

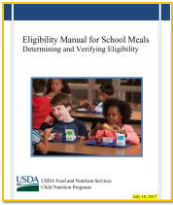
**Building Success: What You Need to Know About Verification**



September 27, 2022  
Connecticut State Department of Education

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**Make Sure You Read**



This workshop does not cover all areas in the Manual and sponsors are required to review and fully implement the requirements as outlined in the guidance.

Most recent version is July 18, 2017

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**Key Points**

- Important Terms
- What verification is
- Difference between verification for cause and the formal verification process
- Verification and direct certification and hierarchy of eligibility
- Mixed households



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**Key Points**

- Types of verification
- Verification calendar
- Important Points to Remember
- Rolling Verification
- Ameliorative Action
- Record Retention
- The FNS 742 Verification Summary Report



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**NEW CSDE Training Program:**  
*Determining Eligibility in the School Nutrition Programs and Summer Food Service Program*

The **Determining Eligibility** training program consists of the modules below.

- Module 1: Introduction to Application Certification and Verification
- Module 2: Processing Applications
- Module 3: Direct Certification
- Module 4: Test Your Knowledge About Processing Applications
- Module 5: Confidentiality and Disclosure
- Module 6: Verification
- Module 7: Completing the FNS 742 Verification Summary Report



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**Verification Calendar**

Revised: 08/18/2022

**CALENDAR FOR COMPLETING VERIFICATION**

This calendar summarizes the tasks and completion dates required for Connecticut school nutrition programs to comply with the U.S. Department of Agriculture (USDA) verification requirements. The CSDE verification forms are updated annually in August. Reports will be available on the CSDE's Verification Dashboard Web page. Do not use outdated forms.

Task/Step/Requirement	Target Completion Date	Link	Notes/Clarifications	Resources
<input type="checkbox"/> Submit FNS 742 Application	September 1st - 15th	Form application	Submit application to the State Office.	Check to be sure you using the most updated FNS 742 form and follow instructions for completion.
<input type="checkbox"/> Direct Certification	September 1st - 15th	Direct Certification	Direct Certification for State Office.	Do not use direct certification for State Office.
<input type="checkbox"/> State Office Review	September 1st - 15th	State Office Review	State Office Review for State Office.	Do not use State Office Review for State Office.
<input type="checkbox"/> State Office Approval	September 1st - 15th	State Office Approval	State Office Approval for State Office.	Do not use State Office Approval for State Office.
<input type="checkbox"/> State Office Verification	September 1st - 15th	State Office Verification	State Office Verification for State Office.	Do not use State Office Verification for State Office.
<input type="checkbox"/> State Office Reporting	September 1st - 15th	State Office Reporting	State Office Reporting for State Office.	Do not use State Office Reporting for State Office.
<input type="checkbox"/> State Office Final Review	September 1st - 15th	State Office Final Review	State Office Final Review for State Office.	Do not use State Office Final Review for State Office.

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Verification/Calendar\\_Completing\\_Verification.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Verification/Calendar_Completing_Verification.pdf)

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**Important Terms**

- **Determining Official (DO)** - The person who is designated to review and approve the free and reduced meal applications
- **Verifying Official (VO)** - The person who is designated to conduct the verification process for the selected households
- **Direct Certification Contact** - The person who is designated to have access to the direct certification web application page
- **Hearing Officer** - The person who is designated to conduct a fair hearing if a parent/guardian requests it. This is NOT the same person as the DO or VO or DC contact

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**Important Terms**

- **Operating Days** - The days on which a meal or milk is provided.
- **Calendar Days** - The number of days represented on the calendar
- **Working Days** - The days when school is open and teachers or school administration are on-site, but the reimbursable meal service is not in operation

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- **CEP** – Community Eligibility Provision
- **CSDE** – CT State Dept. of Education
- **DC** – Direct Certification
- **FNS** – Food and Nutrition Service
- **HH** - Household
- **LEA** – Local Education Agency
- **LEP** – Limited English Proficiency
- **NRR** – Nonresponse Rate
- **SFA** – School Food Authority
- **USDA** – U.S. Department of Agriculture

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Verification is the confirmation of income for a small percentage of households approved for free or reduced-price meals each school year

- If an LEA processes applications, then verification is required
- Alternate Provision Schools (i.e., CEP schools) do not conduct verification. (However, you still need to complete the FNS 742 Verification Summary Report!)

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USDA requires that sponsors conduct verification basing their selection on the total number of new applications approved by **October 1**

- This is known as the *sample pool* (Applications that have the potential to be selected)

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#### **Mixed Households**

Households that include children designated as Other Source Categorically Eligible (e.g., Head Start, Homeless, Runaway and some foster children) as well as other children who are not in this group.

These applications should be part of the verification sample pool and **MAY BE** selected for verification.

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**Verification**

Must be completed by November 15

Completed means that all final letters are issued to the households and determinations are made. (Note that this does not mean that a child's change in eligibility occurs by November 15.)



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**Direct Certification**

DC - Process of determining students eligible for free or reduced meals based on documentation from a state or local agency or authorized individual

- Children who are directly certified
  - Do not need to submit an application, and
  - Are not subject to verification

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**Ways a Child May be Directly Certified**

1. Name appears on the direct certification list as:

- **FS** - SNAP benefits - free eligibility extends to all children in the household
- **AF** - Temporary Family Assistance (TFA) benefits - free eligibility extends to all children in the household
- **OT** - Other - e.g., foster child - free eligibility DOES NOT extend to all children in the household
- **FM** - Free Medicaid - free eligibility extends to all children in the household
- **RM** - Reduced Medicaid - reduced-price eligibility extends to all children in the household

**For verification purposes, you must track the differences**

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**Ways a Child May be Directly Certified**

**Remember the Hierarchy of Direct Certification**

- Any time a child may be directly certified as FS (SNAP) that is the DC determination to use.
- If a child is listed on the DC list as FM or OT AND also as FS, record them as FS.

- FS** - SNAP benefits
- AF** - Temporary Family Assistance (TFA)
- OT** - Other - i.e., foster child
- FM** - Free Medicaid
- RM** - Reduced Medicaid

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## Ways a Child May be Directly Certified



2. Homeless Liaison provides the determining official with an updated list of all students that are homeless or runaway. The list must be signed and dated by the homeless liaison.
3. The director of the federally funded (or state-funded program that has the same or more stringent requirements) district's Head Start Program provides the determining official with a list of students who enrolled in the current year Head Start Program. The list must be signed and dated.

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## Ways a Child May be Directly Certified



4. The guardian or school provides the determining official with a current DCF 603 form or a state agency document that demonstrates that the child is a foster child and is in the care and placement of a state agency and is a legal ward of the state
5. The LEAs Point of Contact for foster children provides a list of foster children to the DO

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## Direct Verification



- Use of records from public agencies to verify income or program participation
- This is not the same as direct certification which is determining children eligible for free benefits based on documentation obtained directly from appropriate State or local agencies or other authorized individuals

*Most districts do not do direct verification*

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## Types of Verification



1. Standard Sample Size
2. Alternate 1
3. Alternate 2 (*Not applicable in CT*)

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**Types of Verification**

1. Standard Sample Size

- 3% of all new approved applications on file Oct 1st from error-prone applications
- Error-prone are those applications that listed HH income within \$100 monthly or \$1200 annually of the free or reduced-price eligibility guidelines for that HH size
- Must be selected at random

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**Types of Verification**

1. Standard Sample Size

- If you are required to do Standard Sample Size and you do NOT have error-prone applications on file as of October 1, select applications from all the newly approved applications on file.
- Make sure you indicate that you are doing Standard Sample Size verification when completing the FNS 742 Verification Summary Report

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**Types of Verification**

*How do you know if you must do Standard Sample Size Verification?*

- If you had a non-response rate in the prior school year of 20% or more, then you must do Standard Sample Size Verification

*How do you know if you exceeded 20% or more?*

- Review your online Verification Collection Report from last year

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**Types of Verification**

School Nutrition Programs Connecticut	
Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Reports	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
Financial Report	School Food Annual Revenues and Expenditures Report

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## Types of Verification

Verification Report

Action	School Year	Received Date	Status
	2022 - 2023		Not Started
View   Admin	2021 - 2022	11/23/2021	Approved
View   Admin	2020 - 2021	01/20/2021	Approved
View   Admin	2019 - 2020	12/10/2019	Approved
View   Admin	2018 - 2019	12/06/2018	Approved

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## Types of Verification

5-8 Results of Verification by Original Benefit Type

A. FREE-Categorically Eligible			B. FREE-income			C. REDUCED PRICE-income		
Result Category	Applications	Students	Result Category	Applications	Students	Result Category	Applications	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	2	2. Responded, Changed to FREE:	1	1
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:	2	2	4. NOT Responded, Changed to PAID:		

40%  
NRR

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## Types of Verification

5-8 Results of Verification by Original Benefit Type

A. FREE-Categorically Eligible			B. FREE-income			C. REDUCED PRICE-income		
Result Category	Applications	Students	Result Category	Applications	Students	Result Category	Applications	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	2	2. Responded, Changed to FREE:	1	1
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:	2	2	4. NOT Responded, Changed to PAID:		

50%  
NRR

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## Types of Verification

5-8 Results of Verification by Original Benefit Type

A. FREE-Categorically Eligible			B. FREE-income			C. REDUCED PRICE-income		
Result Category	Applications	Students	Result Category	Applications	Students	Result Category	Applications	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	2	2. Responded, Changed to FREE:	1	1
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:	2	2	4. NOT Responded, Changed to PAID:		

0%  
NRR

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## Types of Verification

If your nonresponse rate is **less** than 20%, you may choose *either* Standard Sample Size or Alternate 1.



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## Types of Verification

### 2. Alternate 1

- The sampling size is 3% of all newly approved applications on file on October 1st
- Must be selected at random

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## Types of Verification

May not verify more than your sample size

Example:

If your verification sample is 2, you may not verify 3 "just to be safe".

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## Applications with No Income

- If a household is selected for verification and the application indicates zero income, the LEA must request an explanation of how living expenses are met and may request additional written documentation or collateral contacts
- The collateral contact may be asked to document the duration and type of assistance that is provided to the household

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**Verification for Cause**



- The LEA has an obligation to verify all approved applications that may be questionable (verification “for cause”). Refer to page 99 in the *Eligibility for School Meals Manual* for details.
- Not considered part of the normal verification process; however, you must keep track for future reporting purposes.

**Verification for Cause**



- The verification efforts cannot delay the approval of applications. If an application is complete and indicates that the child is eligible for free or reduced-price benefits, the application must be approved.
- Only after the determination of eligibility has been made can the LEA begin the verification process.

**Verification for Cause**



- Determining officials are strongly encouraged to contact the household during the certification process to clarify any information that is unclear or questionable, before certifying the application and proceeding with verification for cause.
- Once households have been requested to provide documentation for cause, the LEA must complete the verification process for these households.
- FNS supports use of verification for cause where appropriate as a method for LEAs to address integrity concerns

**Sample Verification Selection Worksheet**



**SAMPLE VERIFICATION SELECTION WORKSHEET**

For each household/individual selected, the applicant is requested to complete and sign the following information. This information is requested on the Worksheet for Cause.

Household/Individual application selected: \_\_\_\_\_ Date Selected: \_\_\_\_\_

Number of days selected for verification: \_\_\_\_\_

Note: In the household/individual selected, the applicant is requested to complete and sign the following information. This information is requested on the Worksheet for Cause.

Application Method:  Household Requested  Selected For  Selected For

Signature Date: \_\_\_\_\_ Date Received/Status Date: \_\_\_\_\_ Date of Selection/Status Change

One Status and Reason for Selection: \_\_\_\_\_ Date of Selection/Status Change

Application Method	Selected For	Reason
<input type="checkbox"/> Household Requested	<input type="checkbox"/> Selected For	<input type="checkbox"/> Selected For
<input type="checkbox"/> Selected For	<input type="checkbox"/> Selected For	<input type="checkbox"/> Selected For
<input type="checkbox"/> Selected For	<input type="checkbox"/> Selected For	<input type="checkbox"/> Selected For
<input type="checkbox"/> Selected For	<input type="checkbox"/> Selected For	<input type="checkbox"/> Selected For

**APPLICATION RESULTS**

Not Selected  Selected  Selected  Selected  Selected

Reason for Selection:  Selected  Selected  Selected  Selected  Selected

Date of Selection/Status Change: \_\_\_\_\_ Date of Selection/Status Change: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

One worksheet for each household that is selected.



- The LEA may request an extension of the November 15 deadline, in writing from the Superintendent, to the CSDE
- The request must be received by the COB on November 1
- The CSDE may approve, in writing, an extension up to December 15 of the current school year due to natural disaster, civil disorder, strike or other circumstances that prevent the LEA from the timely completion of verification activities

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*Verification extensions are not taken lightly, and a corrective action plan must be submitted along with the extension request*

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All verification **information** may be found on the CSDE website:

<https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs>

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- All verification forms are on the CSDE website listed below
- Notification of adverse action must contain the fair hearing language and the parent/guardians right to appeal and instructions.
- The CSDE adverse action templates contain this language.

<https://portal.ct.gov/SDE/Nutrition/Verification-Procedures-for-School-Nutrition-Programs/Documents>

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## Verification Points to Remember



- Must conduct and DOCUMENT a confirmation review on all selected applications for verification.
  - Completed by someone other than the determining official.
  - Must occur before the household is notified of verification
- Always roundup
- Must indicate a date for a HH to respond and if they do not respond, must send a second notice.

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## Verification Points to Remember



- If the HH 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.
- If a HH does not respond or a parent indicates that they do not wish to participate, then document and send a letter of adverse action
- Keep all copies (including notification letters and letters of adverse action) for audit purposes

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## Verification Points to Remember



- Remember that all HH have the right to a fair hearing and this wording must be in your letters of adverse action to the HH.
- If a household fails to respond to the verification process and is changed to denied and then reapplies later in the school year, their application would be considered incomplete until their application was verified by the district.
- Notify your cafeteria manager if there is a change in eligibility to ensure the information is updated at the point of service.

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## Verification Points to Remember



What do you do if you have no newly approved applications on file as of October 1 are denied or end up being directly certified?

- *You do not conduct the formal verification process!!*
- However, you still need to complete the FNS 742 Verification Summary Report

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## Civil Rights



Verifying officials must:

- Review the Civil Rights PowerPoint annually
- Ensure program access for those with Limited English Proficiency.
- Provide documents in a variety of languages;

[https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil\\_Rights\\_SNP\\_Presentation.pptx](https://portal.ct.gov/-/media/SDE/Nutrition/CivilRights/Civil_Rights_SNP_Presentation.pptx)



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## Civil Rights



Verifying officials must:

- Provide translation services to those that need help in completing applications; or
- Provide verbal information for those that are unable to read the written information provided

*For more information regarding Civil Rights, visit the CSDE website:*

<https://portal.ct.gov/SDE/Nutrition/Civil-Rights-for-Child-Nutrition-Programs>



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## Ameliorative Action



- USDA requires that state agencies monitor the high change rate of a child's status as a result of verification.
- A high change rate refers to changes in eligibility status where there was a reduction in benefits to a household
  - F>R
  - F>D
  - R>D
 due to household income differences or failure to respond to verification.

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## Ameliorative Action



Who MAY get targeted?

- LEAs where 50% or more of the verified applications resulted in a reduction in status;
- LEAs that had to verify more than five applications.
- You will be notified by the state agency

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## Ameliorative Action



Take these steps as a start:

- Attend training
- Double check your calculations for sample size - especially if you are using a software program.
- Follow-up with households/second notice
- Use foreign language translations when possible
- Use direct certification to its fullest
- Consider starting verification early

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## Rolling Verification



- USDA allows LEAs to start verification once the applications are filed.
- This is known as Rolling Verification which can start prior to October 1

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## Rolling Verification



Starting verification early may:

- Improve the HH response rate
- Save time by decreasing the administrative burden (spreading the work out overtime and making it more manageable) – especially for LEAs that need to verify a large number of applications

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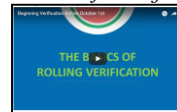


## Rolling Verification



USDA tools to assist in the rolling verification process include:

- USDA Webinar *The Basics of Rolling Verification*



<https://www.fns.usda.gov/verification-toolkit-and-beginning-verification-october-1-aka-%E2%80%99rolling-verification%E2%80%9D>

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## Rolling Verification

### USDA Verification Toolkit

- [Strategies to Improve Response Rates in the Verification Process](#)
- [Navigating the Verification Process: A Diagram for Households](#)
- [A Guide to Conducting Verification Before October 1st](#) (for more information, see policy memo [SP 42-2017](#)). To customize a verification timeline for yourself, [use this file as a starting point](#).
- [Redesigned Verification Notification Letter](#) (rich text, with images)
- [Redesigned Verification Notification Letter](#) (plain text, without images)
- [Flyer for Households – Submit Verification Documents with Your Smartphone!](#)
- [Sources of Income for School Meal Eligibility](#)  
<https://www.fns.usda.gov/school-meals/verification-toolkit>

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## Record Retention

### How long to you have keep the paperwork?

- All records to support the claim (including applications and verification documents) shall be retained for a period of three years after the date of submission of the final claim for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the end of the three years as long as may be required for the resolution of the issues raised by the audit.
- Special Provision Schools (e.g., CEP schools) must keep all data to support the base year or the individualized student percentage data

*Check with your BOE and/or town to determine if they have record retention requirements that are more stringent.*

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## Questions?



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## Verification Collection Report (FNS 742)

- Must be completed and submitted online by December 15
- Verifying officials will need to work with the determining officials
- Completed online in the CNP Online system
- All LEAs must complete *EVEN IF YOU DID NOT PERFORM VERIFICATION*

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**General Information**

**General Information**

Type of Organization: Public

**Verification Contact Information**

	Salutation	First Name	Last Name
1. Name:			
2. Email Address:			
3. Phone:			
4. Title:			

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**Section 1 Example:**

**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):	3	1,095
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

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**Section 2 Example:**

**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:	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	0
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	0	0
2-3 Operating the Community Eligibility Provision (CEP):	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

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**Section 3 Example:**

**Section 3 - Students approved as FREE eligible NOT subject to verification and REDUCED Medicaid in 3-5 NOT subject to verification**

Not 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.**

	B. Number of FREE Students and in 3-5, the Reduced Medicaid students
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 or CEP for all schools):	<input checked="" type="checkbox"/>
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP):	70
3-3 Students directly certified through the following programs:	0
a. Temporary Family Assistance (TFA) (AF on the direct certification (DC) list)	123
b. Free Medicaid (FM on the DC list) (Do not include Reduced Medicaid here.)	1
c. Other (Homeless, Foster, Head Start)(OT on the DC list and also directly certified by the SFA.)	0
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.)	53
3-5 Approved as REDUCED-PRICE MEDICAID eligible: Based on Medicaid (RM on the direct certification list.)	0

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Reminder:

- Letters submitted by a HH confirming a SNAP number are not to be reported in the SNAP category (3-2).
- 3-2 must only reflect those students that are on the DC list as FS.
- Do not forget to include students that were extended benefits due to a child in the HH being on the DC list.

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**Section 4 Example:**

**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, FDFIR on an application).	0	0
4-2 Approved as FREE eligible. Based on household size and income information.	2	6
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	2	1
T-1 Total FREE Eligible Students Reported		200
T-2 Total REDUCED PRICE Eligible Students Reported		54

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**Section 5 Example:**

If Standard Sample Size is selected and you have no error-prone applications, notify the CSDE.

**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.)

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/FDFIR case numbers)

5-4 Total CSDBE PRONE applications:

5-5 Number of applications selected for verification sample:

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**Section 5 Example:**

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/FDFIR/MEDICAID as of November 15th.	0	0

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**Remember: Most LEAs do NOT do direct VERIFICATION in CT. So, check this box!**

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**Verification Collection Report (FNS 742)**

**Section 5 Example:**

5-8 **Results of Verification - Original Sample Type**  
 For each original sample 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		B. FREE - Income		C. REDUCED PRICE - Income	
	Applications	Students	Applications	Students	Applications	Students
1. Responded, NO CHANGE:	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	0	0	0	0	0	0
3. Responded, Changed to PAID:	0	0	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	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 5-8(a)(6) to the verification requirements.

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**Verification Collection Report (FNS 742)**

**Section 5 Example:**

Make sure you indicate applications verified for cause in VC-1 AND include the results with the formal verification results in 5-8.

Result Category	A. FREE - Categorically Eligible		B. FREE - Income		C. REDUCED PRICE - Income	
	Applications	Students	Applications	Students	Applications	Students
1. Responded, NO CHANGE:	0	0	0	0	1	1
2. Responded, Changed to REDUCED PRICE / FREE:	0	0	0	0	0	0
3. Responded, Changed to PAID:	0	0	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	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 5-8(a)(6) to the verification requirements.	0		0		0	

66

**Verification Collection Report (FNS 742)**

**Do not leave a report with errors.**

School Nutrition Programs Connecticut

SFA Verification Collection Report For School Year [REDACTED]

The Verification Report has been processed with errors.

Information entered is either incomplete or is not in compliance with the Connecticut State Department of Education Child Nutrition Programs 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.

< Edit Finish

Created by: [REDACTED] Modified by: [REDACTED]

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**Verification Collection Report (FNS 742)**

Corrective Action will be required if:

- Verification is completed after November 15
- Verification is not completed ☹
- The incorrect sample size is verified

**Corrective Action Plan Attachments**

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

Add

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**Verification Collection Report (FNS 742)**

**The Number One Issue:**

- Not verifying the correct number of applications

- For example, 2 + 2 = 4  
4 x 3% = .12
- Rounded up, .12 = 1. 1 application should be selected for verification and also be listed in 5-5.

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

All SEA 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, FDISP on an application).	0	2
4-2 Approved as FREE eligible, based on household size and income information.	2	6
4-3 Approved as REDUCED PRICE eligible, based on household size and income information.	2	3
T-1 Total FREE Eligible Students Reported		200
T-2 Total REDUCED PRICE Eligible Students Reported		54

**Verification Collection Report (FNS 742)**

**The Number One Issue:**

- Not verifying the correct number of applications

- Section 5-5 = 1.

(1) Alternate one (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/FDISP case numbers)

5-4 Total ERROR PRONE applications: 1

Report all applications as of October 1st considered error-prone.

5-5 Number of applications selected for verification sample: 1

**Verification Collection Report (FNS 742)**

- The verifying official must check to ensure that the correct sample size is used – especially if the software program selects the sample.
- You need to know how the software did the selection.
- Do not assume.
- Don't forget that there is an FNS 742 Verification Summary Report Instruction document

[https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Verification/Completing\\_Verification\\_Collection\\_Report.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Verification/Completing_Verification_Collection_Report.pdf)

**Questions?**





## Questions?



*Thank you  
for  
attending  
the  
Webinar!*

School Nutrition Programs Staff	
County	Consultant
Fairfield County (includes Region 9)	Fionnuala Brown 860-807-2129 <a href="mailto:fionnuala.brown@ct.gov">fionnuala.brown@ct.gov</a>
Litchfield County (includes Regions 1, 6, 7, 12, and 14) School wellness policies	Teri Dandeneau 860-807-2079 <a href="mailto:teri.dandeneau@ct.gov">teri.dandeneau@ct.gov</a>
Hartford County (includes Region 10)	Greg King <a href="mailto:greg.king@ct.gov">greg.king@ct.gov</a> 860-713-6004
Middlesex County (includes Regions 4, 13, and 17)	Susan Alton 860-807-2081 <a href="mailto:susan.alton@ct.gov">susan.alton@ct.gov</a>
New Haven County (includes Regions 5, 15, and 16)	
New London County	
Tolland County (includes Regions 8 and 19)	
Windham County (includes Region 11)	
Claims processing	