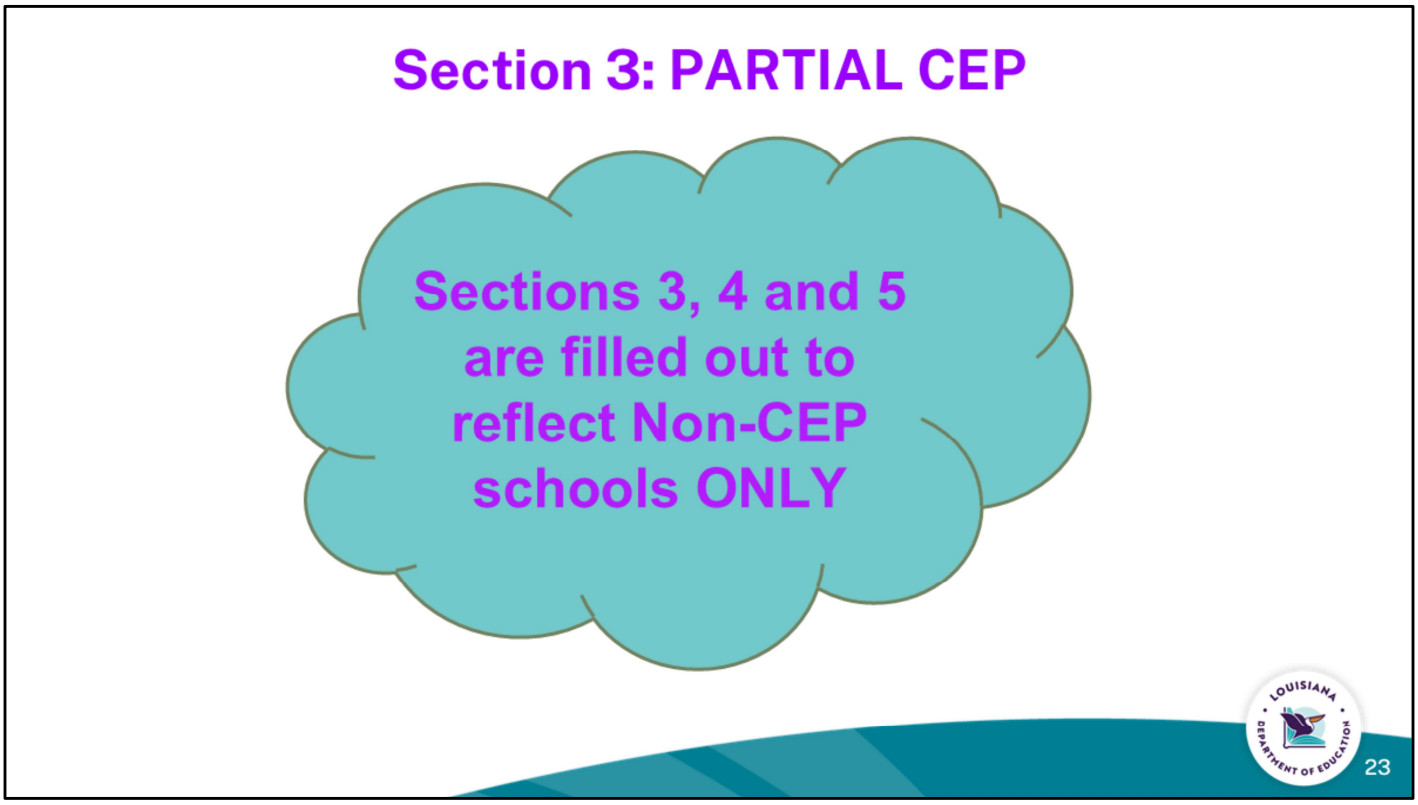
Section 2		**Only SFAs with alternate provisions must report Section 2**	A. Number of Schools AND Institutions	B. Number of Students
	SFAs with schools operating alternate provisions	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
		2-3: Operating the Community Eligibility Option:	0	0
		2-4: Operating other alternatives for NSLP and SBP:		
		2-5: Operating an alternate provision(s) for only SBP or only NSLP:		

- Report the number of CEP schools and associated students in this section.
- It should match the information on the CEP worksheets on the CNP Website (for schools elected to participate).

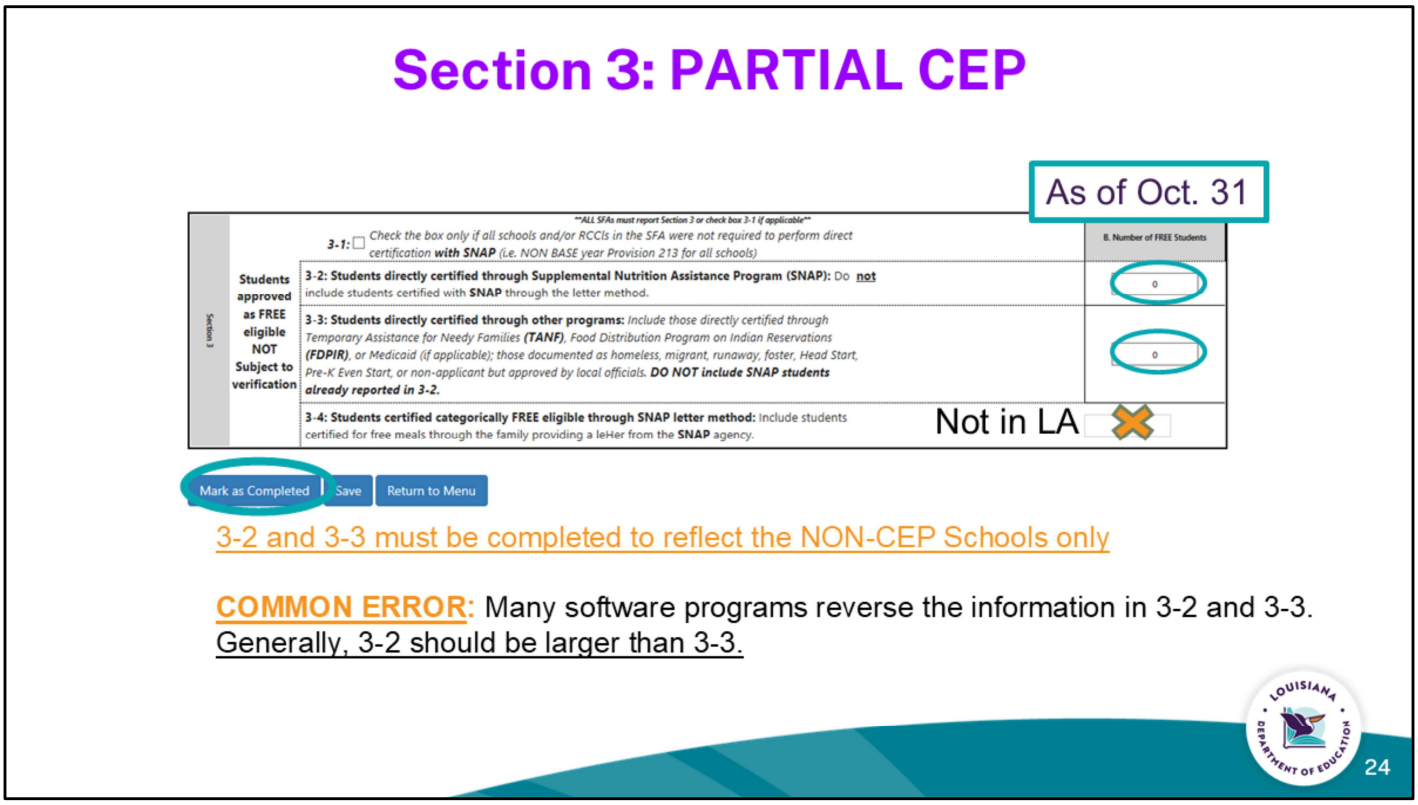
22

In Section 2, you will report the number of CEP schools and the students associated with them under 2-3. This should match the number of CEP schools indicated in your CEP election form that was submitted earlier in the year.

After completing this section, you will “Mark as Completed”.



Sections, 3, 4, and 5 are filled out reflecting the Non-CEP schools ONLY (schools who accept and process free and reduced price applications).



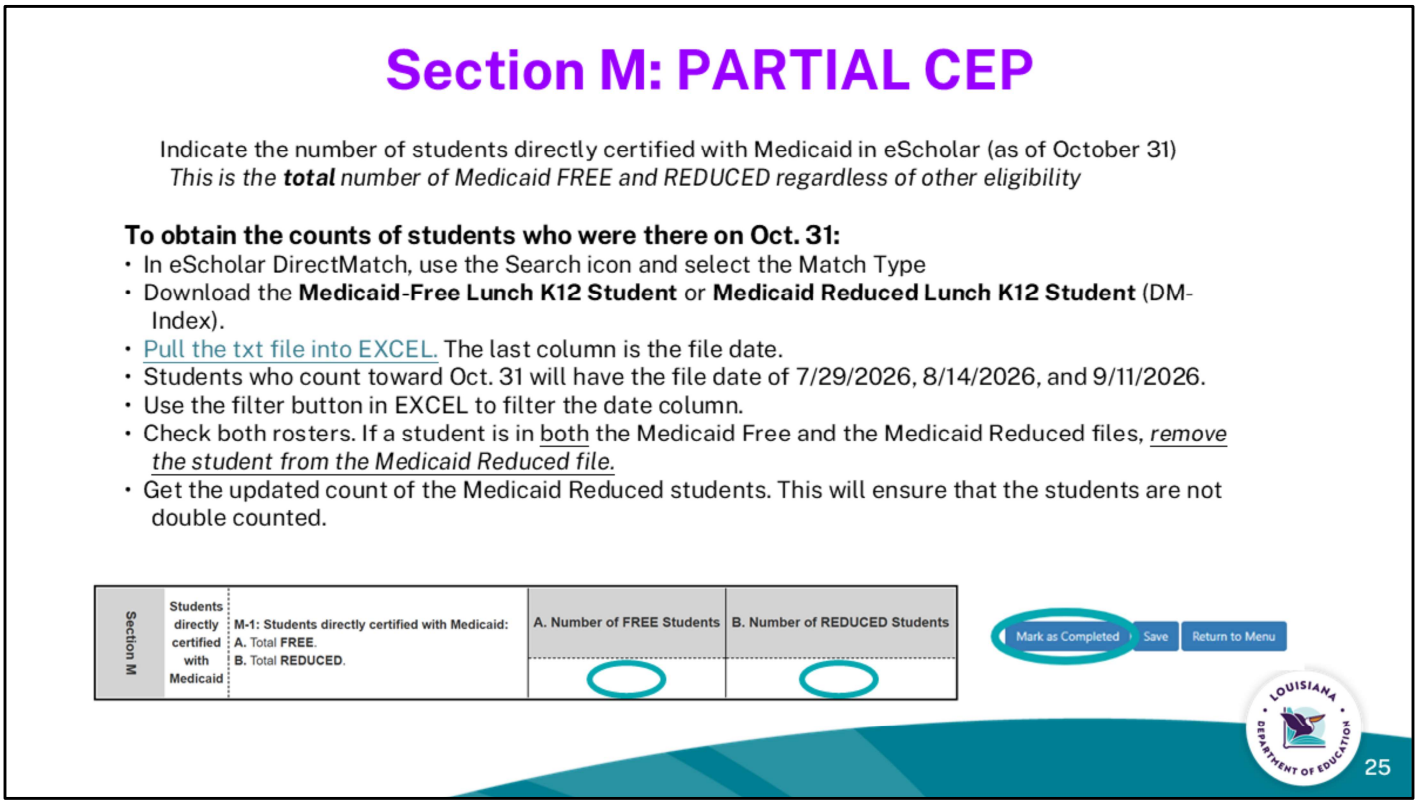
Now let's discuss Section 3: Students approved as free eligible not subject to verification.

In 3-2, you will enter the number of students identified through Direct Certification (or DC) SNAP lists as of October 31st for your non-CEP schools. This will include any students who filed applications, but were later found on DC SNAP lists. You will NOT include applications with a SNAP number only who were not identified on a SNAP list.

In 3-3 you will report Students directly certified through other programs at your non-CEP schools: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR) or Medicaid Free, as well as those documented as homeless, migrant, runaway, foster, Head Start, or a non-applicant that was approved by local officials. DO NOT include SNAP students already reported in 3-2.

Please note that many software programs reverse the information in 3-2 and 3-3. Generally, 3-2 should be larger than 3-3. Also note that 3-4 is not applicable in the state of Louisiana.

After completing this section, you will "Mark as Completed".



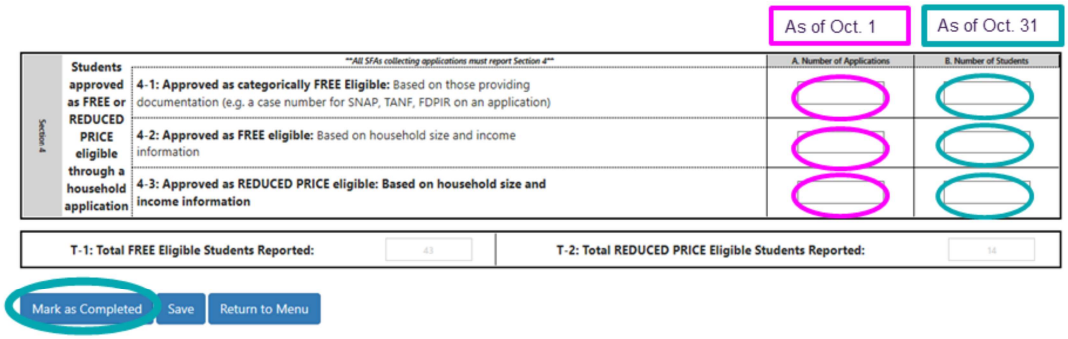
In Section M, you will report students directly certified with Medicaid.
Notice this is a section added at the request of USDA in recent years to capture ALL students directly certified with Medicaid in ALL schools in the district.

DC-M direct certification counts will be reported *as of October 31*.
To obtain the counts of students who were there on Oct. 31:
- In eScholar DirectMatch, use the Search icon and select the Match Type
- Download the Medicaid-Free Lunch K12 Student or Medicaid Reduced Lunch K12 Student (DM-Index).
- Pull the txt file into EXCEL. The last column is the file date.
- Use the filter button in EXCEL to filter the date column.
- Check both rosters. If a student is in both the Medicaid Free and the Medicaid Reduced files, remove the student from the Medicaid Reduced file.
- Get the updated count of the Medicaid Reduced students. This will ensure that the students are not double counted.

In Section M of the Verification Report, you will enter the number of students identified through Direct Certification with Medicaid for **FREE** meals in Column A and students directly certified with Medicaid for **REDUCED** meals in Column B.

When finished, click “Mark as Completed”.

Section 4: PARTIAL CEP



- Section 4 must be completed to reflect the NON-CEP Schools only
- If after an application is processed, one or more of the students is found on the DC list during verification, the application is not reported here. Instead the children will be reported under Question 3-2.
- **Common Error**: The number of Applications should never be greater than the number of Students.

26

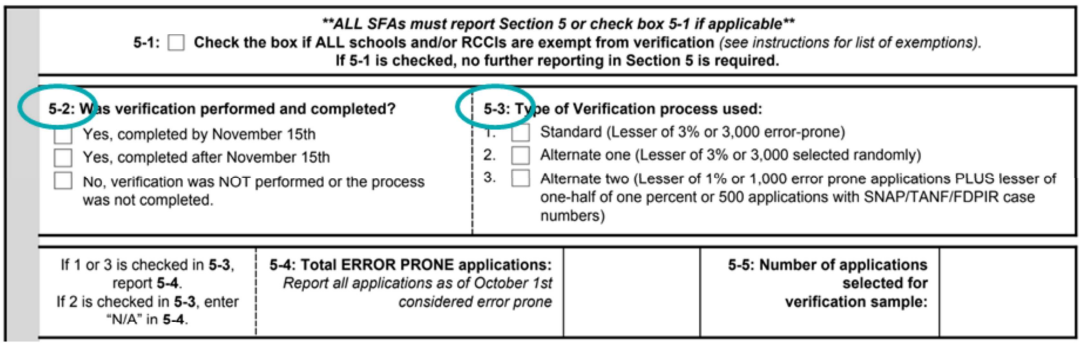
In Section 4 you are reporting Students approved as FREE or REDUCED PRICE eligible through household applications.
In 4-1, report applications approved as categorically FREE Eligible. This is based on those providing documentation (for example, a case number for SNAP, TANF, FDPIR on an application). **DO NOT** include the counts of students directly certified (in eScholar) with any program (including Medicaid) for FREE or REDUCED price meals.
In 4-2, report applications approved as FREE eligible based on household size and income information.
In 4-3, report applications approved as REDUCED PRICE eligible based on household size and income information.

Please note an important difference on this slide. You are reporting the number of applications as of October 1st of the school year and the number of students associated with those applications as of October 31st. You will not be allowed to submit this section if the number of applications exceeds the number of students. Commonly, because of the difference in dates reported for applications and students, students will inevitably be found on the October SNAP list, and therefore removed from this section of reporting and report them in the previous section. If this occurs, you will need to identify the applications associated with those children and remove them from your October 1st number of applications.

At the bottom of Section 4, Totals are auto-populated from Section 4 into T-1 and T-2. You will not need to enter any numbers here.
T-1 will auto-populate the Total FREE Eligible Students Reported in this section.
T-2 will auto-populate the Total REDUCED PRICE Eligible Students Reported in this section.

After completing this section, you will “Mark as Completed”.

Section 5: PARTIAL CEP



****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ **Check the box if ALL schools and/or RCCIs are exempt from verification** *(see instructions for list of exemptions).*
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:
1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.	**5-4: Total ERROR PRONE applications:** *Report all applications as of October 1st considered error prone*		**5-5: Number of applications selected for verification sample:**	

5-2: indicate when verification was completed.
Refer to previous slide if there are questions about when verification was completed.

5-3: indicate which verification method was used - Standard, Alternate 1, or Alternate 2.

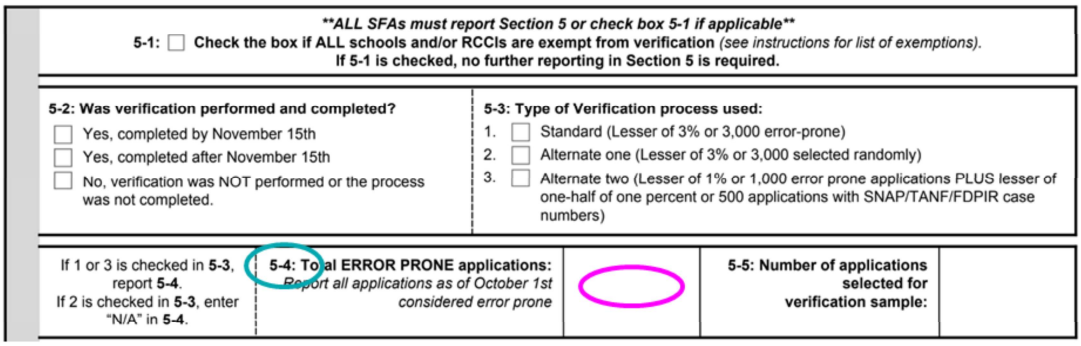
Remember only schools with less than 20% non-response rates in the previous year are eligible to use alternate methods.

27

Next, you will complete Section 5, which is the results of verification.
Indicate on 5-2 when verification was complete. Refer to slide 4 if there are questions about when verification was technically considered complete. Please note that you are reporting the date that verification activities were completed, not when this form was completed. As a reminder, the due date for verification activities is November 15th.
Next, indicate on 5-3 which Verification method was used — Standard, Alternate 1 or Alternate 2. This will be based on your non-response rate from the previous school year.

Please note that only schools with less than a 20% non-response rate in the previous year are eligible to use alternate methods. However, please report the actual method you used. Refer to Memo SFS-26-051: Verification Response Rates for SY 2026-2027 for a list of which you are approved to use and Verification Process – Part 1 for instructions on how to complete the different methods.

Section 5: PARTIAL CEP



ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1: ☐ **Check the box if ALL schools and/or RCCIs are exempt from verification** *(see instructions for list of exemptions).*
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:
1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.	**5-4: Total ERROR PRONE applications:** *Report all applications as of October 1st considered error prone*		**5-5: Number of applications selected for verification sample:**	

5-4: enter the number of error-prone applications were on file as of October 1st.
Error prone applications are needed for Standard or Alternate 2 methods.

5-5 will auto-populate from the numbers entered in Section 4.
This is the number of applications that were required to be verified.

Note: if more than this number were verified, the remainder should be recorded under "Verified for Cause" (VC-1)

28

On 5-4, you will indicate how many total Error Prone applications were **on file** as of October 1st. Error Prone applications are needed for Standard or Alternate 2 methods. This is the total number on file, not the total used for verification. Please note, it is a common error to report 0 in this field. It is a good idea to tag all error prone applications as you process them so they are easy to identify for the verification summary form and verification activities.

Section 5-5 is automatically populated by the CNP website, from information the SFA provided in Section 4, along with the verification method selected. The SFA should not exceed this number, as USDA wants SFAs to only verify the number of applications needed.

Please Note that if more than this number were verified, the remainder will need to be recorded under "Verified for Cause".

Section 5: PARTIAL CEP

		A. Number of Applications	B. Number of Students
5-6: ☐ ***ALL SFAs must report 5-7 or check box 5-6 if applicable**** **Check the box if direct verification was not conducted in the SFA,** (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.**			
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th	**5-7: Confirmed through direct verification:**		

You are not required to conduct Direct Verification. If you DO NOT, please check box 5-6 and move to the next section.
It is not a finding if you check 5-6.

If you DO look up each child being verified in eScholar, then do **not** check box 5-6 and fill in 5-7.

If you attempted DV, but did not identify any students, you may still report 0 applications and 0 students.

- You will be forced to leave a comment:
  E.g. "Attempted Direct Verification; however, no students were identified."

29

Fields 5-6 and 5-7 are related to Direct Verification. Again, you can refer back to Verification Part 1 if you need further details about Direct Verification as it is different than Direct Certification. You are not required to conduct Direct Verification. If you DO NOT, please check box 5-6 and move to the next section. *It is not a finding if you check 5-6.*

However, If you DO look up each child selected for verification in eScholar PRIOR TO sending out written notice to each household, then do **not** check box 5-6 and fill in 5-7.

If you attempted Direct Verification, but did not identify any students, you may still report 0 applications and 0 students.

If this is the case, the CNP system will require you to leave a comment at the end of Section 5. Your comment could be something similar to "SFA Attempted Direct Verification; however, no students were identified."
5-6 and 5-7 are frequently filled out incorrectly. Please call the State agency if you have any questions about this portion of the form.

Section 5: PARTIAL CEP

- Fill in responses based on the results from Verification.
- Reminder: if you used the Standard Method, you will likely not have anything to report in ***5-8-A FREE Categorically Eligible*** as these would not be Error Prone Applications.
- Do NOT include applications or students that were directly verified.

5-8: Results of Verification by Original Benefit Type

For each original benefit type **(A, B, & C)**, report the number of applications and students as of November 15th for ach result category **(1, 2, 3, & 4)**.

A. FREE-Categorically Eligible *Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application*			**B. FREE-Income** *Certified as FREE based on income/household size application*			**C. REDUCED PRICE-Income** *Certified as REDUCED PRICE based on income/household size application*		
Result Category	**A. Applications**	**B. Students**	**Result Category**	**A. Applications**	**B. Students**	**Result Category**	**A. Applications**	**B. Students**
1. Responded, NO CHANGE:	0	0	**1. Responded, NO CHANGE:**	0	0	**1. Responded, NO CHANGE:**	0	0
2. Responded, Changed to REDUCED PRICE:	0	0	**2. Responded, Changed to REDUCED PRICE:**	1	1	**2. Responded, Changed to FREE:**	0	0
3. Responded, Changed to PAID:	0	0	**3. Responded, Changed to PAID:**	0	0	**3. Responded, Changed to PAID:**	0	0
4. Not Responded, Changed to PAID:	0	0	**4. Not Responded, Changed to PAID:**	0	0	**4. Not Responded, Changed to PAID:**	1	1

30

Section 5-8 is Results of Verification by Original Benefit Type.

Column A (FREE-Categorically Eligible) is where you will report applications and students certified as FREE based on SNAP/TANF/FDPIR documentation such as case numbers on applications. If you used the Standard Method, you will likely not have anything to report in column A as these would not be error-prone applications.

Column B (FREE-Income) is where you will report applications originally determined to be free based on income information provided on the application. These applications were certified as free based on income/household size application.

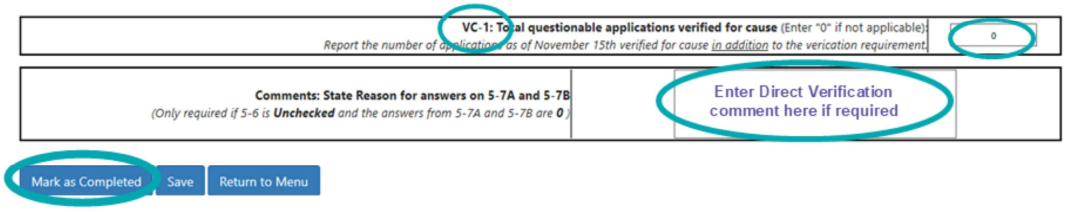
Column C (REDUCED PRICE-Income) is where you report reduced price income applications that were originally certified as reduced price based on income and household size based on the original information provided on the application.

Report the results in each column. Did the household respond with documentation resulting in no change in status? Did the household respond with the documentation provided resulting in a status change to reduced price meals? Did the household respond with documentation provided resulting in a status change to paid? Or did the household not respond to the verification request, resulting in a status change to paid?

Please note that you will NOT include applications or students that were directly verified and reported under 5-7.

Section 5: PARTIAL CEP

- VC-1 is where you report any applications verified for cause. Additionally, if you verified more applications than indicated on 5-5, you should report that number here.
- If you attempted Direct Verification, but did not identify any students, please enter a comment under the comments section.

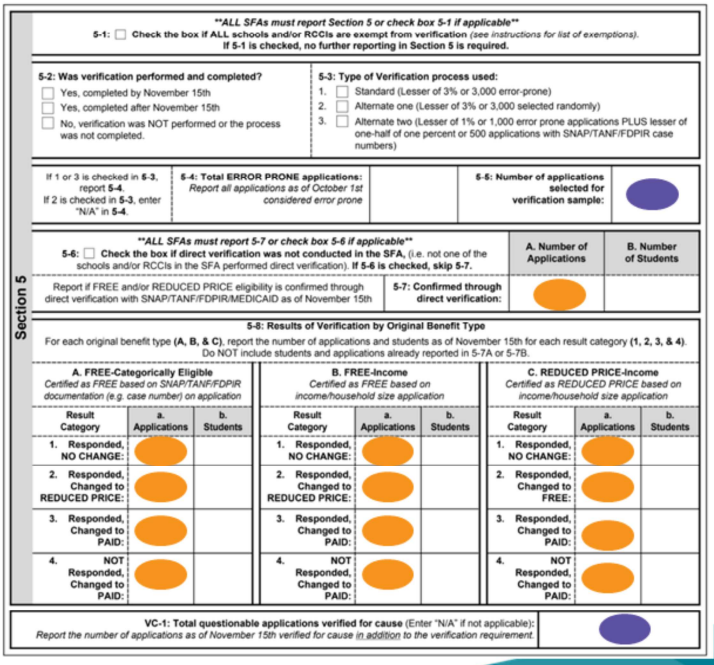


VC-1 is where you report any applications Verified for Cause. Additionally, if you verified more applications than indicated on 5-5, you should report that number here.

If you attempted Direct Verification, but did not identify any students, please enter your comment under the comments section.

After completing all of Section 5, you will “Mark as Completed”.

Section 5: FORMULA



Section 5

****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ Check the box if ALL schools and/or RCCIs are exempt from verification *(see instructions for list of exemptions)*. If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:
1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.

5-4: Total ERROR PRONE applications: *Report all applications as of October 1st considered error prone*

5-5: Number of applications selected for verification sample:

****ALL SFAs must report 5-7 or check box 5-6 if applicable****

5-6: ☐ **Check the box if direct verification was not conducted in the SFA,** (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.**

	A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th — **5-7: Confirmed through direct verification:**		

5-8: Results of Verification by Original Benefit Type

For each original benefit type **(A, B, & C)**, report the number of applications and students as of November 15th for each result category **(1, 2, 3, & 4)**. Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible *Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application*			B. FREE-Income *Certified as FREE based on income/household size application*			C. REDUCED PRICE-Income *Certified as REDUCED PRICE based on income/household size application*		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): *Report the number of applications as of November 15th verified for cause in addition to the verification requirement.*

5-5 + VC-1 = 5-7 + 5-8

The total number of applications verified (those selected for verification plus those verified for cause) should be equal to the number of applications directly verified + those reported in 5-8.

32

Notice in Section 5, the total number of applications verified (those selected for verification plus those verified for cause), should be equal to the number of applications directly verified and those reported in 5-8.

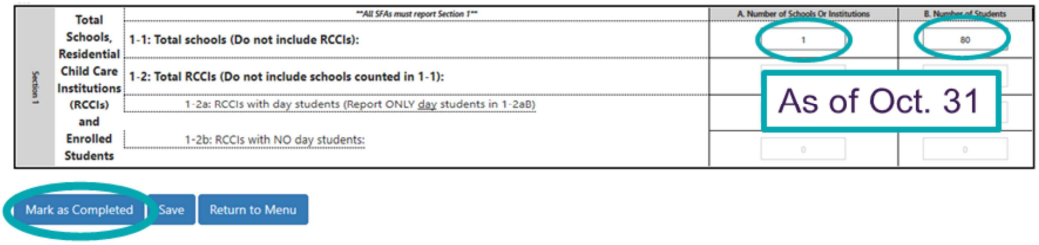
5-5 + VC-1 should equal 5-7 plus 5-8. After completing all of Section 5, you will "Mark as Completed".

At this point, you have completed Step 1 of the Verification Summary form. Move to the next step, Step 2: Run Validations.



Next, we will discuss completing the Verification Summary Form as a System-Wide CEP District. Completion of the form is very brief and should only take about 5 minutes.

Section 1: SYSTEM-WIDE CEP



Public, Charter, Private, and Parochial Systems report information for question 1-1 only

Report all Schools & Student Counts as of October 31

Schools should match the Schedule A; Student counts should be comparable to the total eligible students on the October claim

Mark as Completed

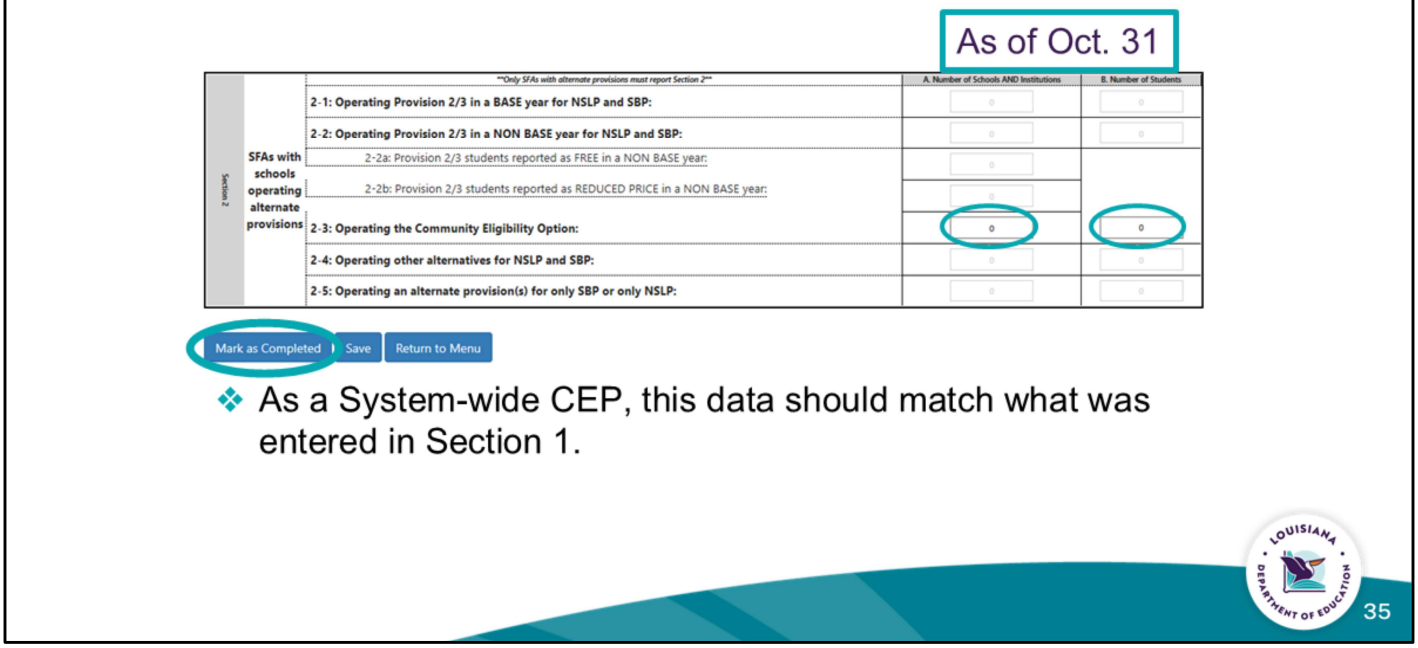
34

System-wide CEP districts will fill out both columns for 1-1: A. the Number of Schools and B. the Number of Students.

Both numbers are filled out as of October 31st of the current school year. The number of schools should match the number of schools on the claim filed for the month of October as well as the number of schools listed in the Schedule A.
Since your October claim reports the largest number of students enrolled during the month of October, your enrollment as of October 31st should be at or slightly below that value. This is an edit check of sorts that can help you ensure you are reporting accurate data.

When you have filled out Question 1-1, you will “Mark as Completed”.

Section 2: SYSTEM-WIDE CEP

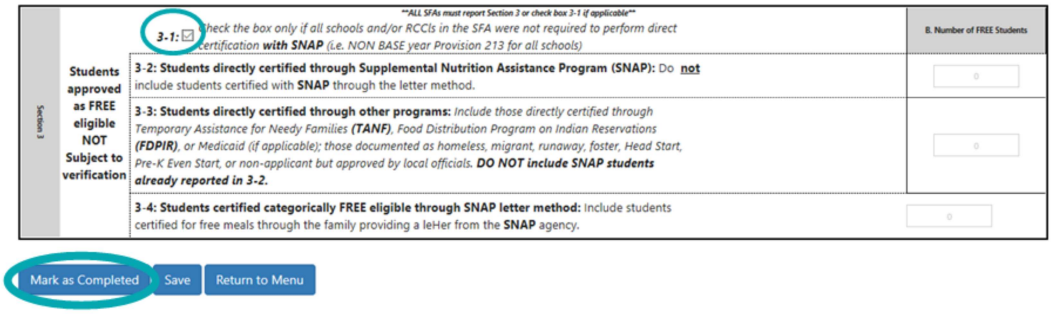


- As a System-wide CEP, this data should match what was entered in Section 1.

In Section 2, you will report the number of schools and then number of students in your CEP schools. For a system-wide CEP, these numbers will exactly match the numbers entered in Section 1.

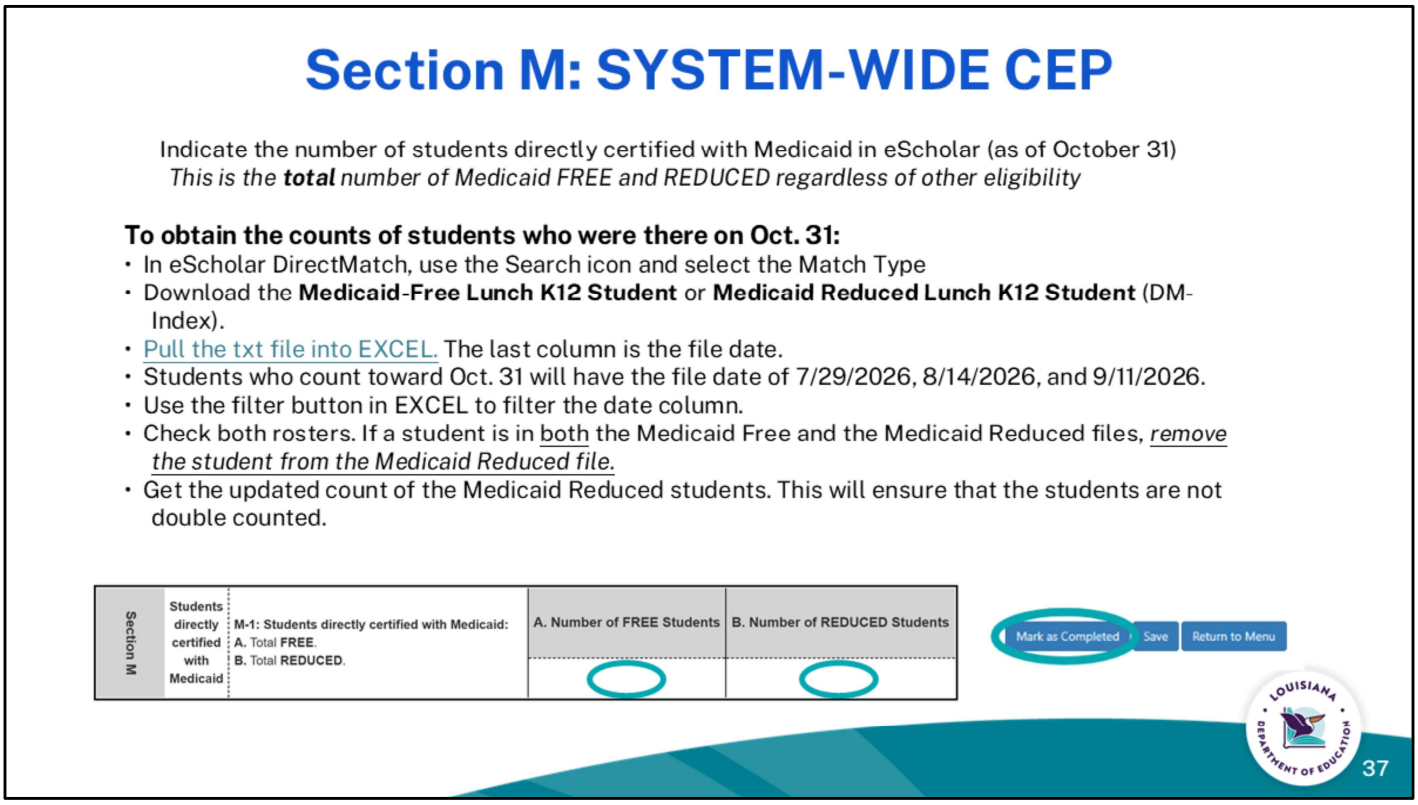
After completing this section, you will “Mark as Completed”.

Section 3: SYSTEM-WIDE CEP



- Check Box 3-1

In Section 3, you will check box 3-1, and “Mark as Completed”.



In Section M, you will report students directly certified with Medicaid.
Notice this is a section added at the request of USDA in recent years to capture ALL students directly certified with Medicaid in ALL schools in the district.

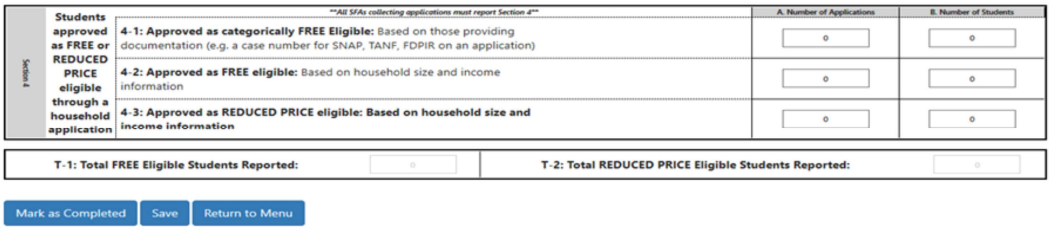
DC-M direct certification counts will be reported *as of October 31*.
To obtain the counts of students who were there on Oct. 31:

- In eScholar DirectMatch, use the Search icon and select the Match Type
- Download the Medicaid-Free Lunch K12 Student or Medicaid Reduced Lunch K12 Student (DM-Index).
- Pull the txt file into EXCEL. The last column is the file date.
- Use the filter button in EXCEL to filter the date column.
- Check both rosters. If a student is in both the Medicaid Free and the Medicaid Reduced files, remove the student from the Medicaid Reduced file.
- Get the updated count of the Medicaid Reduced students. This will ensure that the students are not double counted.

In Section M of the Verification Report, you will enter the number of students identified through Direct Certification with Medicaid for **FREE** meals in Column A and students directly certified with Medicaid for **REDUCED** meals in Column B.

When finished, click “Mark as Completed”.

Section 4: SYSTEM-WIDE CEP



Section 4		**All SFAs collecting applications must report Section 4**	A. Number of Applications	B. Number of Students
	Students approved as FREE or REDUCED PRICE eligible through a household application	4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	0	0
		4-2: Approved as FREE eligible: Based on household size and income information	0	0
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	0	0

T-1: Total FREE Eligible Students Reported:	0	T-2: Total REDUCED PRICE Eligible Students Reported:	0

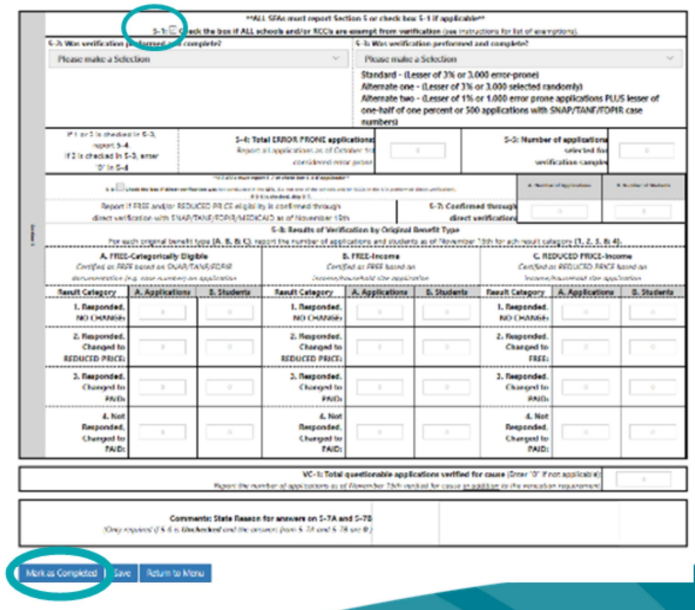
Mark as Completed | Save | Return to Menu

- No information is required in Section 4 for a System-Wide CEP.
- Mark this Section as Completed.

38

In Section 4, simply “Mark as Completed” without making any changes since there are no students approved as free or reduced price eligible through household applications.

Section 5: SYSTEM-WIDE CEP

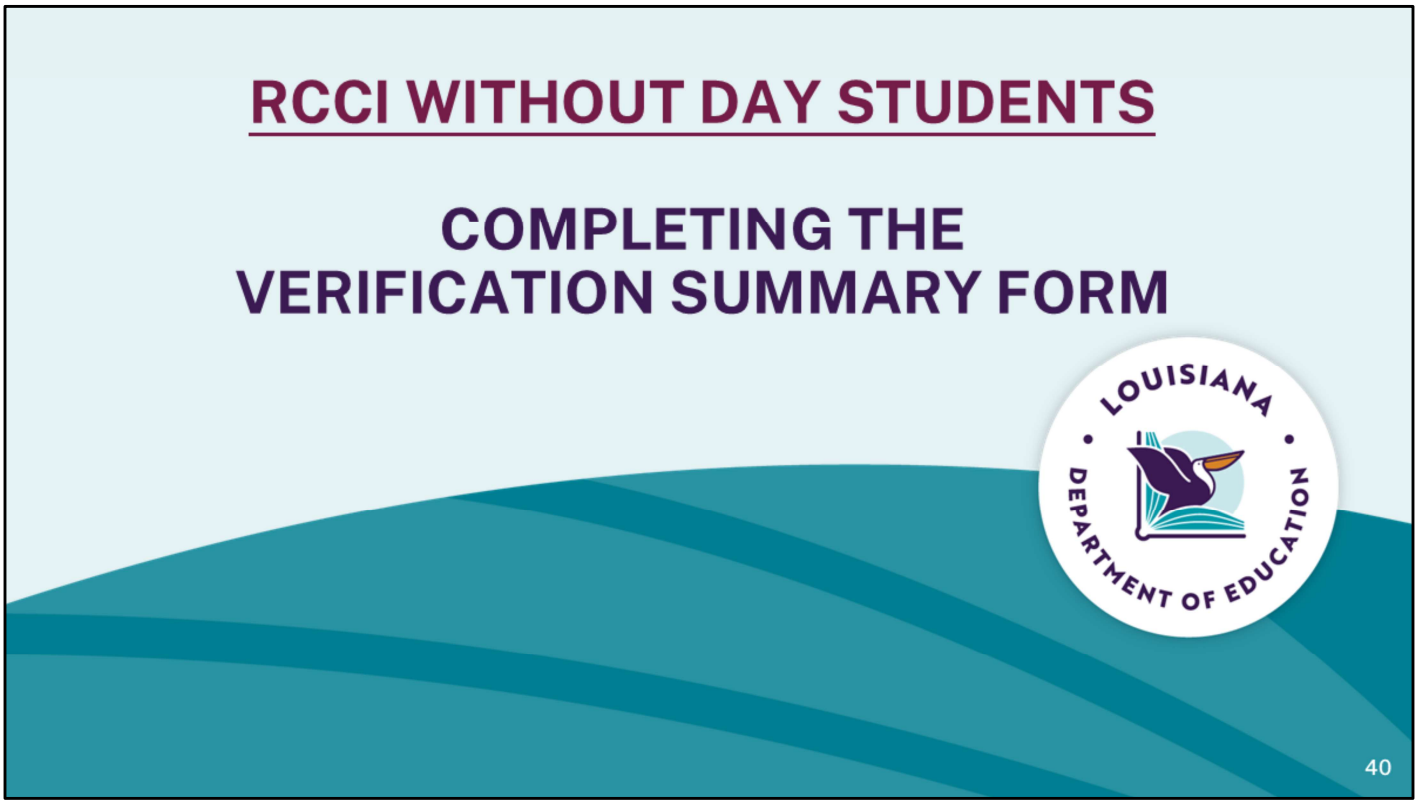


- Check Box 5-1
- Mark this Section as Completed

39

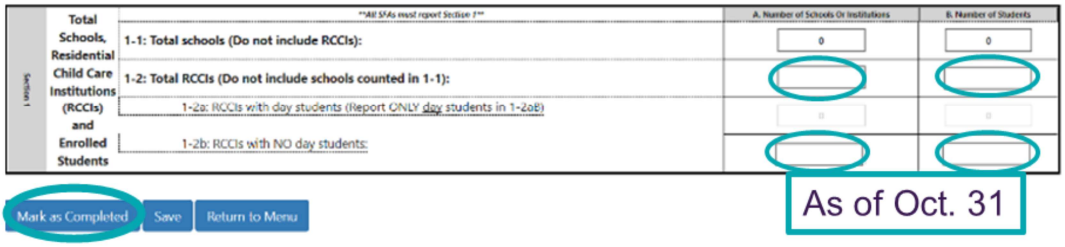
In Section 5, you will check box 5-1 and mark this section as completed.

That's it! You can proceed to the next step, Step 2: Run Validations.



Next, we will discuss completing the verification summary form as an RCCI without day students.

Section 1: RCCI WITHOUT DAY STUDENTS



- Report the number of RCCIs and associated students in Section 1-2.
- The same information should be reported under 1-2b.
- Report all Schools & Student Counts as of October 31.
- Schools should match the Schedule A; Student counts should be comparable to the total eligible students on the October claim.
- When finished, Mark as Completed.

41

Here is a screenshot of Section 1.

RCCIs *that DO NOT have day students* will fill out question 1-2a: A: the number of schools and B. the number of students as of October 31st of the current school year.

The number of schools should match the number of schools on the claim filed for the month of October as well as the number of schools listed in the Schedule A. Since your October claim will report the largest number of students enrolled during the month of October, your enrollment as of October 31st should be at or slightly below that value. This is an edit check of sorts that can help you ensure you are reporting accurate data.

RCCIs will also complete field 1-2b — the number of institutions and students as of October 31st. For RCCIs without day students, the numbers entered in 1-2 and 1-2b will match.

When you have complete Section 1, you will “Mark as Completed”.

Section 2: RCCI WITHOUT DAY STUDENTS

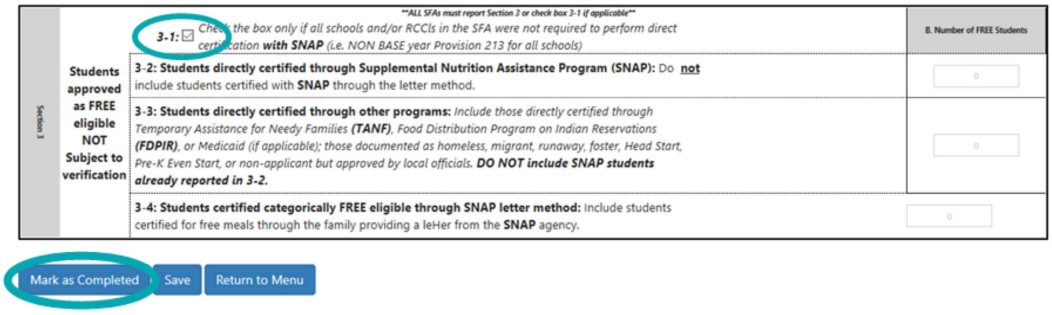
SECTION 2		**Only SFAs with alternate provisions must report Section 2**	A. Number of Schools AND Institutions	B. Number of Students
	SFAs with schools operating alternate provisions	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	0	0
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:	0	
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	0	
		2-3: Operating the Community Eligibility Option:	0	0
		2-4: Operating other alternatives for NSLP and SBP:	0	0
		2-5: Operating an alternate provision(s) for only SBP or only NSLP:	0	0

Mark as Completed | Save | Return to Menu

- Nothing will be reported in Section 2
  - Mark as Completed

In Section 2, simply click “Mark as Completed” without making any changes since there are no CEP schools or other special provisions in place.

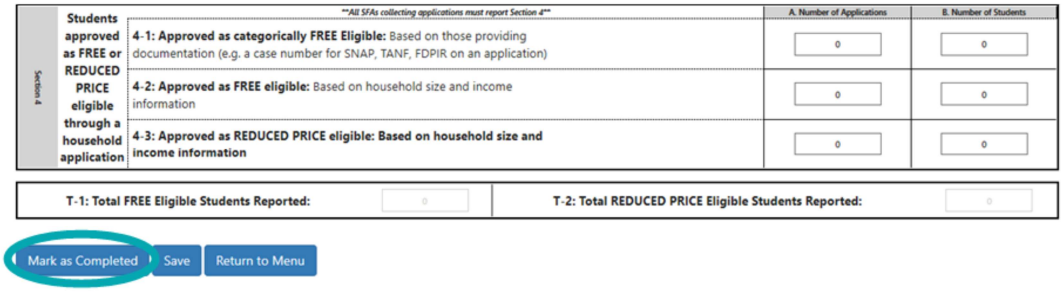
Section 3: RCCI WITHOUT DAY STUDENTS



- Check Box 3-1

In Section 3, you will click Box 3-1, and mark this section as completed.

Section 4: RCCI WITHOUT DAY STUDENTS



Section 4		**All SFAs collecting applications must report Section 4**	A. Number of Applications	B. Number of Students
	Students approved as FREE or REDUCED PRICE eligible through a household application	**4-1: Approved as categorically FREE Eligible:** Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	0	0
		4-2: Approved as FREE eligible: Based on household size and income information	0	0
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	0	0

T-1: Total FREE Eligible Students Reported:	0	T-2: Total REDUCED PRICE Eligible Students Reported:	0

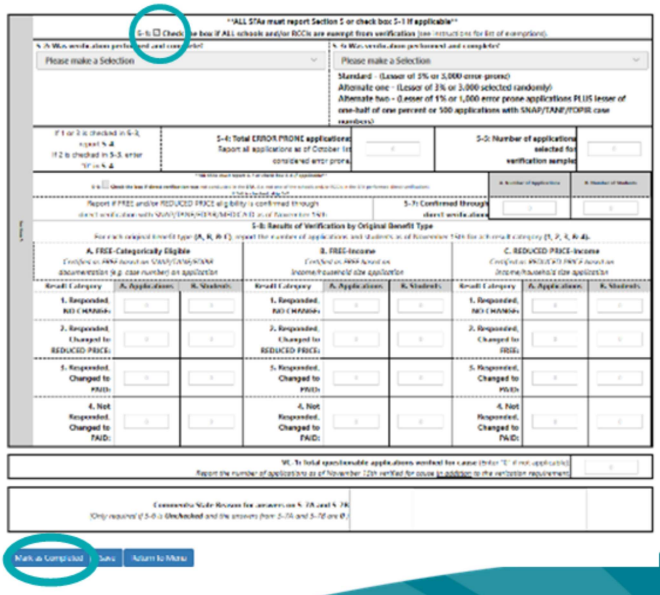
Mark as Completed | Save | Return to Menu

- No information is required in Section 4 for an RCCI without day students.
  - Mark this Section as Completed.

44

In Section 4, simply “Mark as Completed” without making any changes since there are no students approved as free or reduced price eligible through household applications.

Section 5: RCCI WITHOUT DAY STUDENTS

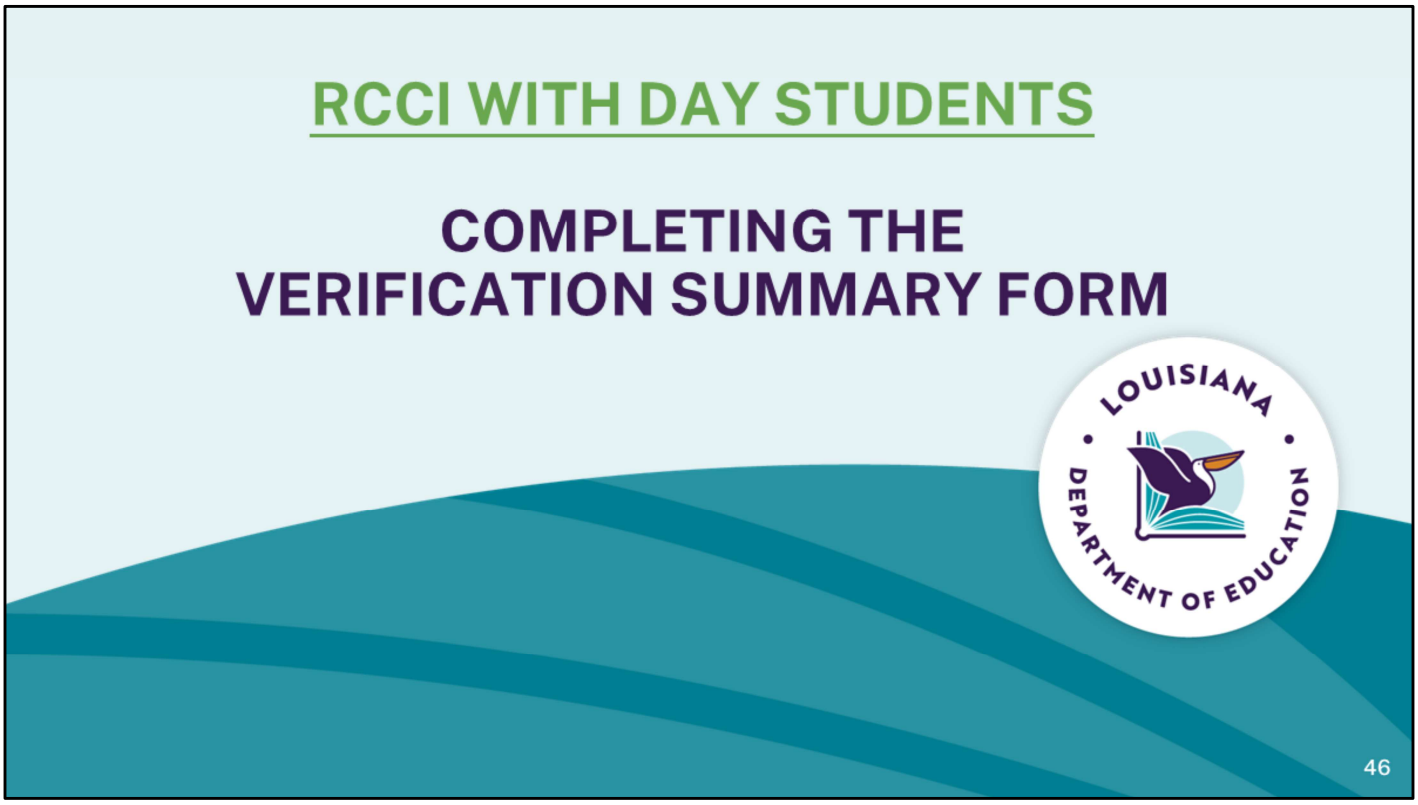


- Check Box 5-1
- Mark this Section as Completed

45

In Section 5, check box 5-1 and “Mark as Completed”.

At this point, you have completed Step 1 of the Verification Summary form. Move to the next step, Step 2: Run Validations.



Lastly, we will discuss completing the Verification Summary form as a Residential Child Care Institution with Day students.

Section 1: RCCI WITH DAY STUDENTS

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	***All SFAs must report Section 1***	A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools *(Do not include RCCIs):*		
		1-2: Total RCCIs *(Do not include schools counted in 1-1):*		
		1-2a: RCCIs with day students *(Report ONLY day students in 1-2aB):*		
		1-2b: RCCIs with NO day students:		

As of Oct. 31

Mark as Completed | Save | Return to Menu

Report the number of RCCIs with and without day students and their associated students in Section 1 as of Oct. 31

Report the number of RCCIs with and without day students and their associated students in Section 1 as of Oct. 31

When you have filled out Question 1-2, you will “Mark as Completed”.

Section 2: RCCI WITH DAY STUDENTS

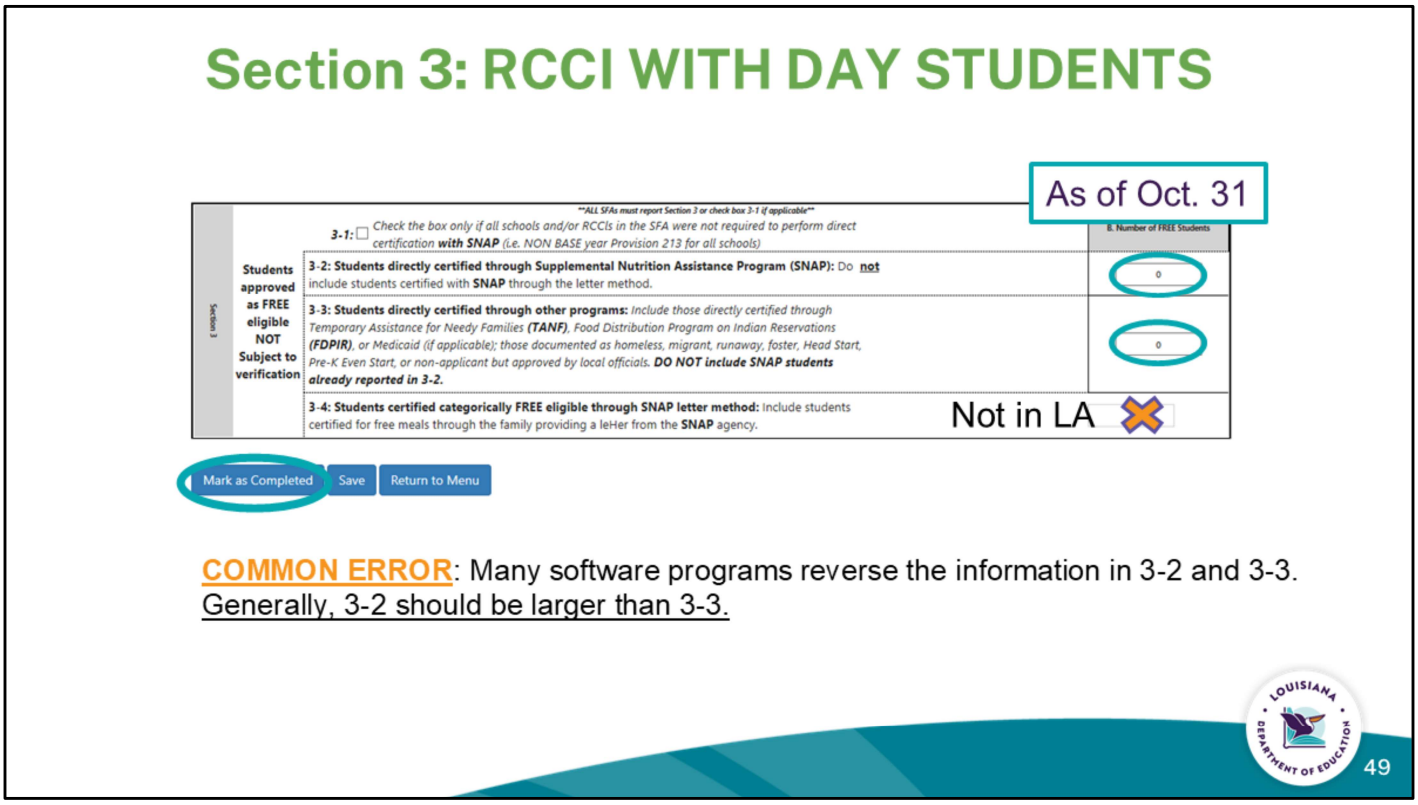
Section 2		**Only SFAs with alternate provisions must report Section 2**	A. Number of Schools AND Institutions	B. Number of Students
		2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	0	0
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
	SFAs with schools operating alternate provisions	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:	0	
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	0	
		2-3: Operating the Community Eligibility Option:	0	0
		2-4: Operating other alternatives for NSLP and SBP:	0	0
		2-5: Operating an alternate provision(s) for only SBP or only NSLP:	0	0

Mark as Completed | Save | Return to Menu

- Nothing will be reported in Section 2
  - Mark as Completed

48

In Section 2, simply click “Mark as Completed” without making any changes since there are no CEP schools or other special provisions in place.



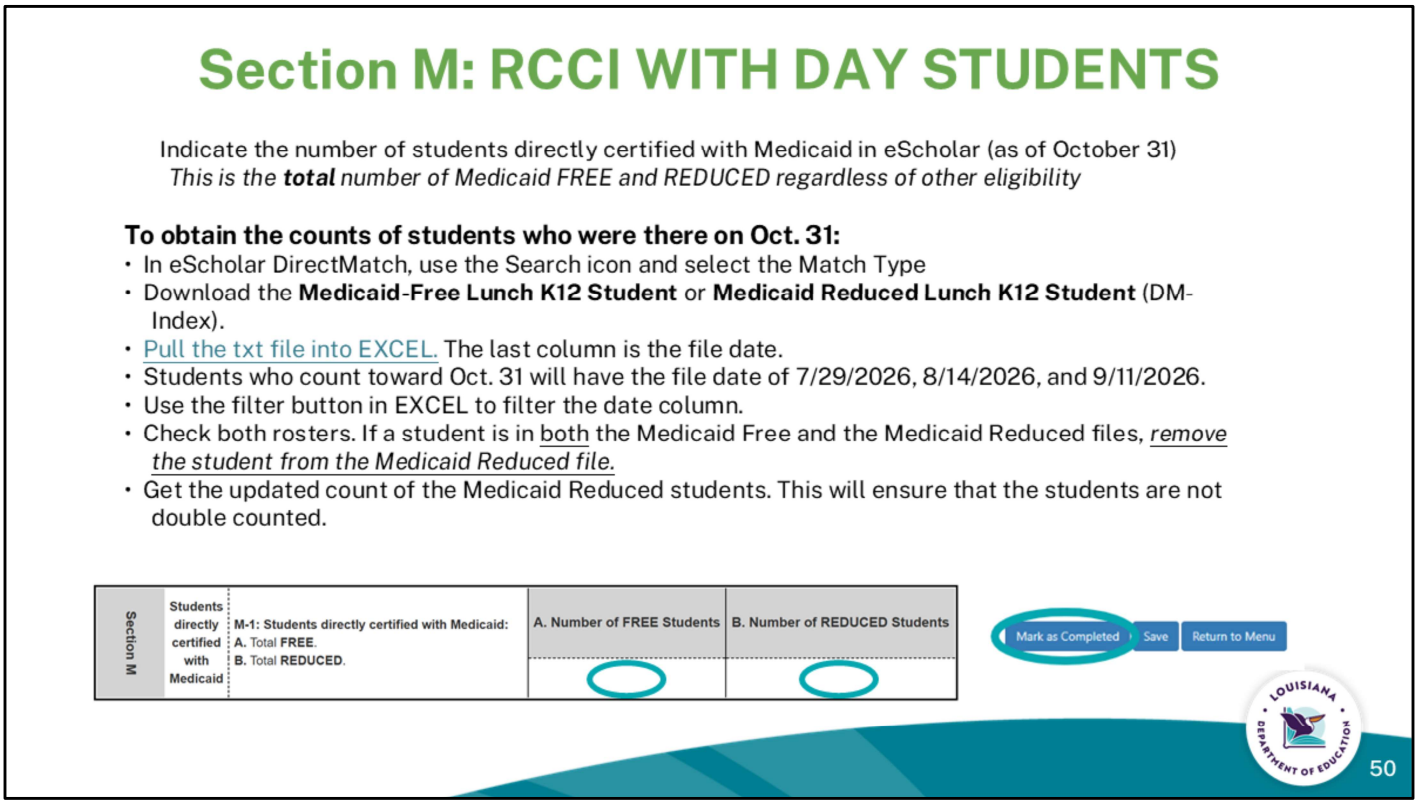
Now let's discuss Section 3: Students approved as free eligible not subject to verification.

In 3-2, you will enter the number of students identified through Direct Certification (or DC) SNAP lists as of October 31st. This will include any students who filed applications, but were later found on DC SNAP lists. You will NOT include applications with a SNAP number only, who were not identified on a SNAP list.

In 3-3 you will report students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid Free as well as those documented as homeless, migrant, runaway, foster, Head Start, or a non-applicant who was approved by local officials. DO NOT include SNAP students already reported in 3-2.

Please note that many software programs reverse the information in 3-2 and 3-3. Generally, 3-2 should be larger than 3-3. Also note that 3-4 is not applicable in the state of Louisiana.

After completing this section, you will "Mark as Completed".



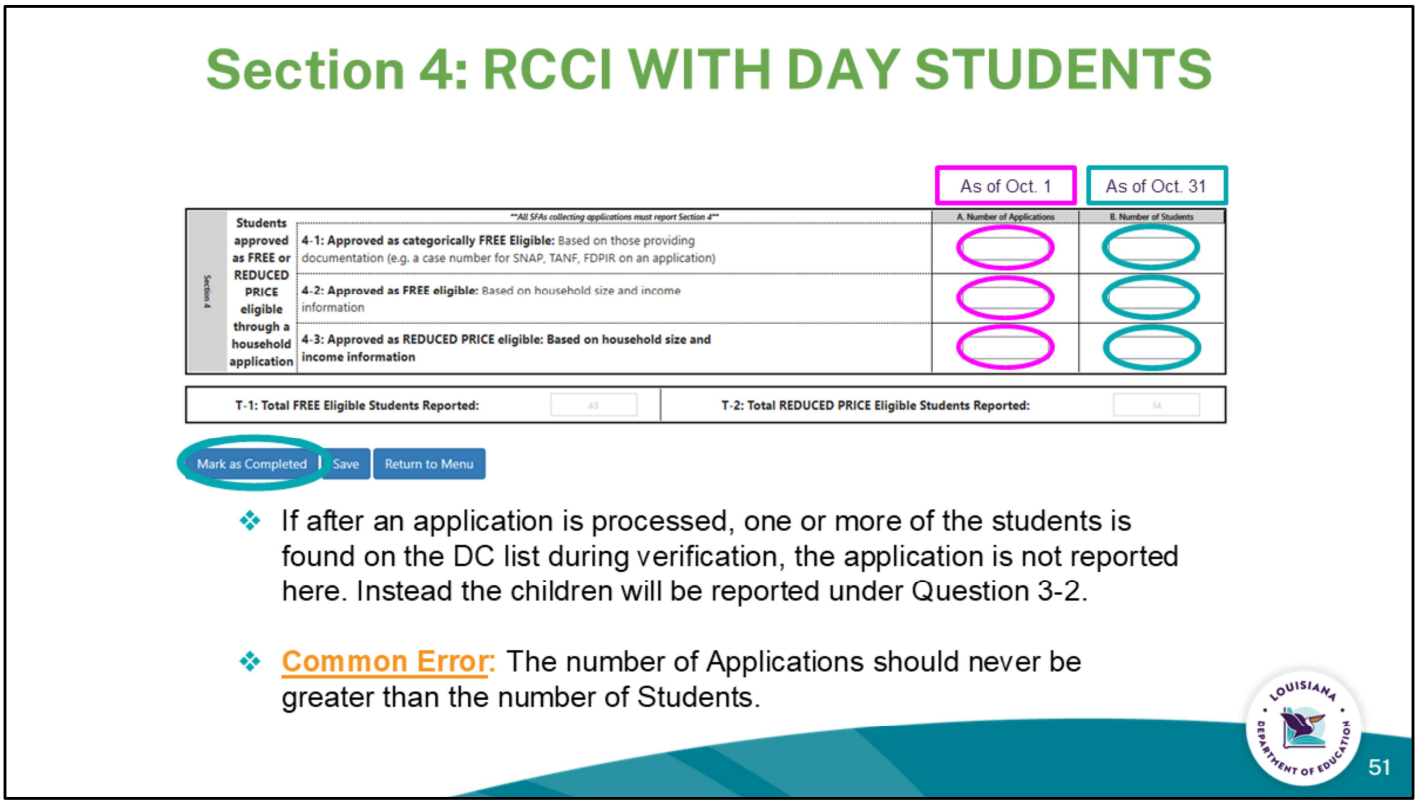
In Section M, you will report students directly certified with Medicaid.
Notice this is a section added at the request of USDA in recent years to capture ALL students directly certified with Medicaid in ALL schools in the district.

DC-M direct certification counts will be reported *as of October 31*.
To obtain the counts of students who were there on Oct. 31:

- In eScholar DirectMatch, use the Search icon and select the Match Type
- Download the Medicaid-Free Lunch K12 Student or Medicaid Reduced Lunch K12 Student (DM-Index).
- Pull the txt file into EXCEL. The last column is the file date.
- Use the filter button in EXCEL to filter the date column.
- Check both rosters. If a student is in both the Medicaid Free and the Medicaid Reduced files, remove the student from the Medicaid Reduced file.
- Get the updated count of the Medicaid Reduced students. This will ensure that the students are not double counted.

In Section M of the Verification Report, you will enter the number of students identified through Direct Certification with Medicaid for **FREE** meals in Column A and students directly certified with Medicaid for **REDUCED** meals in Column B.

When finished, click “Mark as Completed”.



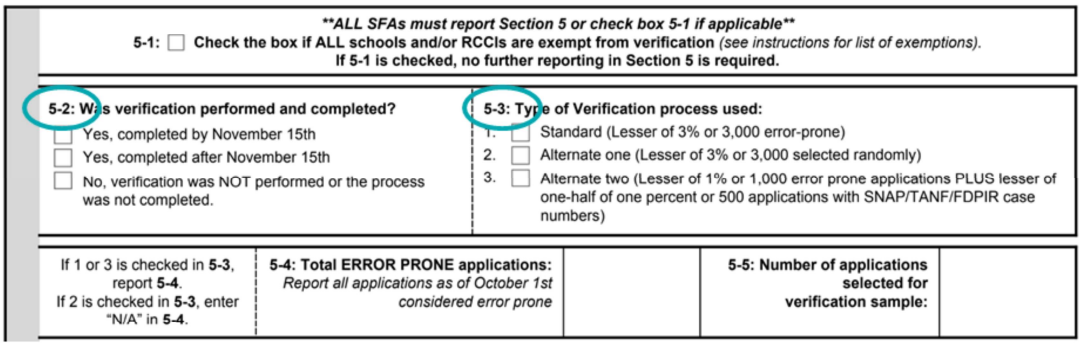
In Section 4 you are reporting Students approved as FREE or REDUCED PRICE eligible through household applications.
In 4-1, report applications approved as categorically FREE Eligible. This is based on those providing documentation (for example, a case number for SNAP, TANF, FDPIR on an application). **DO NOT** include the counts of students directly certified (in eScholar) with any program (including Medicaid) for FREE or REDUCED price meals.
In 4-2, report applications approved as FREE eligible based on household size and income information.
In 4-3, report applications approved as REDUCED PRICE eligible based on household size and income information.

Please note an important difference on this slide. You are reporting the number of applications as of October 1st of the school year and the number of students associated with those applications as of October 31st. You will not be allowed to submit this section if the number of applications exceeds the number of students. Commonly, because of the difference in dates reported for applications and students, students will inevitably be found on the October SNAP list, and therefore removed from this section of reporting and report them in the previous section. If this occurs, you will need to identify the applications associated with those children and remove them from your October 1st number of applications.

At the bottom of Section 4, Totals are auto-populated from Section 4 into T-1 and T-2. You will not need to enter any numbers here.
T-1 will auto-populate the Total FREE Eligible Students Reported in this section.
T-2 will auto-populate the Total REDUCED PRICE Eligible Students Reported in this section.

After completing this section, you will “Mark as Completed”.

Section 5: RCCI WITH DAY STUDENTS



****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ **Check the box if ALL schools and/or RCCIs are exempt from verification** *(see instructions for list of exemptions).*
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:
1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.	**5-4: Total ERROR PRONE applications:** *Report all applications as of October 1st considered error prone*		**5-5: Number of applications selected for verification sample:**	

5-2: indicate when verification was completed.
Refer to previous slide if there are questions about when verification was completed.

5-3: indicate which verification method was used - Standard, Alternate 1, or Alternate 2.

Remember only schools with less than 20% non-response rates in the previous year are eligible to use alternate methods.

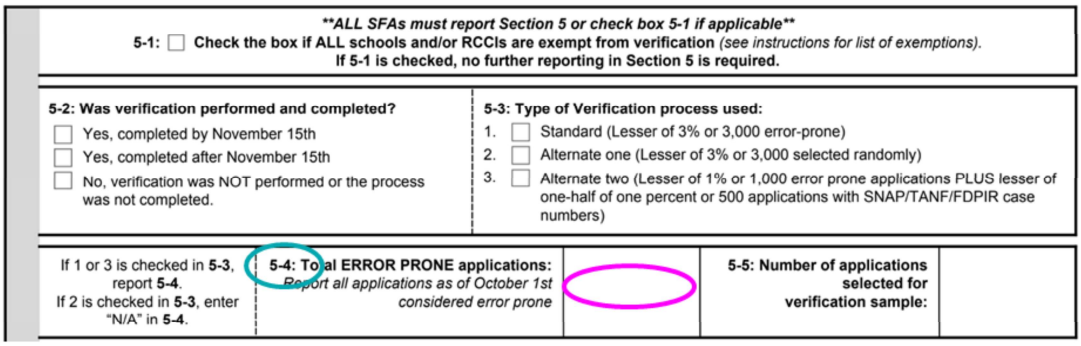
52

Next, you will complete Section 5, which is the results of verification.
Indicate on 5-2 when verification was completed. Refer to slide 3 if there are questions about when verification was technically considered complete. Please note that you are reporting the date that verification activities were completed, not when this form was completed.

Next, indicate on 5-3 which Verification method was used—Standard, Alternate 1 or Alternate 2. This will be based on your non-response rate from the previous school year.

Please note that only schools with less than a 20% non-response rate in the previous year are eligible to use alternate methods. However, please report the actual method you used. Refer to Memo SFS-26-051: Verification Response Rates for SY 2026-2027 for a list of which you are approved to use and Verification Process – Part 1 for instructions on how to complete the different methods.

Section 5: RCCI WITH DAY STUDENTS



****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ **Check the box if ALL schools and/or RCCIs are exempt from verification** *(see instructions for list of exemptions).*
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?	**5-3: Type of Verification process used:**
☐ Yes, completed by November 15th ☐ Yes, completed after November 15th ☐ No, verification was NOT performed or the process was not completed.	1. ☐ Standard (Lesser of 3% or 3,000 error-prone) 2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly) 3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.	**5-4: Total ERROR PRONE applications:** *Report all applications as of October 1st considered error prone*		**5-5: Number of applications selected for verification sample:**	

5-4: enter the number of error-prone applications were on file as of October 1st.
Error prone applications are needed for Standard or Alternate 2 methods.

5-5 will auto-populate from the numbers entered in Section 4.
This is the number of applications that were required to be verified.

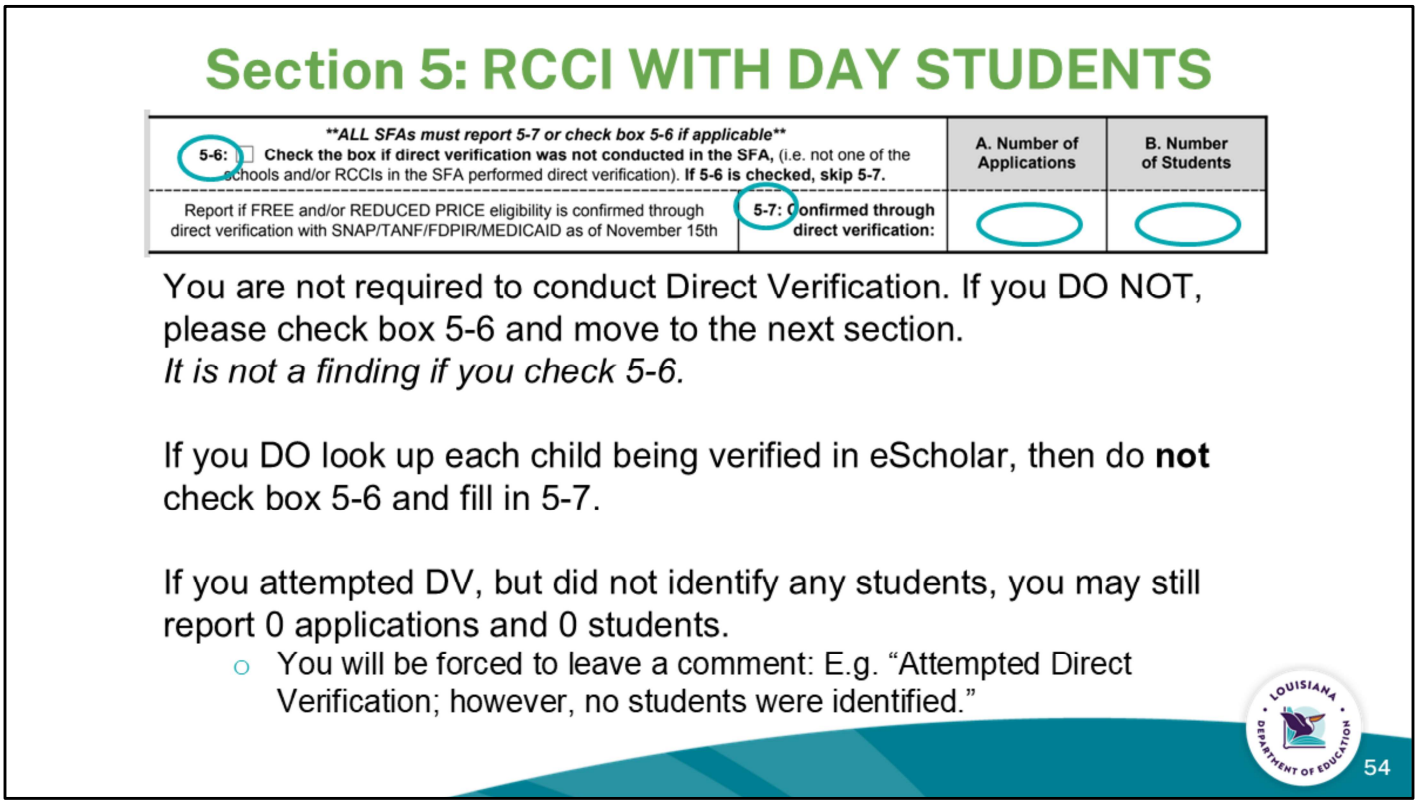
Note: if more than this number were verified, the remainder should be recorded under "Verified for Cause" (VC-1)

53

On 5-4, you will indicate how many total error prone applications were **on file** as of October 1st. Error prone applications are needed for Standard or Alternate 2 methods. This is the total number on file, not the total used for verification. Please note, it is a common error to report 0 in this field. It is a good idea to tag all error prone applications as you process them so they are easy to identify for the verification summary form and verification activities.

Section 5-5 is automatically populated by the CNP website, from information the SFA provided in Section 4, along with the verification method selected. The SFA should not exceed this number, as USDA wants SFAs to only verify the number of applications needed.

Please Note that if more than this number were verified, the remainder will need to be recorded under "Verified for Cause".



Fields 5-6 and 5-7 are related to Direct Verification. Again, you can refer back to Verification Part 1 training if you need further details about Direct Verification as it is different than Direct Certification. You are not required to conduct Direct Verification. If you do NOT, please check box 5-6 and move to the next section. *It is not a finding if you check 5-6.*

However, If you DO look up each child selected for verification in eScholar PRIOR TO sending out written notice to each household, then do **not** check box 5-6 and fill in 5-7.

If you attempted Direct Verification, but did not identify any students, you may still report 0 applications and 0 students.

When this occurs, the system will not allow you to submit your form until you leave a comment at the end of Section 5. Your comment could be something similar to "SFA Attempted Direct Verification; however, no students were identified."

5-6 and 5-7 are frequently filled out incorrectly. Please call the State agency if you have any questions about this portion of the form.

Section 5: RCCI WITH DAY STUDENTS

- Fill in responses based on the results from Verification.
- Reminder: if you used the Standard Method, you will likely not have anything to report in ***5-8-A FREE Categorically Eligible*** as these would not be Error Prone Applications.
- Do NOT include applications or students that were directly verified.

5-8: Results of Verification by Original Benefit Type

For each original benefit type **(A, B, & C)**, report the number of applications and students as of November 15th for ach result category **(1, 2, 3, & 4).**

A. FREE-Categorically Eligible *Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application*			**B. FREE-Income** *Certified as FREE based on income/household size application*			**C. REDUCED PRICE-Income** *Certified as REDUCED PRICE based on income/household size application*		
Result Category	**A. Applications**	**B. Students**	**Result Category**	**A. Applications**	**B. Students**	**Result Category**	**A. Applications**	**B. Students**
1. Responded, NO CHANGE:	0	0	**1. Responded, NO CHANGE:**	0	0	**1. Responded, NO CHANGE:**	0	0
2. Responded, Changed to REDUCED PRICE:	0	0	**2. Responded, Changed to REDUCED PRICE:**	1	1	**2. Responded, Changed to FREE:**	0	0
3. Responded, Changed to PAID:	0	0	**3. Responded, Changed to PAID:**	0	0	**3. Responded, Changed to PAID:**	0	0
4. Not Responded, Changed to PAID:	0	0	**4. Not Responded, Changed to PAID:**	0	0	**4. Not Responded, Changed to PAID:**	1	1

55

Section 5-8 is Results of Verification by Original Benefit Type.

Column A (FREE-Categorically Eligible) is where you will report applications and students certified as FREE based on SNAP/TANF/FDPIR documentation such as case numbers on applications. If you used the Standard Method, you will likely not have anything to report in column A as these would not be error-prone applications.

Column B (FREE-Income) is where you will report applications originally determined to be free based on income information provided on the application. These applications were certified as free based on income/household size application.

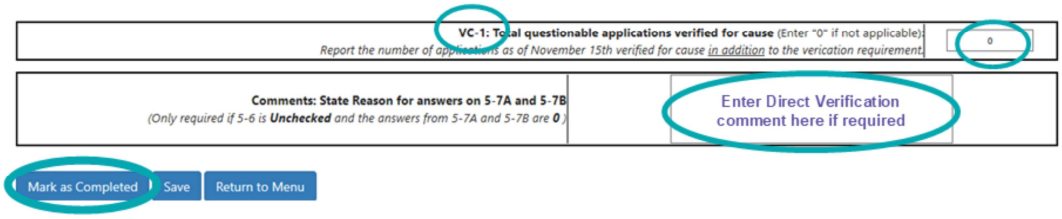
Column C (REDUCED PRICE-Income) is where you report reduced price income applications that were originally certified as reduced price based on income and household size based on the original information provided on the application.

Report the results in each column. Did the household respond with documentation resulting in no change in status? Did the household respond with the documentation provided resulting in a status change to reduced price meals? Did the household respond with documentation provided resulting in a status change to paid? Or did the household not respond to the verification request, resulting in a status change to paid?

Please note that you will NOT include applications or students that were directly verified and reported under 5-7.

Section 5: RCCI WITH DAY STUDENTS

- VC-1 is where you report any applications verified for cause. Additionally, if you verified more applications than indicated on 5-5, you should report that number here.
- If you attempted Direct Verification, but did not identify any students, please enter a comment under the comments section.

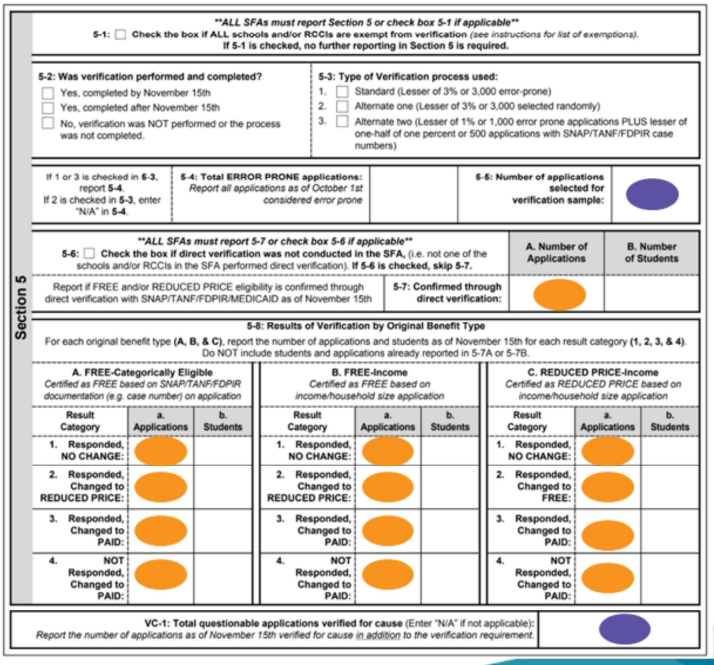


VC-1 is where you report any applications Verified for Cause. Additionally, if you verified more applications than indicated on 5-5, you should report that number here.

If you attempted Direct Verification, but did not identify any students, please enter your comment under the comments section.

After completing all of Section 5, you will “Mark as Completed”.

Section 5: FORMULA



****ALL SFAs must report Section 5 or check box 5-1 if applicable****

5-1: ☐ Check the box if ALL schools and/or RCCIs are exempt from verification *(see instructions for list of exemptions)*. If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ☐ Yes, completed by November 15th
- ☐ Yes, completed after November 15th
- ☐ No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:
1. ☐ Standard (Lesser of 3% or 3,000 error-prone)
2. ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
3. ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in **5-3**, report **5-4**. If 2 is checked in **5-3**, enter "N/A" in **5-4**.

5-4: Total ERROR PRONE applications: *Report all applications as of October 1st considered error prone*

5-5: Number of applications selected for verification sample:

Section 5

****ALL SFAs must report 5-7 or check box 5-6 if applicable****

5-6: ☐ **Check the box if direct verification was not conducted in the SFA,** (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.**

	A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th — **5-7: Confirmed through direct verification:**		

5-8: Results of Verification by Original Benefit Type

For each original benefit type **(A, B, & C)**, report the number of applications and students as of November 15th for each result category **(1, 2, 3, & 4)**. Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible *Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application*			B. FREE-Income *Certified as FREE based on income/household size application*			C. REDUCED PRICE-Income *Certified as REDUCED PRICE based on income/household size application*		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): *Report the number of applications as of November 15th verified for cause in addition to the verification requirement.*

5-5 + VC-1 = 5-7 + 5-8

The total number of applications verified (those selected for verification plus those verified for cause) should be equal to the number of applications directly verified + those reported in 5-8.

57

Notice in Section 5, the total number of applications verified (those selected for verification plus those verified for cause), should be equal to the number of applications directly verified and those reported in 5-8.

5-5 + VC-1 should equal 5-7 plus 5-8.

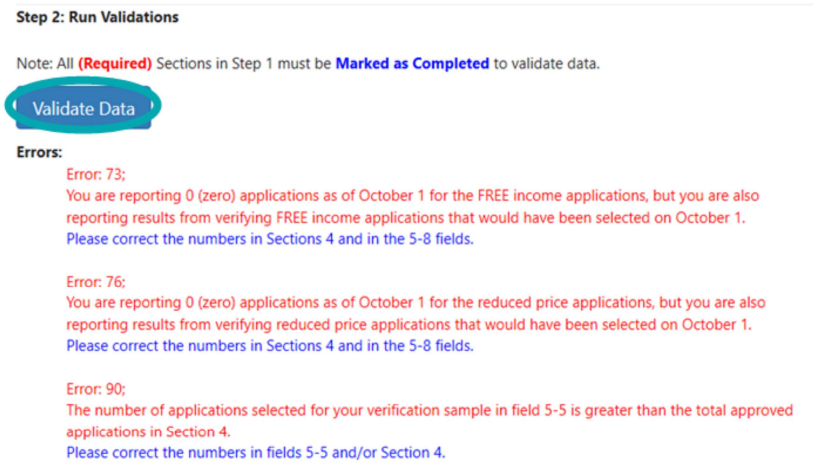
At this point, you have completed Step 1 of the Verification Summary form. Move to the next step, Step 2: Run Validations.



When all sections in Step 1 are "Marked as Completed" all SFAs, regardless of type, will proceed to Step 2: Run Validations. Each section MUST say "Marked as Completed" in order to be able to proceed to the next step. If the "Validate Data" button is greyed out, you will need to go back to the section or sections that are not marked as complete.

In Step 2, you will click "Validate Data" to run USDA's validations. Their validations are a series of formulas with common errors USDA has identified to ensure your data is accurate.

Step 2: Run Validations



Clicking "Validate Data" will run your form through USDA's validations. If there are any errors, they will show up here. All errors must be corrected prior to submission.

59

Clicking "Validate Data" will run your form through USDA's validations. If there are any errors, they will show up here. All errors must be corrected in their respective sections prior to submission. If you don't understand the error or errors that display, please contact the State agency who can help you resolve the error.

Step 2: Run Validations

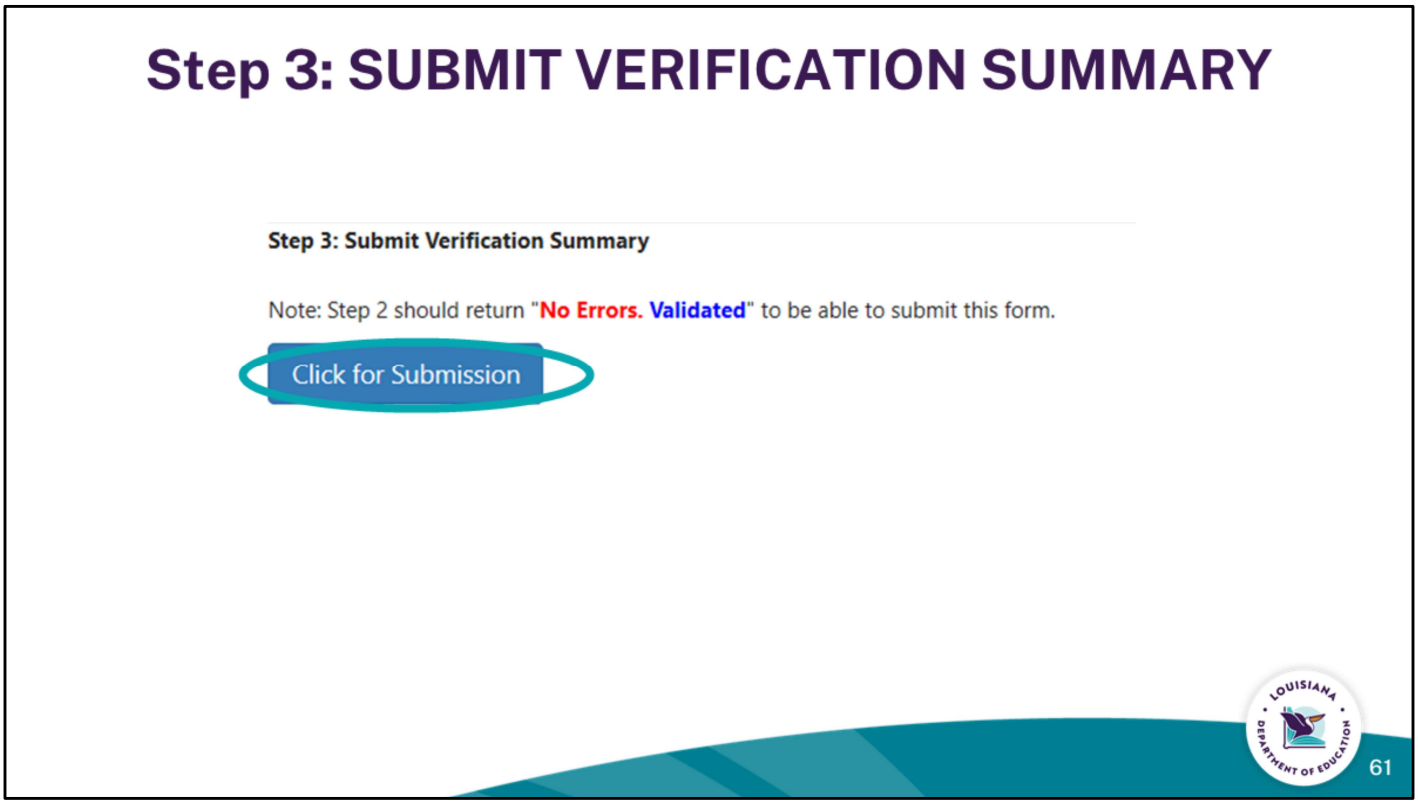


Once all errors are corrected, you may proceed to Step 3: Submit Verification Summary.

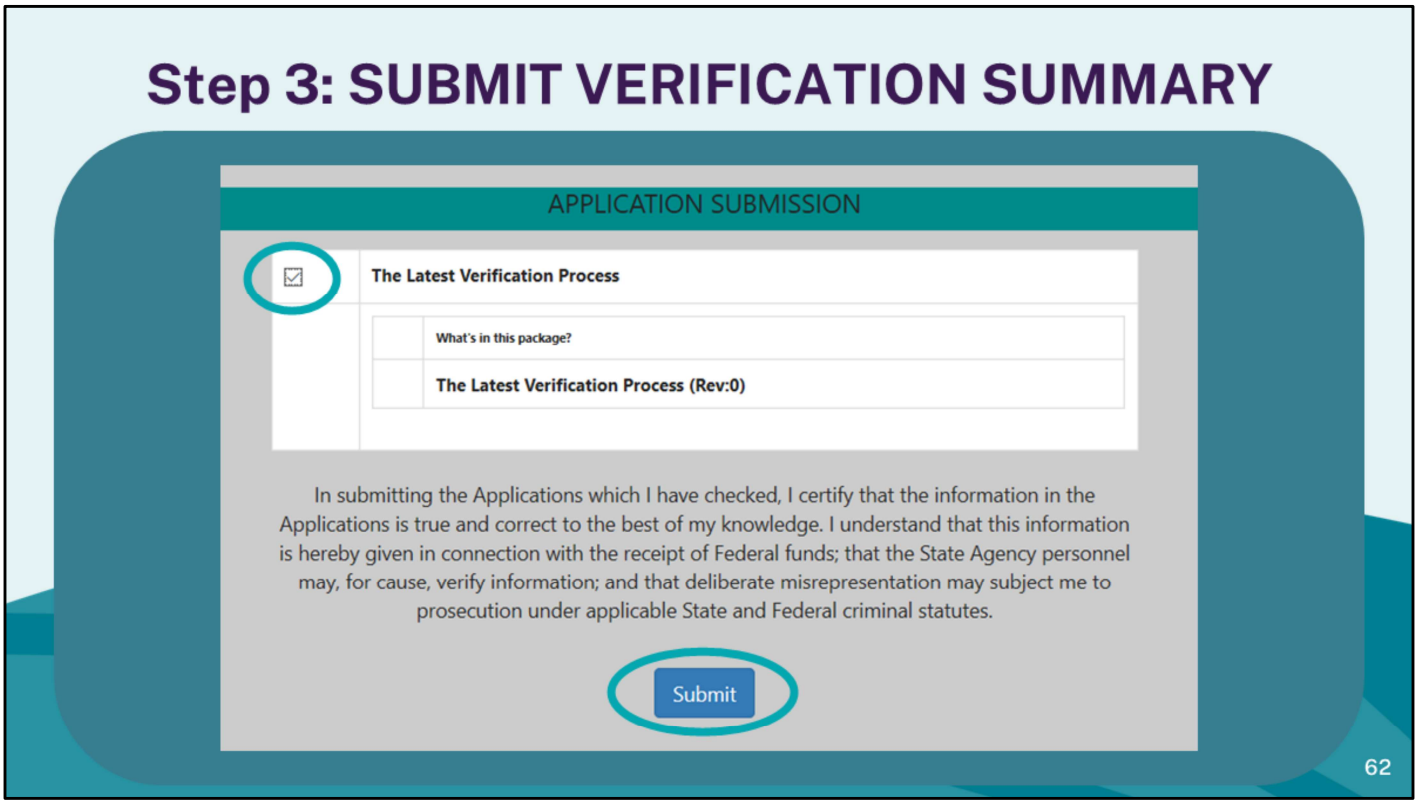
60

Once all errors are corrected, you may proceed to Step 3: Submit Verification Summary.

Step 3: SUBMIT VERIFICATION SUMMARY

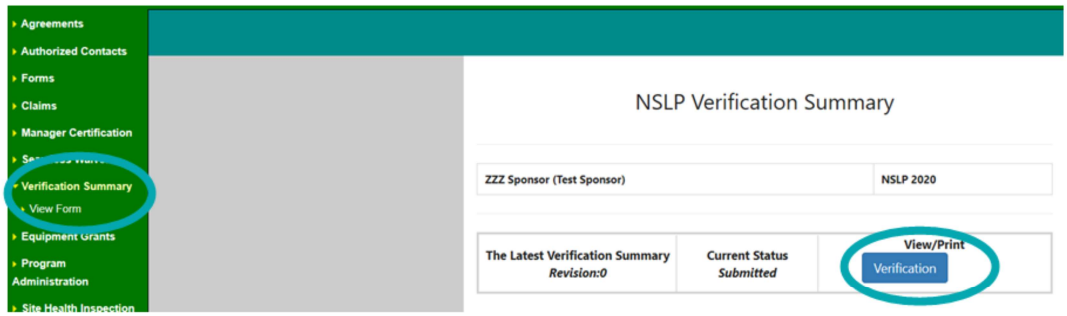


In Step 3, you will click on “Click for Submission”.



Next, you will click on the check-box to select “The Latest Verification Process”. Finally, click “Submit”.

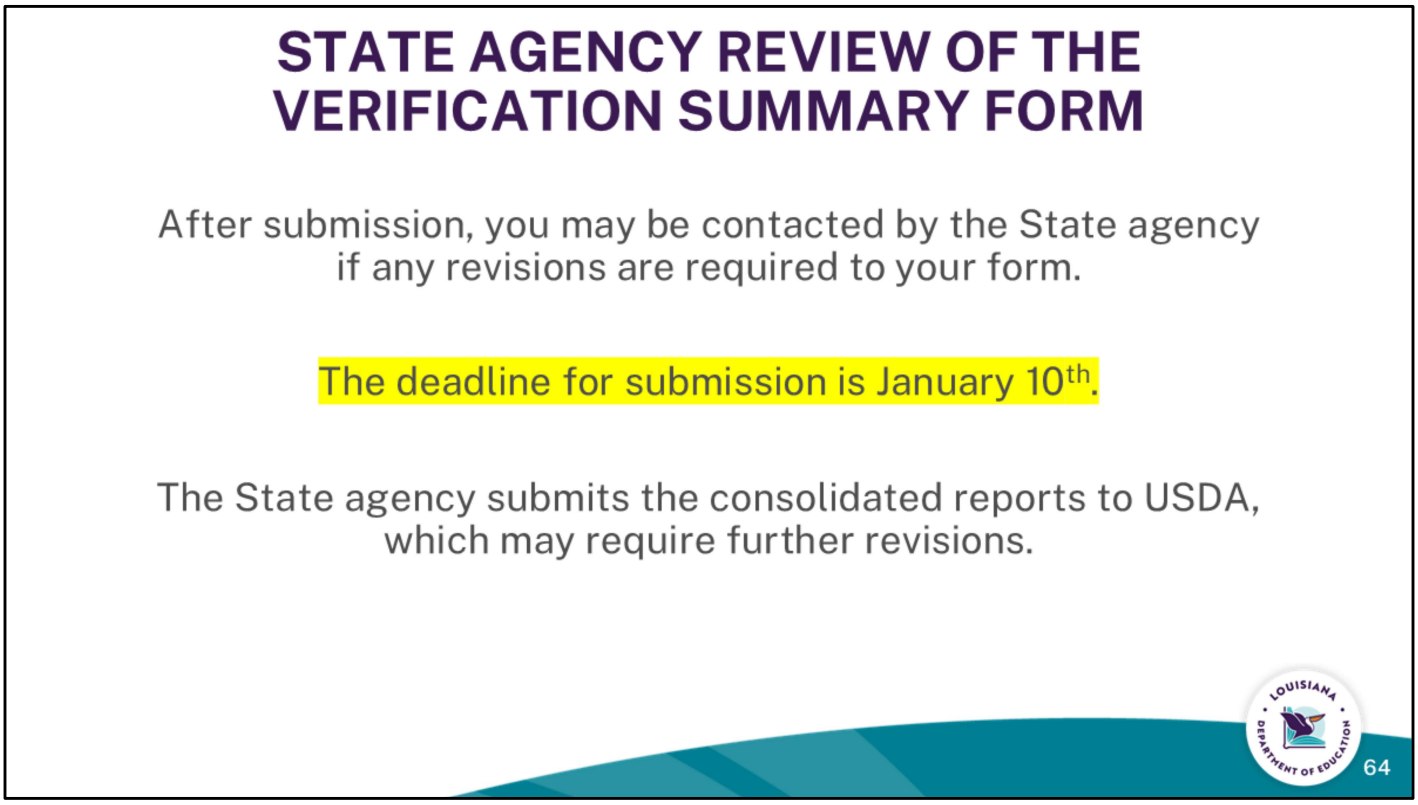
PRINTING THE VERIFICATION SUMMARY



This will give you a PDF you can save and/or print for your files.

63

After successful submission, you will be able to download or print a copy of your form to keep for your records. You will also be able to go back to print a copy at a later time by going to Verification on the left-hand side of the CNP website after logging in, and clicking “View Form”.



After Submission, you may be contacted by the State agency if any revisions are required to your form. USDA's validations can't catch certain things that the State agency can such as the number of schools listed, comparisons with October Claims enrolled, among others.

As a reminder, **The Deadline for Submission is January 10th**, but *please submit as soon as possible* so that the State agency has time to contact you with any revisions that are needed.
The State agency submits the consolidated reports to USDA, which may require further revisions.

Questions?

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