**Part 2 Instructions for the School Food Authority (SFA) Verification Collection Report**

For additional guidance on verification requirements and procedures, refer to the Eligibility Manual (http://www.fns.usda.gov/cnd/guidance/EliMan.pdf).

The SFA information will be pre-populated from SNEARS.

**Section 1**

All SFAs with schools or RCCIs operating the NSLP and/or SBP must complete this section (This includes district wide CEP, Provision 1 and Provision 2). Everyone must report schools or institutions operating the NSLP and/or SBP and students with access to the NSLP and/or SBP as of the **last operating day in October.**

**1-1A & B:** TOTAL number of schools (not including RCCIs) operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP as of the **last operating day in October.**

**1-2A & B:** TOTAL number of RCCIs operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP in RCCIs as of the **last operating day in October.**

**1-2aA & 1-2aB:** Of the RCCIs reported in **1-2A**; enter the number of RCCIs with DAY students and ONLY the DAY students with access to the NSLP and/or SBP in RCCIs **(day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable)** as of the **last operating day in October.**

**1-2bA & 1-2bB:** Of the RCCIs reported in **1-2A**; enter the number of RCCIs with NO day students and the TOTAL number of institutionalized students as of the **last operating day in October.**

NOTE: The sum of the students reported in 1-2aB and 1-2bB will NOT equal the total in 1-2B.

**Section 2**

All SFAs with some or all schools and/or RCCIs operating under an alternative provision must complete this section (This includes CEP, Provision 1 and Provision 2). For RCCIs operating an alternate provision, include both day and residential students. Report students with access to the NSLP and/or SBP as of the **last operating day in October**. Complete 2-1 and 2-2 only if the school operates alternate provisions for BOTH programs resulting in no collection of applications for the school. Schools operating Provision 2/3 for only one program and collecting household applications for the other program should report applicable provision data in 2-5.

**2-1A & B:** BASE year is when certification procedures are conducted.

**2-2A & B:** NON BASE year is when no certification procedures are conducted.

**2-2aB, 2-2bB:** Multiply the most recent base year FREE percentage by the enrollment reported in **2-2B** to determine **2-2aB**. Multiply the base year REDUCED PRICE percentage by the enrollment reported in **2-2B** to determine **2-2bB.**

**2-3A & B:** Report total number of schools operating in Community Eligibility Provision in **2-3A**. Record number of enrolled students with access to NSLP and SBP in **2-3B**.

**2-4A & B:** To be completed schools operating in Provision I only.

**2-5A & B:** Enter the number of schools and/or RCCIs and students enrolled operating an alternate provision for **ONLY SBP or ONLY NSLP**. Include schools/RCCIs operating in both a base year and non-base year.

**Section 3**

**3-1:** This section is pre-populated only for those operating in DISTRICT WIDE Community Eligibility Provision and non-base year Provision 2. All other SFAs must complete this section. If all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP, then check box 3-1. Direct certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP or TANF agency). This process eliminates the need for the household to submit an application. Report students approved FREE eligible as of the **last operating day in October**.

**3-2B:** Include students directly certified with SNAP. If a student is directly certified with SNAP as well as with another program (e.g. TANF/eligible homeless, migrant, foster and runaway), include the student in this SNAP count (3-2B). Also include in this count any student in the SFA deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP.

**3-3B:** Include students directly certified through programs other than SNAP. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household directly certified with TANF or FDPIR. DO NOT include SNAP students already reported in 3-2.

**3-4B:** This section is not applicable and is greyed out.

**Section 4**

All SFAs with schools and/or RCCIs collecting household applications must report this section, including schools and/or RCCIs in a Provision 2/3 base year. Report number of **applications (A)** approved as of **October 1st**. Report number of **students (B) as of the last operating day in October**.

**4-1A,4-2A,4-3A:** This information is pre-populated from Part 1 and is in “read only” mode.

**4-1B:**  The number of **students as of the last operating day in October** approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or FDPIR on an application). *Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household categorically FREE eligible with SNAP, TANF, or FDPIR.*

**4-2B:** The number of **students as of the last operating day in October** approved FREE eligible based on income information submitted by the household.

**4-3B:** The number of **students as of last operating day in October** approved REDUCED PRICE eligible based on income information submitted by the household.

**T-1:** Enter the total number of students reported as FREE eligible. (3-2B) + (3-3B) + (4-1B) + (4-2B) + (2-2aB, if applicable). The system will have an edit to confirm that the data is correct.

**T-2:** Enter the total number of students reported as REDUCED PRICE eligible. (4-3B) + (2-2bB, if applicable). The system will have an edit to confirm that the data is correct.

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**Section 5**

**5-1:** This check box will be pre-populated if all schools and/or RCCIs are exempt from verification or greyed out for those schools and/or RCCIs who must complete the verification process.

**5-2:** Indicate whether verification was performed and completed by the deadline of November 15th. If verification was completed after the deadline, report the remainder of Section 5 as applicable.

**5-3:** Number one will be pre-populated for all SFAs

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**5-4:** This information is pre-populated from Part 1 and is in “read only” mode.

**5-5:** This number must equal the number of applications to verify in Part 1. (Do NOT include any questionable applications for cause).

**5-6:** This box will be pre-populated since direct verification is not done in New Jersey.

**5-7A & B:** These sections are not applicable and will be greyed out.

**5-8:** For the purposes of this report verification is complete:

• for households whose eligibility does not change as of the date of the confirmation of eligibility by a reviewing official;

• for households which do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;

• for households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

**Responded:** The household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

**NOT Responded:** The household did not provide sufficient documentation or the household did not provide a response.

**A1, B1, & C1:** Number of applications with no change and the number of students on these applications.

**A2 & B2:** Number of applications changed to REDUCED PRICE based on sufficient documentation provided by the household and the number of students on the applications.

**C2:** Number of applications changed to FREE based on sufficient documentation provided by the household and the number of students on the applications.

**A3, B3, & C3:** Number of applications for which the eligibility was changed to PAID based on sufficient documentation by the household and the number of students on the applications.

**A4, B4, & C4:** Number of applications for which the eligibility was changed to PAID because documentation necessary to complete the verification process was NOT provided and the number of students on the applications.

The number of applications reported in Section 5-8 should include both the results of verification from the verification process and the results from any applications verified for cause reported in VC-1.

**VC-1:** If applicable in at least one school and/or RCCI, report all applications verified for cause outside of the verification process (7 CFR 245.6a) as of November 15th. Applications verified for cause are NOT considered part of the required sample size.

**Include the results of verification for cause by original benefit type in the appropriate category in 5-8.**