

SCN

Verification Reporting

2012-2013

Contents:

- Copy of paper 742 form with the corresponding CNIPS item number for reporting information.
- Copy of CNIPS screen shots with the corresponding paper 742 form item number for reporting information.
- Instructions for entering reporting information and explanation of due dates.

I. General Information

Verification Contact Information

- | | Salutation | First Name | Last Name | |
|-------------------|----------------------|---------------------------|---------------------------|-----------------------------------|
| 1. Name: | <input type="text"/> | <input type="text"/> | <input type="text"/> | Enter the CND contact information |
| 2. Email Address: | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 3. Phone: | <input type="text"/> | Ext: <input type="text"/> | Fax: <input type="text"/> | |
| 4. Title: | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

Due Date: 3/1/2013

Schools and Enrollment

5. Schools Operating NSLP and/or SBP:

2a As of **October 1, 2012**, enter the number of schools. This will be pre-populated

6. Enrollment of Schools Operating NSLP and/or SBP:

3a As of **October 1, 2012**, enter the total student enrollment of schools.

7. Provision 1, 2, or 3 Schools Not Operating a Base Year:

2b As of **October 1, 2012**, enter the total number of schools operating under provisions 1, 2 or 3.

8. Enrollment of Provision 1, 2, or 3 Schools Not Operating a Base Year:

3b As of **October 1, 2012**, enter the total student enrollment of schools operating under provisions 1, 2 or 3.

Type of Application Used

9. This indicates that your agency used the **Household Application** during the 2012 - 2013 school year.

This will be pre-populated

II. Eligibility Information

All Sponsors, including Provision Sponsors, must complete this section.

10. Number of Applications: This will be the number of applications in the sample pool used to calculate the number of applications verified (Not on the paper 742)
- # 4-1a Number of total approved Applications on file as of October 1.

Free Eligible - Exempt Free

11. Number of Students:

4-1a As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, Federal Head Start, Federal Even Start, migrant, RCCI residential students). DO NOT include free eligible students in non-base year Provision schools.

Free Eligible - Categorically Eligible

12. Number of Students:

4-2a As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE based on SNAP/KTAP case number submitted on an Application (categorically eligible).

13. Number of Applications:

4-2b As of **October 1, 2012**, enter the number of Applications approved as FREE ELIGIBLE based on SNAP/KTAP case number submitted on an Application (categorically eligible).

Free Eligible - Income Eligible Free

14. Number of Students:

4-3a As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE based on income/household size information submitted on an Application.

15. Number of Applications:

4-3b As of **October 1, 2012**, enter the number of Applications approved as FREE ELIGIBLE based on income/household size information submitted on an Application.

Free Eligible - Free Count

16. Number of Students:

4-4 As of **October 1, 2012**, enter the number of students counted as approved for free meals in the non-base year Provision schools.

Reduced-Price Eligible - Income Eligible Reduce Price

17. Number of Students:

5a As of **October 1, 2012**, enter the number of students approved for reduced-price meals based on income/household size information submitted on an Application.

18. Number of Applications:

5b As of **October 1, 2012**, enter the number of Applications approved for reduced-price meals based on income/household size information submitted on an Application.

Reduced-Price Eligible - Reduced Price Count

19. Number of Students:

5-1a As of **October 1, 2012**, enter the number of students counted as approved for reduced-price meals in the non-base year Provision schools.

III. Results Of Verification

20. Choose the type of verification method used: # 6

- Standard
- Alternate I
- Alternate II
- No Verification Performed (Explain)

21. Number of Applications: Enter the total number of applications verified (not on paper 742)

Number of Applications Verified (Not for Cause). Report results in questions 25a through 32c.

22. Number of Students: Enter the total number of students verified (not on paper 742)

Number of Students Verified (Not for Cause). Report results in questions 25a through 32c.

No Change

Enter the number of Applications and students, by type (categorically eligible free, income eligible free, or income eligible reduced-price), requiring no change in benefits (i.e., the Application was verified to be correct, and the students' eligibility did not change as a result of Verification).

# 7 Boxes are listed opposite of 742	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
23. Students:	a. # 7a bottom	b. # 7b bottom	c. # 7c bottom
24. Applications:	a. # 7a top	b. # 7b top	c. # 7c top

Changed To Free

Enter the number of Applications and students originally approved for reduced-price meal benefits, but determined eligible for free meal benefits based on documentation provided by the household during the Verification process (i.e., the students' eligibility was changed from reduced-price to free status).

# 8 Boxes are listed opposite of 742	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
25. Students:	a. N/A	b. N/A	c. # 8c bottom
26. Applications:	a. N/A	b. N/A	c. # 8c top

Changed To Reduced Price

Enter the number of Applications and students originally approved for free meal benefits, by type, but determined eligible for reduced-price meal benefits based on documentation provided by the household (i.e., the students' eligibility was changed from free to reduced-price status).

# 9 Boxes are listed opposite of 742	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
27. Students:	a. # 9a bottom	b. # 9b bottom	c. N/A
28. Applications:	a. # 9a top	b. # 9b top	c. N/A

Changed To Paid

Enter the number of Applications and students originally approved for free and reduced-price meal benefits, by type, but determined ineligible for either free or reduced-price meal benefits based on information submitted by the household during the Verification process (i.e., the students' eligibility was changed to paid).

# 10 Boxes are listed opposite of 742	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
29. Students:	a. # 10a bottom	b. # 10b bottom	c. # 10c bottom
30. Applications:	a. # 10a top	b. # 10b top	c. # 10c top

Did Not Respond - (Changed To Paid)

Enter the number of applications and students, by type (categorically eligible free, income eligible free or income eligible reduced-price), that did not respond to verification efforts. The eligibility for these students are changed to paid.

# 11 Boxes are listed opposite of 742	Changed to Paid, Free Eligible - Categorically Eligible	Changed to Paid, Free Eligible - Income Eligible Free	Changed to Paid, Reduced-Price Eligible - Income Eligible Reduced-Price
31. Students:	a. # 11a bottom	b. # 11b bottom	c. # 11c bottom
32. Applications:	a. # 11a top	b. # 11b top	c. # 11c top

Reapplied and Reapproved on or Before February 15, 2013

(This section cannot be answered until February 15, 2013)

	Changed To Paid, Free Eligible - Categorically Eligible	Changed To Paid, Free Eligible - Income Eligible Free	Changed To Paid, Reduced-Price Eligible - Income Eligible Reduced-Price
34. <u>Students:</u>	a. 12a bottom	b. 12b bottom	c. 12b bottom
35. <u>Applications:</u>	a. 12a top	b. 12b top	c. 12b top

SCN Verification Reporting 2012-2013

October 2012

Timeline for Verification Reporting in CNIPS

- November 5th - CNIPS Verification Report opens
- November 16th (midnight) - CNIPS Verification Report Closes
- February 16th – CNIPS Verification Report Opens
- March 1st – CNIPS Verification Report Closes

Verification reporting will be conducted in CNIPS this year. In an effort to enable adequate time for SFA's to familiarize themselves with the new format and enter all required information by the deadline, the Verification Report in the application will open up on November 5th. SFA's can go into the Verification Report and enter any or all of the preliminary information that they already have gathered together for the 742 reporting form. SFA's will have until November 16th to enter all of their preliminary information as well as verification results into the system. For SFA's who had household applications change to a paid status, they will finish their reporting between February 16th and March 1st to report the number of households who reapplied and was approved on or before February 15th.

Accessing Verification Reporting in CNIPS

- Verification Reporting is in the application module in CNIPS.
- Select the link entitled “Verification Report” to begin entering your Verification Reporting information.
- It is not required that all areas are addressed in order to save the information entered. You can enter all of your information in one day or a little at a time.

The Verification Report is located in the CNIPS application module. SFA's can enter their information a little at a time or all at once at their discretion as long as all required information is entered by November 16th. If a warning or an error message is present after all the information is entered, double check that all information is being submitted accurately. If the information is entered accurately, then it should be saved for submission with the warning or error message(s). These will be evaluated by a consultant and the SFA contacted if more information is necessary.

1st Open Window

- You can begin to enter your Verification Reporting information regarding your enrollment, application, and Eligibility Information (Pre-Verification) on November 5th and save this information to enter your reporting activities as they are concluded.
- The 1st window will end at the close of business on November 16th.

There are 2 open windows in which SFA's can enter their information into CNIPS. Depending upon the outcome of verification and whether or not the SFA is 100% CEO will dictate if the SFA must enter information in the 2nd open window in February. The first open window in which all SFA's must enter information is between November 5th and November 16th.

1st Open Window

- Number items 1 through 32 on the Verification Report in CNIPS must be completed prior to the closure of the 1st window on November 16th.
- The deadline to complete verification on selected applications is November 15th. All SFA's who have not entered information for item numbers 1-32 in the CNIPS verification report by the close of business November 16th will be considered to have not met the completion deadline.

Starting on November 5th, SFA's may go into the "Verification Report" and start to enter information. Items 1-32 must be entered and saved by the close of business on November 16th. The information entered can be saved with a warning and/or error message. Any SFA that does not enter and save all of the required information for items 1-32 before the 1st open window is closed will be identified as not completing verification reporting by the November 15th deadline. These SFA's should contact their consultant to further instruction for completing reporting requirements.

CEO Districts

- Mixed Districts – Enter enrollment information district wide, the number of non-application free eligible (DC, homeless, etc...) district wide. Only the applications for non CEO schools should be reported for the number of application types on file and the verification results.
- 100% CEO Districts – Enter the enrollment information and the number of non-application free eligible (DC, homeless, etc...).

On the CNIPS Application:

100% CEO Districts enter all information in the first section of the CNIPS verification report and item number 11 in the second section. The remaining portion of the CNIPS verification report should be all zeros.

2nd Open Window

- If the SFA had a 0% non response rate and no applications changed to paid status during the verification process, Verification Reporting will be complete and their submissions may be approved after the close of the 1st open window.
- If the SFA had households that did not respond to verification or had applications that changed to a paid status, the SFA will need to enter the final piece of Verification Reporting in the 2nd open window in February 16th – March 1st. These will be number items 34 and 35 in the CNIPS Verification Report.

If all households adequately responded to verification and no applications changed status to paid during verification, the SFA is finished with all of their reporting requirements at the close of the 1st open window. If the SFA did not receive adequate response from all households and/or if any applications went to a paid status during verification, they must enter additional information in the 2nd open window starting February 16th – March 1st. The information that must be reported at this time are the number of those applications that changed to a paid status during verification that re-applied and were approved for benefits on or before February 15th.

Verification Reporting Approvals

- SFA's will not receive an email notification from their consultant as to whether or not they are eligible for an alternate sample size at the close of verification activities as was done in previous years.
- Notification of the SFA's eligibility will be indicated by your consultant inside the "Verification Report" itself upon approval of your submission.
- After their submission has been approved by their consultant, SFA's should check back in the "Verification Report" to see if they will be eligible to request an alternate sample size next year based upon the information reported.

After the November 16th deadline, consultants will review all verification report submissions. If all required areas are completed and no further reporting will be required in the 2nd open window, the consultant will indicate inside the report itself if the SFA will be eligible to request an alternate sample size next year based upon the reporting information provided. If the SFA will be required to enter additional information in the 2nd open window, the consultant will not indicate the SFA's eligibility until after the final submission deadline on March 1st.

CNIPS Verification Reporting

The screenshot shows the 'School Nutrition Programs' interface for the Kentucky Department of Education. The page title is 'Verification Report' for the school year 2012-2013. It displays information for application ID 10002, which is active and for Ballard County. The address is 3465 PADUCAH RD, BARLOW, KY 42024-9529. Below this is a table with columns for Action, School Year, Received Date, and Status. The table shows three rows for school years 2012-2013, 2011-2012, and 2010-2011, all with a status of 'Not Started'. A '< Back' button is located at the bottom of the table.

Action	School Year	Received Date	Status
View Modify Admin	2012 - 2013		Not Started
	2011 - 2012		Not Started
	2010 - 2011		Not Started

To enter your information you will click on “Modify” in the year that you are reporting.

To access the verification report, SFA’s will sign into the CNIPS system and select “applications”. SFA’s would then select “Verification Report” from the listings indicated. Once there, the SFA should select “Modify” for the school year in which they will be entering the information.

Section I

I. General Information

Verification Contact Information

1. Name: Salutation: [v] First Name: [] Last Name: []

2. Email Address: []

3. Phone: [] Ext: [] Fax: []

4. Title: []

Due Date: 3/1/2013

Schools and Enrollment

5. Schools Operating NSLP and/or SBP:
[] 0 As of **October 1, 2012**, enter the number of schools.

6. Enrollment of Schools Operating NSLP and/or SBP:
[] As of **October 1, 2012**, enter the total student enrollment of schools.

7. Provision 1, 2, or 3 Schools Not Operating a Base Year:
[] As of **October 1, 2012**, enter the total number of schools operating under provisions 1, 2 or 3.

8. Enrollment of Provision 1, 2, or 3 Schools Not Operating a Base Year:
[] As of **October 1, 2012**, enter the total student enrollment of schools operating under provisions 1, 2 or 3.

Type of Application Used

9. This indicates that your agency used the **Household Application** during the 2012 - 2013 school year.

- Enter the contact information of the CND in Section 1
- Enter the information requested in Section 2

Note: # 5 and # 9 will pre-populate. The information for the number of applications must be October 1st information. The information for the number of students can be based on October 1st or October 31st.

Section II

- Enter in the requested information for each numbered item.
- NOTE: Item # 10 is not an item on the paper 742 form. This is the number of applications that made up your sample pool on October 1st.

II. Eligibility Information
All Sponsors, including Provision Sponsors, must complete this section.

10. Number of Applications:
 0 Number of total approved Applications on file as of October 1.

Free Eligible - Exempt Free

11. Number of Students:
 0 As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, Federal Head Start, Federal Even Start, migrant, RCCI residential students). DO NOT include free eligible students in non-base year Provision schools.

Free Eligible - Categorically Eligible

12. Number of Students:
 0 As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE based on SNAP/KTAP case number submitted on an Application (categorically eligible).

13. Number of Applications:
 0 As of **October 1, 2012**, enter the number of Applications approved as FREE ELIGIBLE based on SNAP/KTAP case number submitted on an Application (categorically eligible).

Free Eligible - Income Eligible Free

14. Number of Students:
 0 As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE based on income/household size information submitted on an Application.

15. Number of Applications:
 0 As of **October 1, 2012**, enter the number of Applications approved as FREE ELIGIBLE based on income/household size information submitted on an Application.

Free Eligible - Free Count

16. Number of Students:
 0 As of **October 1, 2012**, enter the number of students counted as approved for free meals in the non-base year Provision schools.

Reduced-Price Eligible - Income Eligible Reduce Price

17. Number of Students:
 0 As of **October 1, 2012**, enter the number of students approved for reduced-price meals based on income/household size information submitted on an Application.

18. Number of Applications:
 0 As of **October 1, 2012**, enter the number of Applications approved for reduced-price meals based on income/household size information submitted on an Application.

Reduced-Price Eligible - Reduced Price Count

19. Number of Students:
 0 As of **October 1, 2012**, enter the number of students counted as approved for reduced-price meals in the non-base year Provision schools.

Again in this section, the application numbers must be based upon the numbers on October 1st. The number of students can be October 1st or October 31st information.

Section III

III. Results Of Verification

20. Choose the type of verification method used:

- Standard
- Alternate I
- Alternate II
- No Verification Performed (Explain)

21. Number of Applications:

Number of Applications Verified (Not for Cause). Report results in questions 25a through 32c.

22. Number of Students:

Number of Students Verified (Not for Cause). Report results in questions 25a through 32c.

- Indicate the type of Verification Conducted
- Enter the total number of applications verified and the total number of students verified
- The information for 21 and 22 are not reported in this format on the paper 742 form. The totals can be calculated by adding the number of applications indicated for each section on the right side of the form for items 7, 8, 9, 10 and 11.

If the SFA is using a printed copy of the 742 form from their software program, in order to calculate the information requested for item numbers 21 and 22, they would just need to add across the number of applications reported for items 7,8,9,10 and 11. Then do the same for the number of students to obtain the total.

Section III cont...

- Enter the information as requested for the number of students and applications and their reporting outcome.
- NOTE: For each section the number of students are reported in the top box of the section. On the paper 742 form, it is listed as the bottom box of each section. Pay close attention when transferring information from the paper form to CNIPS to ensure accurate reporting.

No Change			
Enter the number of Applications and students, by type (categorically eligible free, income eligible free, or income eligible reduced-price), requiring no change in benefits (i.e., the Application was verified to be correct, and the students' eligibility did not change as a result of Verification).			
	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
23. Students:	a. 0	b. 0	c. 0
24. Applications:	a. 0	b. 0	c. 0
Changed To Free			
Enter the number of Applications and students originally approved for reduced-price meal benefits, but determined eligible for free meal benefits based on documentation provided by the household during the Verification process (i.e., the students' eligibility was changed from reduced-price to free status).			
	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
25. Students:	a. N/A	b. N/A	c. 0
26. Applications:	a. N/A	b. N/A	c. 0
Changed To Reduced Price			
Enter the number of Applications and students originally approved for free meal benefits, by type, but determined eligible for reduced-price meal benefits based on documentation provided by the household (i.e., the students' eligibility was changed from free to reduced-price status).			
	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
27. Students:	a. 0	b. 0	c. N/A
28. Applications:	a. 0	b. 0	c. N/A
Changed To Paid			
Enter the number of Applications and students originally approved for free and reduced-price meal benefits, by type, but determined ineligible for either free or reduced-price meal benefits based on information submitted by the household during the Verification process (i.e., the students' eligibility was changed to paid).			
	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
29. Students:	a. 0	b. 0	c. 0
30. Applications:	a. 0	b. 0	c. 0
Did Not Respond - (Changed To Paid)			
Enter the number of applications and students, by type (categorically eligible free, income eligible free or income eligible reduced-price), that did not respond to verification efforts. The eligibility for these students are changed to paid.			
	Changed To Paid, Free Eligible - Categorically Eligible	Changed To Paid, Free Eligible - Income Eligible Free	Changed To Paid, Reduced-Price Eligible - Income Eligible Reduced-Price
31. Students:	a. 0	b. 0	c. 0
32. Applications:	a. 0	b. 0	c. 0

This is the same reporting information and relatively the same format as the paper 742 form. There is one MAJOR difference. The placement of the boxes for students and applications is opposite than it is on the paper form. For SFA's who are using their paper copy of the 742 to enter their outcome information into CNIPS, be sure to double check that the correct information for students and applications are entered.

By the close of the 1st open window SFA's must have entered all information up to this point and have it saved without an error message in order to meet the first compliance deadline for completion of verification activities.

Final Reporting Requirement

Reapplied and Reapproved on or Before February 15, 2013

(This section cannot be answered until February 15, 2013)

	Changed To Paid, Free Eligible - Categorically Eligible	Changed To Paid, Free Eligible - Income Eligible Free	Changed To Paid, Reduced-Price Eligible - Income Eligible Reduced-Price
34. Students:	a. <input type="text"/>	b. <input type="text"/>	c. <input type="text"/>
35. Applications:	a. <input type="text"/>	b. <input type="text"/>	c. <input type="text"/>

This is the only items that will be applicable to the 2nd open window starting February 16th. SFA's who had household change to a paid status during verification must report the corresponding number of applications and students for each benefit level that re-applied and were approved for benefits on or before February 15th. At the close of the 2nd window after March 1st, consultants will review the report and indicate inside the report the SFA's eligibility to request an alternate sample size next year.

Thank You!