Verification Reporting Workbook

FNS-742

SY2021-2022

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![Minnesota Department of Education logo] **DEPARTMENT OF EDUCATION**

Introduction

This workbook is intended to be used as a step by step guide in completing the FNS-742 Verification Report. This report is required by **all** School Food Authorities (SFAs) that are operating the National School Lunch Program (NSLP) or Seamless Summer Option (SSO). This includes those SFAs that are exempt from conducting verification activities. Only two types of SFAs are exempt from conducting verification. These two types of SFAs include:

- **Residential Child Care Institutions (RCCIs)**, with no day school students at all sites
- **SFAs with** all sites that are Community Eligibility Provision (CEP) schools and/or schools that participate in Provision 2 at both breakfast and lunch.

SFAs that are exempt from conducting verification still must complete a verification report in CLiCS to document that the SFA is exempt from verification and to report the their October 31 enrollment data. Detailed instruction for these SFAs appear at the end of this document.

The Verification Report is divided into six sections. For purposes of this workbook, we will be referring to Column A and Column B for each section as shown below. If you are using your software system to report this data, please familiarize yourself with the details of the vendor's report.

> Helpful Hint:
> The system will "time out" after a period of time without activity so a best practice is to print and complete this workbook first and have all the answers available before starting the CLiCS report online.

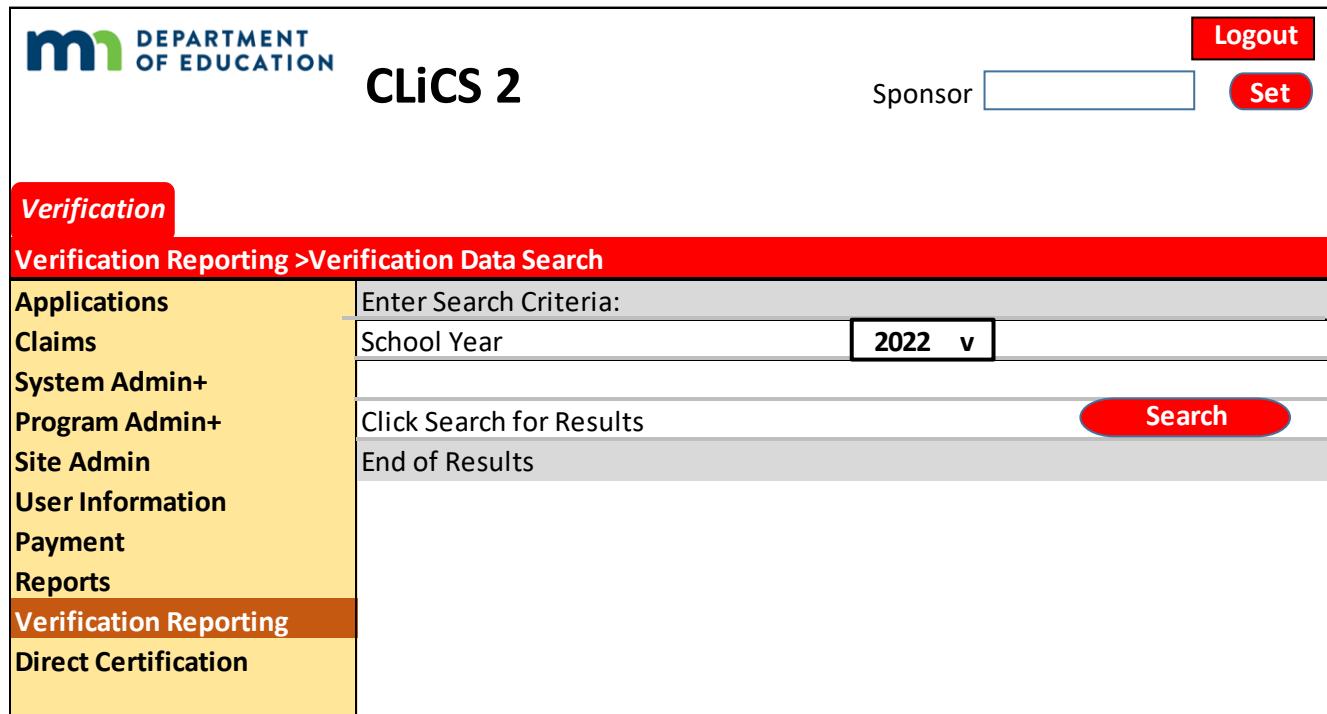|	
Applications	
Claims	Sponsoring Organization
System Admin+	Sponsor School Year 2021-2022
Program Admin+	Name of the Person completing the report
Site Admin	**Column A** **Column B**
User Information	
Payment	1. Total Schools, Residential Child Care Institutioins (RCCIs) and Enrolled Students
Reports	
Verification Reporting	All SFAs must report for this Section Number of Schools OR Institutions Number of Students AS of October 31
Direct Certification	

Getting Started

How do I submit my results of verification efforts for SY21-22?

Verification Reporting will be available via CLiCS beginning early November.

How do I access this report?

After logging in to CLiCS, choose Verification Reporting on the left side menu and then choose 2022 from the School Year dropdown menu. Then select Search and you will be given an option to Create. Choose Create and this will generate the blank SY21-22 Verification Reporting form.

When is the Verification Report due?

The Verification Report is due in CLiCS by December 1, 2021 end of day. If the report is not submitted by this date, nutrition program payments for your SFA may be withheld.

Section 1 - Total Schools, RCCIs and Enrolled Students

	Column A	Column B
1-1 Total Schools (Do not include RCCIs)		

How many school sites were operating a School Nutrition Program as of October 31, 2021?

Put this answer in 1-1 Column A. In prior years, this box was pre-populated; this year you must complete.

How many students at the school sites in Column A had access to a School Nutrition Program on October 31, 2021?

Put this answer in 1-1 Column B

If you are a Residential Child Care Institution, leave question 1-1 blank and complete question 1-2.

	Column A	Column B
1-2 Total RCCIs (Do not include schools counted in 1-1)		
1-2a. RCCIs with day students (Report ONLY day students in this line)		
1-2b. RCCIs with NO day students		

How many sites of the RCCI were operating a School Nutrition Program as of October 31, 2021?

This field will be prepopulated for RCCIs; there will be no entry in Column B

Of the number of sites entered in question 1-2, how many sites had day students?

Day students are those students NOT living at the RCCI and Free or Reduced-price status is determined individually by application or direct certification. The resident income policy does not cover these students and therefore the Application for Educational Benefits must be submitted to determine meal benefit status. These applications are subject to verification.

Put this answer in 1-2a Column A

How many day students does the RCCI have?

Put this answer in 1-2a Column B

Of the number of sites entered in question 1-2, how many sites did not have any day students?

Put this answer in 1-2b Column A

How many resident students does the RCCI have?

Put this answer in 1-2b Column B

If your RCCI does not have day students at any site operating a School Nutrition Program, jump to this section **Reporting Instructions for SFAs exempt from Verification Process** for instructions on how to complete the report.

> Helpful Hint:
> The answer in 1-2a Column A plus the answer in 1-2b Column A should equal the answer in 1-2 Column A. The answer in 1-2a Column B plus the answer in 1-2-b Column B should represent the total number of students with access to the School Nutrition Program of the RCCI.

Section 2 - SFAs with Schools Operating Alternate Provisions

This section is for SFAs that are operating CEP or Provision 2. All SFAs operating these two programs must complete this section. If your district meets the criteria described in the introduction for being exempt from the verification process, directions on how to proceed after completing Section 2 are in the section **Reporting Instructions for SFAs exempt from Verification Process** at the end of this workbook.

Provision 2 – Base Year*

A BASE year is when applications are collected and verification is required.

*In SY21-22 there are no SFAs in a Provision 2 base year so this question should be left blank.

	Column A	Column B
2-1 Schools Operating Provision 2/3 in a BASE year for NSLP and SPB		

Provision 2 – Non Base Year

A NON BASE year is when applications are not collected because claiming percentages have been established in the base year.

	Column A	Column B
2-2 Schools 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		

How many school sites were operating Provision 2 in a NON BASE year for both breakfast and lunch as of October 31, 2021?

Column A will be prepopulated if applicable

How many students were enrolled in those Provision 2 schools on October 31, 2021?

Put this answer in 2-2 Column B

For questions 2-2a and 2-2b the report is looking for the number of students based on the established percentages. These answers will be prepopulated based on the established percentages in your CLiCS application and your answer in 2-2 Column B.

If the number of schools in 2-2 Column A is equal to the number of schools in 1-1 Column A, this indicates you are operating Provision 2 in a NON BASE year for both breakfast and lunch and therefore are exempt from the verification process. For instructions on how to complete the report jump to this section **Reporting Instructions for SFAs exempt from Verification Process**.

Community Eligibility Provision

	Column A	Column B
2-3 Schools Operating the Community Eligibility Option		

How many school sites (not students) in your district are operating the Community Eligibility Program as of October 1, 2021?

Column A will be prepopulated if applicable

How many students were enrolled in the school sites in 2-3 Column A as of October 31, 2021?

Put this answer in 2-3 Column B

If the answers in 2-3 Column A and Column B be are the same as question 1-1 Column A and Column B, this indicates you are operating CEP at all sites and are exempt from the verification process. For instructions on how to complete the report jump to this section **Reporting Instructions for SFAs exempt from Verification Process**.

Alternate Provision for only breakfast or only lunch

	Column A	Column B
2-4 Schools Operating an alternate Provision for only SBP or only NSLP		

How many schools operating Provision 2 are serving only breakfast or only lunch under this provision and then using SSO (for SY20-22) counting and claiming for the other meal served?

Put this answer in 2-4 Column A

How many students are enrolled in the schools where only one meal is served under special provision and the other meal is served using standard counting and claiming?

Put this answer in 2/4 Column B

This type of operation would require an Application for Educational Benefits and therefore no exemption from the verification process is available. Proceed to Section 3.

Section 3 - Students Approved as FREE Eligible NOT Subject to Verification

Section 3 is only asking for student data as of **October 31** so there is only one column. We will refer to it as Column B for consistency with the remainder of the report.

		Column A	Column B
3-2	Students directly certified through Supplemental Nutrition Assistance Program (SNAP). Plus, additional students in the household to which benefits have been extended.		

How many enrolled students were issued a free benefit based on Supplemental Nutrition Assistance Program (SNAP) participation according to your CLiCS Direct Certification list as of October 31, 2021?

How many students enrolled in your district did you extend the free SNAP Direct Certification status based on household information as of October 31, 2021?

Add these two numbers and put the answer in 3-2 Column B.

> Helpful Hint:
> The CLiCS Direct Certification list potentially contains students directly certified in three different ways. Question 3-2 is only asking for those students directly certified by SNAP benefits. The students directly certified by MFIP benefits or Foster status should be included in Question 3-3.

		Column A	Column B
3-3	Students directly certified through other Programs. Include those directly certified through Minnesota Family Investment Program (MFIP), Food Distribution Programs on Indian Reservations (FDPIR), students 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.		

How many enrolled students were issued a free benefit having documentation other than an Application for Educational Benefits?

Add the number of students having this documentation and put the answer in 3-3 Column B. ***Do not include students with SNAP benefits that are reported in 3-2 Column B.***

Examples of documentation for students in this category would be:
- CLiCS Direct Certification list with MFIP benefits
- CLiCS Direct Certification list with Foster status

- Notification by Homeless Liaison
- Notification by Migrant Coordinator
- Notification of FDPIR benefits
- List of students from Head Start Coordinator
- Application completed by Administrator on behalf of student

		Column A	Column B
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.		

How many enrolled students did you receive a letter for, issued by the Department of Human Services (DHS), indicating the student was receiving SNAP benefits?

This letter would be submitted by the parent/guardian and does not happen often or at all since electronic direct certification was implemented.

Put the number of students you have received a SNAP letter for in 3-4 Column B

Section 4 - Students Approved as FREE or REDUCED PRICE Eligible through a Household Application

This section is asking for data from two different dates for two different kinds of data. So to simplify, first we will be looking at the data for Column A.

Column A

Column A is looking for the number of **applications** as of October 1. This is the data that determined your sample size. Your numbers should only be from *approved* current year applications. If a student was originally approved by application and then later became directly certified, that application is considered inactive. Those students should already be counted in Section 3. Do not consider inactive or denied applications.

		Column A	Column B
4-2	Approved as categorically FREE Eligible: Based on documentation (a case number for SNAP, MFIP FDPIR or Foster checked on an application)		

On October 1, how many active applications (not students) did you have that were approved based on something other than household size and income?

These would be applications that the free eligibility was determined based on Step 2 of the application with a valid case number or because the Foster Student box was checked in Step 1 of the application.

Put this answer in 4-2 Column A

		Column A	Column B
4-3	Approved as FREE Eligible: Based on household size and income information		

On October 1, how many active applications (not students) did you have that were approved as free eligible based on the household size reported in Step 1 of the application and the income reported in Steps B and C of the application?

Put this answer in 4-3 Column A

		Column A	Column B
4-4	Approved as REDUCED PRICE Eligible: Based on household size and income information		

On October 1, how many active applications (not students) did you have that were approved as reduced price eligible based on the household size reported in Step 1 of the application and the income reported in Steps B and C of the application?

Put this answer in 4-4 Column A

Column A Summary

The sum of the numbers you've just entered in Column A is how the required sample size is determined. For example, if you are using the **Standard Method (3% Error-Prone)** and Column A looks like this:

4-2	10
4-3	50
4-4	15
	75 x .03 = 2.25

We must always round up, so the sample size in this example would be three applications. Because this example is using the Standard Method for sample selection, the three applications must be randomly chosen from error-prone applications. If, for example, there were only two error-prone applications, we would choose those two and then one more randomly from the remaining applications. There is an edit in Section 5 that will check for the correct sample size based on what you have entered in Section 4 Column A.

Column B

Column B can be thought of an extension of Section 3 since we are still talking about the number of free or reduced price eligible students on October 31. The students in Section 3 are free eligible based on something other than an application. Section 4 Column B is looking for students free or reduced price eligible based on applications. You will see at the end of this section how Sections 3 and 4 come together.

		Column A	Column B
4-2	Approved as categorically FREE Eligible: Based on documentation (a case number for SNAP, MFIP FDPIR or Foster checked on an application)		

On October 31, how many students (not applications) were free eligible, approved by an application based on something other than household size and income?

Put this answer in 4-2 Column B

This answer is not necessarily tied to the same applications that were reported in 4-2 Column A. An application that was active on October 1 might not be active on October 31, or you may have received new applications between October 1 and October 31. Remember, we want the number of students on October 31 that were determined free eligible because their application contained a valid case number in Step 2 of the application or because the Foster Student box was checked in Step 1 of the application.

When you report this number in CLiCS and the number in 4-2 Column B is less than the number in 4-2 Column A, it will produce a Warning to go back and check to make sure this is the number intended. If the number is correct, simply leave it as is. It is an edit check and will not prevent the report from being submitted.

		Column A	Column B
4-3	Approved as FREE Eligible: Based on household size and income information		

On October 31, how many students (not applications) did you have that were approved as free eligible based on the household size reported in Step 1 of the application and the income reported in Steps B and C of the application?

Put this answer in 4-3 Column B

		Column A	Column B
4-4	Approved as REDUCED PRICE Eligible: Based on household size and income information		

On October 31, how many students (not applications) did you have that were approved as reduced price eligible based on the household size reported in Step 1 of the application and the income reported in Steps B and C of the application?

Put this answer in 4-4 Column B

Column B Summary

The sum of all the numbers you've entered in Section 3 and Section 4 Column B are calculated and automatically populated and shown at the bottom of this section.

This data, along with the enrollment data entered in 1-1 Column B, will enable you to calculate your district's Free and Reduced Price Percentage as of October 31.

(Total Free Eligible + Total Reduced Price Eligible) ÷ Enrollment = District F/R%

	Column A	Column B
Total FREE Eligible Students Reported:		
The total number of free Students will automatically populate on this line.		
Total REDUCED PRICE Eligible Students Reported:		
The total number of Reduced Price Students will automatically populate on this line.		

Section 5 - Verification Process Details

Section 5 is collecting various details about your verification process.

Total questionable applications verified for cause. Report the number of applications as of November 15th verified for cause in addition to the verification requirement.	

How many applications did you verify that were not part of your randomly selected sample?

Put this answer in the box provided.

Verification for cause exists to address integrity concerns and can be initiated at any point during the school year. This section is asking how many applications were verified because the information provided on the application was in some way questionable. The application must be approved as submitted, but then the same verification process is followed and reported here.

5-1 Was verification performed and completed?	V

When did you complete the verification process?

Choose the applicable answer from the dropdown box.

Choices will be:

      Yes, completed by November 15

      Yes, completed after November 15

5-2	Method used to select applications for verification	V

What sampling method did you use to determine your verification sample?

In SY21-22 you were required to determine allowable sampling methods for your district. Detailed instructions were given via webinar and can also be found [here](#).

Choose the applicable answer from the dropdown box.

Choices will be:

      3% Random (Alternate 1)

      3% Error Prone (Standard)

      1% + ½% Focused (Alternate 2)

5-3	Total ERROR PRONE applications: Enter all applications considered error prone as of October 1st.	

How many application considered error prone did you have on October 1?

Put this answer in the box provided.

This answer will be required if the sampling method used was 3% Error Prone (Standard). It is possible that you had zero error prone applications, so a zero would be an allowable answer. However, this answer will produce a Warning but should not prevent the report from being submitted.

5-4	Number of applications selected for verification sample	

How many applications were in your sample size?

Put this answer in the box provided.

If the number input for this answer does not follow the logic in Section 4 Column A (see Column A Summary), an Error will result and the report will not be able to submit.

5-5	☐	Check the box if direct verification was NOT conducted in the SFA

Did you verify any applications in your sample using direct verification?

If yes, leave the box in 5-5 blank.
If no, check the box in 5-5 and proceed to Section 6.

Direct Verification means that you have obtained verifying documentation from somewhere other than the household. This is most often done by uploading a file of students in your verification sample to the direct certification module in CLiCS. If matched, you may consider that application directly verified.

Only check the box in 5-5 if you did not verified any applications in your sample using direct verification. If you leave the box in 5-5 blank, skip question 5-6 and move to Section 6.

If the box in 5-5 is **not** checked:

	Column A	Column B
5-6 Confirmed through direct verification		

How many applications did you confirm through direct verification?

Place this answer in Column A.

How many students were on the applications in Column A?

Put this answer in Column B.

Section 6 - Recording the Results of Verification

Section 6 is for recording the results of verification efforts. If you **directly verified** (5-5 is not checked and 5-6 is completed) any application in your sample, do not include them in this section as those results are already reported in Section 5. However, you must include the applications and results that were reported as verified for cause in Section 5. For this section we will again use Column A and Column B, but unlike Section 4, these columns **are** related.

	Column A	Column B
Total Applications Verified		

Make the following calculations:
Add the number of applications selected for your verification sample to the number of applications verified for cause and subtract the number of applications directly verified.
(Add the answer in 5-4 to the answer in 5 (verified for cause) minus the answer in 5-6 Column A.)

Put this answer in Column A.

Now, from the actual applications Column A, count the number of students on those applications.

Put this answer in Column B.

The next three segments are the detail of the numbers in the previous question. We will being with Column A.

Segment a. No Change

After evaluating the documentation returned by the household, how many applications did not change benefit status? _____

Of those, how many applications were originally approved as:
- **Free according to income submitted on the application? _____**
- **Reduced-price according to income submitted on the application? _____**
- **Free based on a valid case number or checked foster status box? _____**

Put these answers in Column A

From those same applications, how many students were on the applications in each category?

- **Free according to income submitted on the application? _____**
- **Reduced-price according to income submitted on the application? _____**
- **Free based on a valid case number or checked foster status box? _____**

Put these answers in Column B

		Column A	Column B
a.	No Change		
	Household Income - Free		
	Household Income - Reduced-Price		
	Case Number and Foster		

Segment b. Responded and Changed

> Helpful Hint:
> When the household responds and indicates it no longer wishes to receive benefits it is still considered a response for verification reporting. The household did respond although they didn't provide documentation. You would report those applications and students in this section.

After evaluating the documentation returned by the household, how many applications changed benefit status? _____

Of those, how many applications were originally approved as:

- **Free according to income submitted on the application but changed to reduced-price?** _____
- **Free according to income submitted on the application but changed to paid?** _____
- **Reduced-price according to income submitted on the application but changed to free?** _____
- **Reduced-price according to income submitted on the application but changed to paid?** _____
- **Free based on a case number or foster status but changed to reduced-price due to documentation?** __
- **Free based on a case number or foster status but changed to paid due to documentation?** _____

Put these answers in Column A

From those same applications, how many students were on the applications in each category?

- **Free according to income submitted on the application but changed to reduced-price?** _____
- **Free according to income submitted on the application but changed to paid?** _____
- **Reduced-price according to income submitted on the application but changed to free?** _____
- **Reduced-price according to income submitted on the application but changed to paid?** _____
- **Free based on a case number or foster status but changed to reduced-price due to documentation?** __
- **Free based on a case number or foster status but changed to paid due to documentation?** _____

Put these answers in Column B

		Column A	Column B
b.	Responded and Changed Household Income - Free to Reduced-Price		
	Household Income - Free to Paid		
	Household Income - Reduced-Price to Free		
	Household Income - Reduced-Price to Paid		
	Case Number and Foster - Free to Reduced-Price		
	Case Number and Foster - Free to Paid		

Segment c. No Response and Changed to Paid

This segment is for reporting households that did not respond at all.

How many households did not respond to the request for verification documentation by November 15? _____

Of those, how many applications were originally approved as:
- **Free according to income submitted on the application?** _____
- **Reduced-price according to income submitted on the application?** _____
- **Free based on a valid case number or checked foster status box?** _____

Put these answers in Column A

From those same applications, how many students were on the applications in each category?

- **Free according to income submitted on the application? _____**
- **Reduced-price according to income submitted on the application? _____**
- **Free based on a valid case number or checked foster status box? _____**

Put these answers in Column B

	Column A	**Column B**
c. No Response and Changed to Paid Household Income - Free		
Household Income - Reduced-Price		
Case Number and Foster		

To double check that your answers in Section 6 will be accepted, add all the numbers in Column A of segments a., b. and c.; this should equal the number in Column A at the start of Section 6. Likewise for Column B.

Submitting the Report

Now you are ready to submit the report. Choose the Save button.

You will see one of the following three messages:

- **Changes have been accepted** – No further action required.
- **Warning Message** –Find the warning being displayed in your report in the section below. Check your entry to be sure the numbers are correct. This will not prevent your report from being submitted.
- **Error Message** – Find the error being displayed in your report in the section below. The report will not submit until the error is corrected.

Helpful Hint:
If you reach this point and have a Warning or Error Message, either print the report or take a screen shot of the actual message. If the message is different from one in the section below, you may need to contact MDE for assistance.

Common Warnings and Error Messages

Common Warnings:

Student count reported in 3-3 is more than the Student count in 3-2. Please check the numbers reported in 3-2 and 3-3.

- The error occurs when the number of SNAP certified in 3-2 is less than the number of Other Program certified in 3-3. The number in 3-2 is reporting the number of SNAP directly certified students and is usually much higher than the number in 3-3. Sponsors will sometimes switch those numbers and the warning should prompt them to check those two areas. If these two numbers have been switched, correct this and resubmit. It is important because the number in 3-2 aggregated is a data point when assessing our MN Direct Certification rate.

If Verification method is 3 % Error Prone or 1 1/2 % Focused, report total error prone applications on 5-3. Verify that you have zero error prone applications on file.

- This used to be an error and would not let the Sponsor submit the report. It is possible that you have less than the sample size in error prone applications or even zero error prone applications. A warning should prompt you to double check that area. If you have enter zero in 5-3 and you indeed do not have any error-prone applications, this is fine.

Case Number Applications Approved must be less than or equal to Approved Case Number Students reported.

Free Income Based Applications must be less than or equal to Free Income Based Students reported.

Reduced Income Based Applications must be less than or equal to Reduced Income Based Students reported.

- These warnings pertain to Section 4 and occur when the number of students reported as of October 31 (Column B) is less than the number of applications reported as of October 1 (Column A) in Section 4-2, 4-3 *or* 4-4. As stated in Section 4 of the workbook, Column A and Column B are unrelated since it is asking for data from two different dates for two different kinds of data.

- The scenario can exist in various instances:
    - Students on applications on October 1 (Column A) have left the district
    - Students on applications on October 1 (Column A) have reapplied and changed benefit
    - Students on applications on October 1 (Column A) have become directly certified
- If numbers have been reported correctly, leave as entered. If there is a change to report, re-enter and then re-submit the report.

Common Error Messages:

Total Applications verified on 6 must equal Section 5-4, Plus Section 5, and Minus Section 5-6

This error occurs when total applications in Section 6 do not correspond to the answers in Section 5 Verified for Cause, question 5-4 *and* 5-6.

To correct you must:

- Review the answers in 4-2 Column A, 4-3 Column A and 4-4 Column A. If these numbers are correct, add these three answers, multiply by .03 and round up to the nearest whole number. This is the number that should be in 5-4 (Number of Applications Selected for Verification Sample). If it is not, correct this answer based on the following:
  - Sample size must be exact based on the number of applications and the sampling method. If you did verify more applications that what is calculated, the report will not accept that number and you must put the number of applications above the exact required number in Section 5 Verified for Cause.
  - If you verified less applications than what is calculated, the report will not accept that number either. In this case, you must randomly choose more applications to meet the required sample size and verify. Most often this is just one additional application.

  > Helpful Hint: If the application chosen is a case number application, first try to directly verify through CLiCs Direct Certification.

- Next, if you verified any applications outside your verification sample, this should be recorded in Section 5. Add this number to the answer in 5-4.
- And finally, review the answer in 5-6 Column A. If you have completed this question it means that you indicated that you conducted Direct Verification. *Direct Verification means that you have obtained verifying documentation from somewhere other than the household. This is most often done by uploading a file of students in your verification sample to the direct certification module in CLiCS. If matched, you may consider that application directly verified.*

If you did not conduct Direct Verification, check the box in 5-5 and place zeros in 5-6 Column A and Column B.

If you did indeed conduct Direct Verification, do not change the answer in 5-6 Column A but be sure to subtract the answer in 5-6 Column A when calculating the total number of applications verified.

To summarize: Section 6 Column A should equal 5-4, plus 5 Verified for Cause, minus 5-6 Column A

If Method used to Select Applications for Verification is 3% Error Prone, the number of applications verified should equal Total Approved Applications times 3% (and rounded up to the nearest whole number)

- Review the answers in 4-2 Column A, 4-3 Column A and 4-4 Column A. Add these three answers, multiply by .03 and round up to the nearest whole number. This is the number that should be in 5-4 (Number of Applications Selected for Verification Sample). If it is not, correct this answer based on the following:

  - Sample size must be exact based on the number of applications and the sampling method. If you did verify more applications that what is calculated, the report will not accept that number and

you must put the number of applications above the exact required number in Section 5 Verified for Cause.

- o If you verified less applications than what is calculated, the report will not accept that number either. In this case, you must randomly choose more applications to meet the required sample size and verify. Most often this is just one additional application.

> Helpful Hint:
> If the application chosen is a case number application, first try to directly verify through CLiCs Direct Certification.

If Method used to Select Applications for Verification is 3% Random, the number of applications verified should equal Total Approved Applications times 3% (rounded up to the nearest whole number)

- Review the answers in 4-2 Column A, 4-3 Column A and 4-4 Column A. Add these three answers, multiply by .03 and round up to the nearest whole number. This is the number that should be in 5-4 (Number of Applications Selected for Verification Sample). If it is not, correct this answer based on the following:

  - o Sample size must be exact based on the number of applications and the sampling method. If you did verify more applications that what is calculated, the report will not accept that number and you must put the number of applications above the exact required number in Section 5 Verified for Cause.
  - o If you verified less applications than what is calculated, the report will not accept that number either. In this case, you must randomly choose more applications to meet the required sample size and verify. Most often this is just one additional application.

> Helpful Hint:
> If the application chosen is a case number application, first try to directly verify through CLiCs Direct Certification.

Number of Application confirmed through direct verification must be less than or equal to Total Number of Applications reported in 4. Students confirmed through direct verification must be less than or equal to Total Students reported in 4.

- This would indicate an error in 5-6 Column A. It is saying that the number in 5-6 Column A is greater than the sum of 4-2 Column A, 4-3 Column A and 4-4 Column A. Section 4 should represent all approved applications. The logic is that you cannot directly verify more applications than what you have so you most likely have misunderstood 5-6 Column A. If you did not directly verify any applications, check the box in 5-5 and make sure there are zeros in both boxes in 5-6. Then re-submit the report.

Reporting Instructions for SFAs exempt from Verification Process

RCCIs with no day students

These instructions are for RCCIs with no day students. The following questions in Section 1 should have been completed:

Section 1

		Column A	Column B
1-2	Total RCCIs (Do not include schools counted in 1-1)		
	1-2a. RCCIs with day students (Report ONLY day students in this line)		
	1-2b. RCCIs with NO day students		

If the answer to question 1-2a Column A and Column B are zero, your RCCI is exempt from the verification process. However, this report is required by all SFAs that are operating a School Nutrition Program. If you meet this criteria, proceed as follows:

Section 3

Check the box in 3-1 and proceed to Section 4.

3-1	☐ Check the box only if all Schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (All Schools are in NON BASE Year in Provision 2/3 OR All Schools are Operating Community Eligibility Option)

Section 4

Check the box in 4-1 and scroll to the bottom of the report and choose SAVE.

4-1	☐ Check the box if you did not have any approved applications or you do not have any verification results to report.

You should receive the message that "changes have been accepted". This is the end of your reporting requirements if you are an RCCI with no day students.

SFAs Operating Provision 2 for both breakfast and lunch in a non-base year

These instructions are for SFAs that do not collect Applications for Educational Benefits because they are in a non-base year operating Provision 2 for both breakfast and lunch at all sites in the district. The SFA is exempt from the verification process because there are no applications to verify. However, the following questions must be answered and submitted to fulfill the reporting requirement.

Section 1

	Column A	Column B
1-1 Total Schools (Do not include RCCIs)		

How many school sites were operating a School Nutrition Program as of October 31, 2021?

Put this answer in 1-1 Column A. In prior years, this box was pre-populated; this year you must complete.

How many students enrolled in your district had access to a School Nutrition Program on October 31, 2021?

Put this answer in 1-1 Column B

Section 2

	Column A	Column B
2-2 Schools 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		

How many school sites were operating Provision 2 in a NON BASE year for both breakfast and lunch as of October 31, 2021?

Put this answer in 2-2 Column A.

How many students were enrolled in those Provision 2 schools on October 31, 2021?

Put this answer in 2-2 Column B

For questions 2-2a and 2-2b the report is looking for the number of students based on the established percentages. These answers will be prepopulated based on the established percentages in your CLiCS application and your answer in 2-2 Column B.

If the number of schools in 2-2 Column A is equal to the number of schools in 1-1 Column A this indicates you are operating Provision 2 in a NON BASE year for both breakfast and lunch and therefore are exempt from the verification process.

Continue with Section 3 as shown below.

Section 3

Check the box in 3-1 and proceed to Section 4.

3-1 ☐	Check the box only if all Schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (All Schools are in NON BASE Year in Provision 2/3 OR All Schools are Operating Community Eligibility Option)

Section 4

Check the box in 4-1 and scroll to the bottom of the report and choose SAVE.

4-1 ☐	Check the box if you did not have any approved applications or you do not have any verification results to report.

You should receive the message that "changes have been accepted". This is the end of your reporting requirements if you are operating Provision 2 in a non-base year for breakfast and lunch at all sites of the district.

SFAs operating CEP at all sites

These instructions are for SFAs that do not collect Applications for Educational Benefits because the CEP is operated at all sites in the district. The SFA is exempt from the verification process because there are no applications to verify. However, the following questions must be answered and submitted to fulfill the reporting requirement.

Section 1

		Column A	Column B
1-1	Total Schools (Do not include RCCIs)		

How many school sites were operating a School Nutrition Program as of October 31, 2021?

Put this answer in 1-1 Column A. In prior years, this box was pre-populated; this year you must complete.

How many students enrolled in your district had access to a School Nutrition Program on October 31, 2021?

Put this answer in 1-1 Column B

Section 2

	Column A	Column B
2-3 Schools Operating the Community Eligibility Option		

How many school sites were operating CEP as of October 31, 2021?

Column A will be prepopulated if applicable

How many students were enrolled in those CEP sites on October 31, 2021?

Put this answer in 1-1 Column B

> Helpful Hint:
> Since you are operating CEP at all sites of the district, the answers in 2-3 Column A and Column B should be the same as question 1-1 Column A and Column B.

Section 3

Check the box in 3-1 and proceed to Section 4.

3-1 ☐ Check the box only if all Schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (All Schools are in NON BASE Year in Provision 2/3 OR All Schools are Operating Community Eligibility Option)

Section 4

Check the box in 4-1 and scroll to the bottom of the report and choose SAVE.

4-1 ☐ Check the box if you did not have any approved applications or you do not have any verification results to report.

You should receive the message that "changes have been accepted". This is the end of your reporting requirements if you are operating CEP all sites of the district.

References

[Eligibility Manual for School Meals Determining and Verifying Eligibility](#)

[MDE School Nutrition Program Verification Website](#)