

**Virginia Department of Education
Office of School Nutrition Programs**

VERIFICATION: Instruction for Verification and Completing the SNPWeb Verification Collection Report

The annual verification of free and reduced price meal applications on file as of October 1 is conducted locally by the School Food Authorities (SFAs) and reported to the Virginia Department of Education.

Note: Since October 1 falls on a weekend this year, October 2 will be the effective day for verification for 2017. The USDA Eligibility Guidance Manual provides the following: “If October 1 falls on a weekend use the next operating day to establish the sample pool.” For 2017, that would be Monday, October 2.

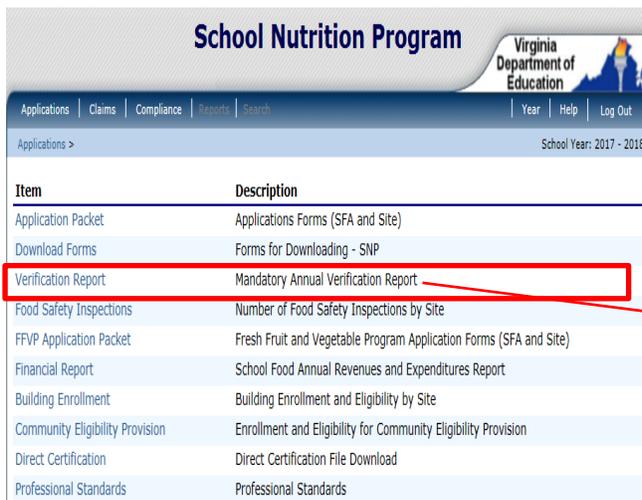
The Verification Report function in SNPweb is used to complete and submit the mandatory annual verification report to the State. The verification report contains information about sites collecting applications, site enrollment, eligibility information, and verification results.

All Verification activities must be completed by **NOVEMBER 15.**

INSTRUCTIONS:

Step 1. Determine the Sample size: Enter data in the Verification Collection Report. Complete this step on or immediately after October 2 to determine the number of applications to be verified to meet the required sample size.

- a) To access a Verification Report in SNPWeb
 - Select Applications in the blue menu bar. The Applications menu screen displays.
 - On the menu, select Verification Report. The Verification Reports list screen displays.
 - Select Modify next to school year 2017-2018



- b) The SFA Verification Collection Report Screen displays

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General Information

Type of Organization: Public School Division

Verification Contact Information

1. Name: Salutation: Mr. First Name: Keith Last Name: Conner

- General information data and the number of schools or institution are prepopulated.
- Scroll down to **Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application**
- Enter the number of approved applications as of October 1 in **column A** for question 4-1 through 4-3.

Note: column B Number of Students will be reported as of the last operating day in October and completed later.

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	44	0
4-2 Approved as FREE eligible. Based on household size and income information.	269	0
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	168	0
T-1 Total FREE Eligible Students Reported		NaN
T-2 Total REDUCED PRICE Eligible Students Reported		NaN

Scroll to **Section 5.**

- Answer Question 5-3: *Type of Verification process used.* The **standard** sample size must be used unless the SFA qualifies to use an alternative. The alternative type of verification process must be review and approved by VDOE SNP.
- Question 5-5: *Number of applications selected for verification sample* will display the required number of application to Verification. When calculating the sample

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size, all fractions or decimals are rounded upward to the nearest whole number.
At least one application must always be verified.

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

5-1 Check the box if ALL school and/or RCCIs are exempt from verification.
(See instructions for list of exemptions.)
[Instructions](#)

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:
 Standard (Lesser of 3% or 3,000 error-prone)
 Alternate one (Lesser of 3% or 3,000 selected randomly)
 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)

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.

Note: If the number of applications selected by the division for verification differs from the number calculated in the SNPWeb, check for errors in data entry in SNPWeb or selection of an incorrect type of verification in the division’s local eligibility software. If all information is correct, the number calculated by the SNPWeb is the number of applications required to be verified to meet federal regulations.

- Scroll down to the bottom of the page and click SAVE

- The form will be saved with Errors because most of the question have not yet been completed

Applications | Claims | Compliance | Reports | Search | Year | Help

Applications > Verification Report >

**SFA Verification Collection Report
For School Year: 2017 - 2018**

The Verification Report has been processed with errors and warnings.

Information entered is either incomplete or is not in compliance with the Virginia Department of Education rules and regulations. All errors listed on the form must be corrected before the Verification Report can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Verification Report later.

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Click FINISH.

NOTE: If Edit is clicked a long list of errors at the beginning of the Report will appear because the form is not complete and only the data required calculating the sample size was entered. That is expected and those errors will be resolved when the remaining verification data is entered. Any error messages that are not resolved after the final verification data is entered require resolution before the verification report is accepted by VDOE.

Step 2. Select Applications:

- a) Using the “Standard” process, select the number of application to be verified from error- prone applications.
- b) Error-prone applications are those that report total household income within \$100 per month or \$1,200 per year of the income eligibility guideline limits for free or reduced price meals for the applicable household size.

Step 3. Confirmation Review:

- a) Before households are contacted, all approved applications selected for verification must be reviewed to ensure (confirm) the initial determination was accurate.
- b) The confirmation review must be done by an individual other than the individual who made the initial eligibility determination.
- c) Once confirmation review is completed, if the initial determination was correct or incorrect, proceed with Verification as outlined in [the 2017 Edition of the USDA Eligibility Guidance Manual for School Meals](#) Section 6.

Step 4. Notify Household and Complete Verification:

- a) All Verification activities must be complete by November 15, 2017
- b) Using the VDOE prototype Verification letters and forms, or approved alternates, notify households of selection for verification and the source documents that must be submitted for review.
- c) Determine if the household has submitted adequate information to complete its individual verification activity; or if follow-up with the household is needed.
- d) If, after at least one follow-up attempt, the household responds and provides all needed evidence, verification is considered complete for the household.
- e) If the household does not respond or fails to provide adequate documentation after the required follow-up verification is considered complete for the household when notice of adverse action is sent.
- f) Complete verification by:
 - Informing the household there is no change in benefits;
 - Notifying the household its benefits will be increased; or
 - Sending notice of adverse action.

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Step 5. Complete Verification Collection Report in SNPweb-

All SFA operating the National School Lunch and/r School Breakfast program including ALL Residential Child Care Institutions (RCCIs) and SFAs with all school exempt from Verification (i.e. SFA operating any CEP school, Provision 2 or 3) must complete the applicable sections of the report.

- a) **Section 1: Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students** (All SFA MUST complete this section regardless if all schools are exempt from verification).

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1.
 Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October.**

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	5	0
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

- Data entered must be as of the **last operating day in October**
- Enter data in both column A number of schools or institutions and B Number of students
 - (1) 1-2a column A and B: of the RCCIs reported in 1-2A, enter the number of RCCIs with DAY students and ONLY the DAY students with access to the NSLP and/or SBP in RCCIs.

Note: day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification, as applicable.

- (2) 1-2b column A and B: of the RCCIs reported in 1-2A, enter the number of RCCIs with NO day students and the TOTAL number of institutionalized students.

Note: the sum of the students reported in 1-2a column B and 1-2b Column B will NOT be equal to the total in 1-2 column B.

- b) **Section 2: SFAs with schools operating alternate provisions. This includes CEP, Provision 2 and 3.**

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Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October.**

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		<input type="text" value="0"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<input type="text" value="0"/>
2-3 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>

- Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**
- All SFAs with some or all schools and/or RCCIs operating under an alternative provision (Provision 2, 3 and CEP) must complete this section.
- For RCCIs operating an alternate provision, include both day and residential students.
- Only report data for schools operating Provision 2 or 3 for **BOTH** breakfast and Lunch.

1. **Note:** There is only one school in Virginia operating provision 2 for BOTH SBP and NSLP. All other Provision 2 schools are SBP only and will answer question 2-5 for Provision 2, SBP only,

- Question 2-3 Operating CEP: In Col. B enter the number of enrolled students in the CEP school(s) as of the **last operating day in October. Do not include Non CE schools.**
- Question 2-5 only report data schools operating provision 2 or3 for **ONLY SBP** or **ONLY NSLP**

c) **Section 3: Students approved as FREE eligible NOT subject to verification.**

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Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.
Report students approved FREE eligible as of the **last operating day in October.**

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**
Do **not** include students certified with **SNAP** through the letter method.

3-3 **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 (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.
DO NOT include SNAP students already reported in 3-2.

3-4 **Students certified categorically FREE eligible through SNAP letter method.**
Include students certified for free meals through the family providing a letter from the **SNAP** agency.

B. Number of FREE Students

- All SFAs must complete this section.
- Question 3-1: All RCCIs with **no day students** and SFA operating under **Divisionwide CEP** will check the box in question 3-1. The remaining question in this section will be grayed out.

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.
Report students approved FREE eligible as of the **last operating day in October.**

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**
Do **not** include students certified with **SNAP** through the letter method.

3-3 **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 (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.
DO NOT include SNAP students already reported in 3-2.

3-4 **Students certified categorically FREE eligible through SNAP letter method.**
Include students certified for free meals through the family providing a letter from the **SNAP** agency.

B. Number of FREE Students

- Question 3-2:
For SFAs with some CEP divisions (not Division wide) report numbers only for schools **NOT** participating in CEP.
 - (1) If a student is directly certified with SNAP as well as with another program (e.g. TANF, Medicaid, eligible homeless), include the student in this SNAP count (3-2B).
 - (2) Include in this count any student in the SFA deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP
- Question 3-3:
 - (1) Include those directly certified through Temporary Assistance for Needy Families (TANF), or Medicaid **Free** (do not include the counts of students directly certified with Medicaid for reduced price. ; those documented as

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homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.

- (2) Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household directly certified with TANF

Note: DO NOT include SNAP students already reported in 3-2.

- Question 3-4
 - (1) Include ONLY students certified as categorically FREE eligible based on a letter submitted by family from the SNAP agency.
 - (2) Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household certified as FREE categorically eligible with the letter method with SNAP.

d) **Section 4: Students approved as FREE or REDUCED PRICE eligible through a household application.**

- Column A is completed as of October 1 (beginning of verification) and column B is comped with data as of the last operating day in October (Oct 31).

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application		
ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of student (B) as of the last operating day in October.		
	Column A - as of October 1	Column B - as of October 31
	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDIPIR on an application)	44	0
4-2 Approved as FREE eligible. Based on household size and income information.	269	0
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	168	0
T-1 Total FREE Eligible Students Reported		0
T-2 Total REDUCED PRICE Eligible Students Reported		0
Section 5		

- Column A was previously completed to in Step1 Determine Sample size
- All SFAs with schools and/or RCCIs collecting individual household applications must report this section, including schools and/or RCCIs in a Provision 2 or/3 base year.
- Data is column B is reported as of the last operating day in October.
- Questions 4-1B
 - (1) Enter the number of students as of the last operating day in October approved FREE eligible based on documentation submitted **on an application** (i.e. case number for SNAP, TANF, on an application).

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- (2) Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household categorically FREE eligible with SNAP, TANF
- Question 4-2 B number of students as of the last operating day in October approved FREE eligible based on income information submitted by the household
- Once the data is entered T1 and T 2 will automatically calculate listing the totals for Free and Reduced price eligible students

e) **Section 5- Results**

Section 5

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

5-1 **Check the box if ALL school and/or RCCIs are exempt from verification.**
(See instructions for list of exemptions.)
[Instructions](#)

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:**

Standard (Lesser of 3% or 3,000 error-prone)

Alternate one (Lesser of 3% or 3,000 selected randomly)

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)

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
5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	<input type="text" value="0"/>	<input type="text" value="0"/>

(1)

- Questions 5-1 to 5-2 self-explanatory. Answer the questions on the screen.
- Question 5-3 previously answered in Step 1
- Question 5-4 enter the total error prone approved applications on file as of October 1
- Question 5-5:
 - (1) This is auto-populated base on the numbers entered in section 4 column A and answer to question 5-3. (See Step 1)
 - (2) Federal regulations prohibit school divisions from verifying more or less than the required sample size.
- Question 5-6: Virginia schools do not do direct Verification. Every SFA should check this box. This will disable Question 5-7

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as of November 15th.

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 (direct verification applications and students).

Result Category	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	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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.

- Question 5-8: The number of applications reported in this section should include both the results of verification from verification process **and the results from any applications verified for cause reported in VC-1.**

For the purposes of this report verification is complete:

- (1) For households whose eligibility does not change as of the date of the confirmation of eligibility by a reviewing official;
- (2) For households which do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;
- (3) For households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

Note:

Responded: The household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

NOT Responded: The household did not provide sufficient documentation or the household did not provide a response.

- (4) Enter the verification results in the question 1-4 columns A, B and C as applicable

- Question VC-1 Total questionable applications verified for cause.
 - (1) Enter the number of application verified for cause.

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- (2) In no applicable enter N/A
- (3) Applications verified for cause are NOT considered part of the required sample size. Include the results of verification for cause by original benefit type in the appropriate category in 5-8.

Step 6. SAVE the completed Verification Collection Report form

- a) A corrective action plan is required if the Verification deadlines are not met. Discuss this with the SNP Specialist.
- c) The Verification Report is automatically *submitted* when all required fields have been completed without errors and the Save button is clicked.