

# Completing the Verification Collection Report (FNS 742)

This document provides important information and guidance for sponsors of the [National School Lunch Program \(NSLP\)](#) and [School Breakfast Program \(SBP\)](#) on completing the annual required FNS 742 Verification Collection Report (VCR).



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## Annual Requirement

NSLP and SBP sponsors must complete the FNS 742 Verification Collection Report (VCR) in the Connecticut Online Application and Claiming System for Child Nutrition Programs ([CNP System](#)) by December 15 of each year. The graphic below shows the “Verification Report” section of the CNP System where sponsors can access the VCR.



## Submission Information

- The VCR must be submitted by all sponsors of the NSLP and SBP, including residential child care institutions (RCCIs) and schools/districts that are not required to complete the verification process, i.e., Community Eligibility Provision (CEP) schools. **Failure to submit this report may result in the withholding of claims.**
- The deadline for submitting the VCR online is **December 15**.

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## Clarification

- If a household submitted an application listing a handwritten Supplemental Nutrition Assistance Program (**SNAP**) case number and the determining official (DO) confirmed the number on the direct certification S-EBT list, this application is considered directly certified for SNAP and should be reported in section 3-2 on the VCR. Children who were directly certified on the direct certification S-EBT list as SNAP are coded as **FS**. These children (and other students living in the same household) must also be reported in section 3-2.
- If a household submitted an application listing a handwritten Temporary Family Assistance (**TFA**) \* case number and the DO confirmed the number on the direct certification S-EBT list, this application is directly certified for TFA and should be reported in section 3-3a. Children who were directly certified on the direct certification S-EBT list as TFA are coded as **AF**. These children (and other students living in the same household) must be reported in section 3-3a.

\* **Note:** The USDA refers to TFA as Temporary Assistance for Needy Families or TANF.

- Children who are found on the direct certification S-EBT list and coded as Free Medicaid (FM) must be reported in 3-3b.
- If the DO did not find the handwritten case number on the direct certification S-EBT list but was able to confirm the **SNAP** case number through the household submitting proof from a state agency (e.g., DSS), this is NOT reported in section 3-2 of the VCR. It must be reported in section 3-4, "*Students certified categorically FREE eligible through SNAP letter method.*"
- If the DO did not find the handwritten case number on the direct certification S-EBT list AND was able to confirm the **TFA** case number through the household submitting proof from a state agency (e.g., DSS), this is NOT reported in sections 3-2 or 3-4 of the VCR. It must be reported in section 3-3a, "*Students directly certified through the following programs. Temporary Family Assistance (TFA).*"

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- Children directly certified as reduced Medicaid (RM) are listed in Section 3-5, “*Approved as REDUCED-PRICE MEDICAID eligible.*”

Students coded with FE or RE on the Direct Certification S-EBT list will not be reported on the FNS 742 Verification Summary Report.

## Edit Checks

- Columns A and B sometimes require different reporting dates. For example, section 1 requires the reporting of data in columns A and B as of the last operating day in October. Section 3 also requires the reporting of students as of the last operating day in October. However, section 4 requires the reporting of data in column A as of October 1 and in column B as of the last operating day in October. This is outlined in the VCR instructions.
- Section 3-2: Do not report “0” in this box. A number must be reported since all sponsors collecting free meal applications are required to utilize the direct certification website and list.
- Section 3-3 separates TFA, FM, and Other into individual reporting.
- Section 3-5 requires LEAs to report the total number of students that are determined to be reduced Medicaid.
- Section 5-2: Sponsors conducting verification must complete (check off) this section.
- If the district/school was required to complete the verification process but did not complete it by the November 15 deadline, the district/school must attach and submit a corrective action plan outlining: 1) the reason verification was not completed in a timely manner; and 2) what steps the district/school will take to ensure timely completion in the future. **The plan must be signed by one of the two authorized signers.**
- Section 5-3: Check off the type of verification that was done. All sponsors conducting verification must complete this section.

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- Section 5-4: If the district did Standard Sample Size verification and therefore, was required to select from error-prone applications, the total number of error-prone applications must be listed in this section, or a warning will appear. Note that there may be some districts that have a small number of free and reduced-price applications on file and therefore, may not have any error-prone applications to select. If this is the case, proceed with completing the report.
- Section 5-5: The total number of applications reported should equal the total applications added together for section 4 multiplied by .03, otherwise an error will display. If the district/school did not verify the correct sample size based on the data provided by the district, submit, and attach a corrective action plan indicating: 1) why this error occurred; and 2) what steps will be implemented to ensure that the correct sample size is selected in the future.
- Sections 5-6 and 5-7: **Check the box in section 5-6 and skip to section 5-8.** Most school districts do **not** conduct direct verification. Direct verification is not the same as direct certification. Direct verification requires the district to have an agreement with a state agency (e.g., Department of Social Services) to obtain verification information.
- Section 5-8: Each Column B should be equal to or greater than each column A or an error message will display.
- Section VC-1: This section must be completed if the district/school conducted verification for **cause** prior to November 15. Report the number of applications that were verified for cause. **The results of applications verified for cause must be included in section 5-8. Note:** A warning message may appear if the sponsor reports applications that were verified for cause (see example below). This warning will not prohibit submitting the report.

Code	Warning Description
15160	Results of Verification - 5-5 Number of Applications selected for verification sample + VC-1 must equal sum of Applications in Section 5-7 + Section 5-8. If you get a warning, please check to confirm that you entered the correct data before submitting. This warning will not prohibit you from submitting the report.

- The total number of applications reported in section 5-8 (all the data in each column added together) must add up to the **total applications reported in section VC-1 PLUS the total applications listed in section 5-5.**

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## Additional Information

For questions regarding the VCR, please contact the district's assigned [school nutrition team member](#).

For more information, visit the Connecticut State Department of Education's (CSDE) [Verification Procedures for School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/completing\\_verification\\_collection\\_report.pdf](https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/completing_verification_collection_report.pdf).



# Completing the Verification Collection Report (FNS 742)

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

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