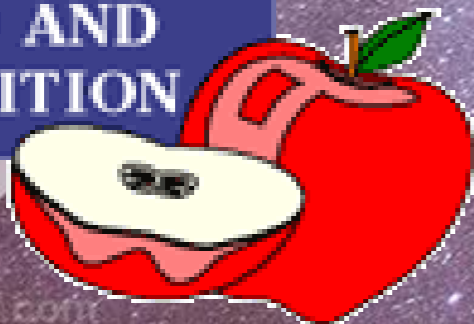


Verification Webinar: Episode 2

Part 2 of Collection Report

**DIVISION OF
FOOD AND
NUTRITION**



NJ Department of Agriculture
School Nutrition Programs

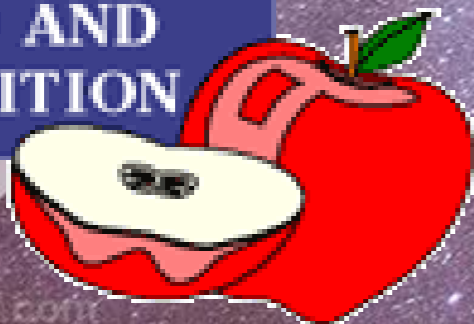
609-984-0692

www.nj.gov/agriculture

Verification Webinar: Episode 2

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**DIVISION OF
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Objectives

- ❖ **Review Important Deadlines for submitting your SFA's Verification Collection Report**
- ❖ **Overview of Part 2 of the Verification Collection Report**

Previously on Episode I...

- ❖ **Part 1 Verification Collection Report in progress**
 - ❖ **MUST be completed by October 30**
- ❖ **Have you begun your Verification process?**
 - ❖ **MUST be completed by November 15**
- ❖ **Verification: Episode 1 Webinar available on SNEARS**
- ❖ **There are no changes to the Verification Collection Report (FNS-742) for this school year.**

Save the Dates

❖ **October 30th**

❖ **Deadline to Complete Part 1 Verification Collection Report**

❖ **October 31st**

❖ **Verification Collection Report Part 2 Opens**

❖ **November 5th**

❖ **Live Workshop**

❖ **November 15th**

❖ **Deadline to Complete the Verification Process**

❖ **November 30th**

❖ **Deadline to Submit Verification Collection Report Part 2 in SNEARS**

It's October 31st!









- ❖ **Final submission of the Verification Collection Report is available in SNEARS from October 31st through November 30th**
- ❖ **All SFAs must complete all applicable fields**



Section 1-1

	All SFAs must report Section 1	A. Number of Schools OR Institutions (As of October 31st)	B. Number of Students (As of October 31st)
Section 1 Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	1-1: Total schools operating the NSLP and/or SBP (Do not include RCCIs or Milk Only Sites):	<input type="text"/> ?	<input type="text"/> ?
	1-2: Total RCCIs operating the NSLP and/or SBP (Do not include schools reported in 1-1):	<input type="text"/> ?	<input type="text"/> ?
	1-2a: RCCIs with day students. Report the number of institutions with day students only in 1-2aA and <i>report the number of <u>day students</u> only in 1-2aB::</i>	<input type="text"/> ?	<input type="text"/> ?
	1-2b: RCCIs with NO day students: Report the number of institutions with <u>NO day students</u> in 1-2bA and <i>report the number of <u>institutionalized</u> students in 1-2bB:</i>	<input type="text"/> ?	<input type="text"/> ?

Section 1-2

	All SFAs must report Section 1	A. Number of Schools OR Institutions (As of October 31st)	B. Number of Students (As of October 31st)
Section 1 Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	1-1: Total schools operating the NSLP and/or SBP (Do not include RCCIs or Milk Only Sites):	<input type="text"/> 	<input type="text"/> 
	1-2: Total RCCIs operating the NSLP and/or SBP (Do not include schools reported in 1-1):	<input type="text"/> 	<input type="text"/> 
	1-2a: RCCIs with day students. Report the number of institutions with day students only in 1-2aA and <i>report the number of <u>day students</u> only in 1-2aB:</i>	<input type="text"/> 	<input type="text"/> 
	1-2b: RCCIs with NO day students: Report the number of institutions with <u>NO day students</u> in 1-2bA and <i>report the number of <u>institutionalized</u> students in 1-2bB:</i>	<input type="text"/> 	<input type="text"/> 

RCCIs













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):		
1-2 Total RCCIs (Do not include schools counted in 1-1):	4	250
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	3	85
1-2b RCCIs with NO day students:	1	25

RCCI	Day Students	Residential Students	All Students
1	50	10	60
2	0	25	25
3	30	30	60
4	5	100	105
Total	85	165	250







Section 2: SFAs Operating Provisions

	ONLY SFAs with alternate provisions (CEP, Provision 1 or Provision 2) must report in Section 2	A. Number of Schools AND Institutions (As of October 31st)	B. Number of Students (As of October 31st)
Section 2 SFAs with schools operating alternate provisions	2-1: Operating Provision 2 in a BASE year for NSLP and SBP:	<input type="text"/> 	<input type="text"/> 
	2-2: Operating Provision 2 in a NON BASE year for NSLP and SBP:	<input type="text"/> 	<input type="text"/> 
	2-2a: Provision 2 students reported as FREE in a NON BASE year:		<input type="text"/> 
	2-2b: Provision 2 students reported as REDUCED PRICE in a NON BASE year:		<input type="text"/> 
	2-3: Operating the Community Eligibility Provision (CEP):	<input type="text"/> 	<input type="text"/> 
	2-4: Operating Provision 1 for NSLP and SBP:	<input type="text"/> 	<input type="text"/> 
	2-5: Operating an alternate provision(s) for ONLY SBP or ONLY NSLP:	<input type="text"/> 	<input type="text"/> 

Section 3

<p>Section 3</p> <p>Students approved as FREE eligible NOT subject to verification</p>	<p>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</p> <p>3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification. This includes SFAs with all of their sites in Provision 1 or Provision 2 in a NON-BASE YEAR. (Please note: this box will be automatically checked for District-wide CEP, RCCI's with NO Educational Component, and juvenile detention centers).</p>	<p>B. Number of FREE Students (As of October 31st)</p>
	<p>Before completing Sections 3-2 and 3-3, make sure the following information is updated from your most recent round of Direct Certification. Your DC list must be up-to-date (i.e., duplicates and withdrawn students prior to October 31st have been deleted, benefit sources changes for SNAP and/or TANF have been updated and extended to all household members, and students originally approved with a paper application, who changed to DC , have been updated.</p>	
	<p>3-2: Students <u>directly certified</u> through Supplemental Nutrition Assistance Program (SNAP):</p>	<input type="text"/> 
	<p>3-3: Students <u>directly certified</u> through other programs:</p>	
	<p>3-3a: Students <u>directly certified</u> through Temporary Assistance for Needy Families(TANF):</p>	<input type="text"/> 
	<p>3-3b: Students <u>directly certified</u> through Foster match:</p>	<input type="text"/> 
	<p>3-3c: Students <u>approved with a Foster Letter</u> from the Department of Children and Families(DCF):</p>	<input type="text"/> 
	<p>3-3d: Students documented as Homeless, Migrant, and/or Runaway by the district's Homeless Liaison, Migrant Education Program Coordinator, or by the Runaway & Homeless Youth Act (RHYA):</p>	<input type="text"/> 
	<p>3-3e: Students documented as Head Start from an approved list from the Head Start Coordinator, or non-applicant but approved by local officials:</p>	<input type="text"/> 
	<p>3-3 TOTAL:</p>	<input type="text"/>


Section 3

<p>Section 3</p> <p>Students approved as FREE eligible NOT subject to verification</p>	<p>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</p> <p>3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification. This includes SFAs with all of their sites in Provision 1 or Provision 2 in a NON-BASE YEAR. (Please note: this box will be automatically checked for District-wide CEP, RCCI's with NO Educational Component, and juvenile detention centers).</p>	<p>B. Number of FREE Students (As of October 31st)</p>
	<p>Before completing Sections 3-2 and 3-3, make sure the following information is updated from your most recent round of Direct Certification. Your DC list must be up-to-date (i.e., duplicates and withdrawn students prior to October 31st have been deleted, benefit sources changes for SNAP and/or TANF have been updated and extended to all household members, and students originally approved with a paper application, who changed to DC, have been updated.</p>	
	<p>3-2: Students <u>directly certified</u> through Supplemental Nutrition Assistance Program (SNAP):</p>	<input type="text"/> 
	<p>3-3: Students <u>directly certified</u> through other programs:</p>	
	<p>3-3a: Students <u>directly certified</u> through Temporary Assistance for Needy Families(TANF):</p>	<input type="text"/> 
	<p>3-3b: Students <u>directly certified</u> through Foster match:</p>	<input type="text"/> 
	<p>3-3c: Students <u>approved with a Foster Letter</u> from the Department of Children and Families(DCF):</p>	<input type="text"/> 
	<p>3-3d: Students documented as Homeless, Migrant, and/or Runaway by the district's Homeless Liaison, Migrant Education Program Coordinator, or by the Runaway & Homeless Youth Act (RHYA):</p>	<input type="text"/> 
	<p>3-3e: Students documented as Head Start from an approved list from the Head Start Coordinator, or non-applicant but approved by local officials:</p>	<input type="text"/> 
	<p>3-3 TOTAL:</p>	<input type="text"/>





Section 4


<p><u>Section 4</u></p>	<p>**ALL SFAs collecting applications must report Section 4** The data entered in Section 4, Column A has been pre-populated below from PART 1 and is based on the number of paper applications approved as of OCTOBER 1. The data that needs to be entered below for Section 4, Column B, must be the number of STUDENTS AS OF OCTOBER 31st approved eligible through a paper application.</p>	<p>A. Number of Applications (As of October 1st)</p>	<p>B. Number of Students (As of October 31st)</p>
<p>Students approved as FREE or REDUCED PRICE eligible through a household application</p>	<p>4-1: Approved as categorically FREE Eligible: Report the total number of students from your approved paper applications with a SNAP/TANF case number OR the Foster Box was checked as of October 31st.</p>	<input type="text"/> ?	<input type="text"/> ?
	<p>4-2: Approved as FREE eligible: Report the total number of FREE students from your approved paper applications based on household size and income information as of October 31st.</p>	<input type="text"/> ?	<input type="text"/> ?
	<p>4-3: Approved as REDUCED PRICE eligible: Report the total number of REDUCED PRICE students from your approved paper applications based on household size and income information as of October 31st.</p>	<input type="text"/> ?	<input type="text"/> ?

Totals

3-2: Students <u>directly certified</u> through Supplemental Nutrition Assistance Program (SNAP):	<input type="text"/> 
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3-3 TOTAL:	<input type="text"/> 
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4-1: Approved as categorically FREE Eligible: Report the total number of students from your approved paper applications with a SNAP/TANF case number OR the Foster Box was checked as of October 31st.	<input type="text"/> 	<input type="text"/> 
4-2: Approved as FREE eligible: Report the total number of FREE students from your approved paper applications based on household size and income information as of October 31st.	<input type="text"/> 	<input type="text"/> 

2-2a: Provision 2 students reported as FREE in a NON BASE year:	<input type="text"/> 
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Section T-1: Total number of FREE Eligible Students Reported: (Add together the total number of students reported in YELLOW boxes: (3-2B) + (3-3 TOTAL) + (4-1B) + (4-2B) + (box 2-2aB, if applicable))	<input type="text"/>
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Totals

4-3: Approved as REDUCED PRICE eligible: Report the total number of REDUCED PRICE students from your approved paper applications based on household size and income information as of October 31st.	<input type="text"/>	<input type="text"/>
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2-2b: Provision 2 students reported as REDUCED PRICE in a NON BASE year:	<input type="text"/>
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Section T-2: Total REDUCED PRICE Eligible Students Reported: (Add together the total number of students reported in BLUE boxes: (4-3B) + (box 2-2aB, if applicable))	<input type="text"/>
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Section 5

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).
If 5-1 is checked, no further reporting in Section 5 is required.

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:

1. Standard (Lesser of 3% or 3,000 error-prone)
2. Alternate one (Lesser of 3% or 3,000 selected randomly)
3. 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/FDPIR case numbers)

If 1 or 3 is selected in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.

5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone

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

****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

Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

5-7: Confirmed through direct verification:

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Section 5

5-8: Results of Verification by Original Benefit Type

For each original benefit 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.

A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. 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. Responded, Changed to FREE:		
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:			4. NOT Responded, Changed to PAID:		

Verified for Cause

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 addition to the verification requirement.

[Save For Later](#)

[Final Submission](#)

Thank you for attending the Verification webinar!

This webinar will count toward 2 hours of professional standards training:

Key Area- Administration

Learning Topic- Free and Reduced Price Meal Benefits

Topic Code - 3110 Eligibility

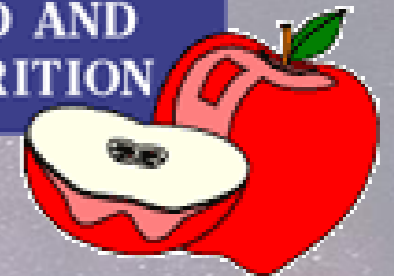


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**DIVISION OF
FOOD AND
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BE WITH YOU**

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