**Instruction for the School Food Authority (SFA) Verification Collection Report**

**Part 1 Instructions**

*SFAs with schools and/or RCCIs* ***without*** *approved free/reduced applications on file as of October 1st must click the certify box and then click the submit button. Reminder: Sections 1, 2, and 3 of the Verification Collection Report MUST be completed on or after October 31st, but no later than November 30th.*

*All SFAs with schools and/or RCCIs* ***collecting*** *individual applications must complete Part 1. This includes schools and/or RCCIs in a Provision 2/3 base year.*

**4-1 A:** Enter the number of **applications** **approved** **categorically** **free eligible** based on documentation submitted on an application as of **October 1st** (i.e. case number for SNAP/TANF). DO NOT INCLUDE DIRECTLY CERTIFIED STUDENTS OR CARRY OVER DETERMINATIONS FROM THE PREVIOUS YEAR.

**4-2 A:** Enter the number of **applications** **approved** **free eligible** based on ***income*** information submitted by the household as of **October 1st**. DO NOT INCLUDE CARRY OVER DETERMINATIONS FROM THE PREVIOUS YEAR.

**4-3 A:** Enterthe number of**applications approved *reduced price*****eligible** based on ***income*** information submitted by the household **as of October 1st.** DO NOT INCLUDE CARRY OVER DETERMINATIONS FROM THE PREVIOUS YEAR.

**5-4:** From the total applications reported above enter the total number of **ERROR PRONE applications** on file as of **October 1st**.

**Number of applications to be verified:** The number of applications to verify will automatically be calculated.

**Certify:** Click the certification statement box to certify that the data entered is accurate in Part 1.

**Submit:** Click the submit button for the information to be received by the state agency.

**Submission Confirmation:** The SFA will confirm the number of applications to verify.

**Reminder:** **MUST LOG IN ON OR AFTER OCTOBER 31ST AND NO LATER THAN NOVEMBER 30TH TO FINISH THE VERIFICATION DATA COLLECTION REPORT.**

**Please Note:** If you click on the Verification link on SNEARS after submitting page one, the screen will be available as “read only” mode until October 30th. On October 31st, the second and third parts of the Verification Collection Report will be available for completion and final submission.