# Attachment A, Memo No. 2022-2023-27

# September 30, 2022

## **Virginia Department of Education, Office of School Nutrition Programs logo**

## **School Food Authority Verification Report Checklist**

School food authorities (SFAs) approved to participate in the National School Lunch Program (NSLP) must conduct verification. All SFAs must complete the SFA Verification Collection Report in SNPWeb by November 15, including SFAs and Residential Child Care Institutions (RCCIs) that were not required to conduct verification.

Visit the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) [Training & Resources webpage](https://doe.virginia.gov/support/nutrition/training/index.shtml) to learn more about the RISE.com e-learning platform and how to access the VDOE-SNP training video, *Verification of School Meal Applications.*

The SFA Verification Collection Report is accessed in SNPWeb>Applications>Verification Report. Select *Modify* for 2022–2023 to create the report or to work with the report. Select *View* to see the data in the report without making changes.

**All SFAs required to conduct verification must complete Sections 1–4 plus Questions 5–3 (select *STANDARD*) and 5-4 on October 1 or shortly after to confirm the required verification sample size in Question 5-5.**Only complete Column A, as of October 1, for the questions to generate the sample size. Column B data will be completed after October 31. The report will show error messages that can be ignored until the October 31 data is entered.

**General Information**

*All SFAs complete this section.*

### **Section 1**

*All SFAs complete this section.*

* **Question 1-1** A and B: For **schools only** to report data as of October 31.
* **Question 1-2, 1-2a, and 1-2b**: For **RCCIs** to report data as of October 31.

### **Section 2**

*To be completed by SFAs with one or more schools operating a special provision (Community Eligibility Provision (CEP), Provision 2 or 3). Fields should be grayed out if they do not apply to your SFA. SFAs using* ***Provision 2 for breakfast only*** *complete Question 2-5.*

* **Question 2-1 and 2-2**: Complete these questions if one or more schools participate in Provision 2 or 3 for **BOTH** the School Breakfast Program (SBP) and NSLP.
* **Question 2-3**: Complete this question if one of more schools participate in CEP.
* **Question 2-4**: Not applicable in Virginia.
* **Question 2-5**: Complete this question **only** if one or more sites participate in **Provision 2 for SBP only.**

### **Section 3**

*All SFAs complete this section.*

* **Question 3-1**: Check this box **only** if you are **divisionwide CEP, an RCCI with no day students or a SFA with divisionwide Provision 2 or 3 for both breakfast and lunch in a non-base year**. If you are required to check the box, you are finished with this section.
* **Question 3-2**: Record the number of students directly certified as free. **Do not include the students enrolled in CEP schools in this total.** Do not include directly certified reduced-price students. This number should be larger than the number recorded in question 3-3.
* **Question 3-3**: Record the number of students certified as categorically eligible by other methods (TANF, Migrant, Homeless, Runaway, Head Start, Foster, and Directly Certified Medicaid **Free only**). **Do not include the students enrolled in CEP schools in this total.** Do **NOT** record Medicaid Reduced-price in this total.
* **Question 3-4**: All SFAs answering 3-2 and 3-3, should report “0”.

### **Section 4**

***Only*** *SFAs that collect household applications must complete this section. The number of applications reported in Column A must be as of* ***October 1*** *and the number of students reported in Column B must be as of* ***October 31****.*

* **Question 4-1**: Report the number of applications approved with a SNAP or TANF case number in **Column A as of October 1**, and the students in **Column B as of October 31**.
* **Question 4-2**: Report the number of applications approved as free based on income determination and household size in **Column A as of October 1**, and the students in **Column B as of October 31**.
* **Question 4-3**: Report the number of applications approved as reduced-price based on income determinations and household size in **Column A as of October 1**, and the students in **Column B as of October 31**.

### **T-1- Total Free Eligible Students Reported**

*This is a system generated total of the number of free eligible students reported in column B of questions 4-1 and 4-2.*

* If the total is incorrect, check the data.
* Exception: For partial CEP SFAs, the number of free eligible in T-1 will be less than the number reported in the October claim for partial CEP SFAs. This is because the claim and the SNPWeb Monthly Eligibility Report for October will include a calculated number of free eligible for CEP schools using the claiming percentage.

### **T-2 Total Reduced Eligible Student Reported**

*This is a system generated total number of reduced-price eligible students reported in column B of question 4-3.*

* If the total is incorrect, check the data entered.
* Do not report the number of Directly Certified Medicaid Reduced in this question or anywhere on the report.

### **Section 5**

*All SFAs Complete.*

* **Question 5-1:** **Only SFAs that are not required to complete verification check this box.** (SFAs with divisionwide CEP, RCCIs with no day students, and SFAs with divisionwide Provision 2 or 3 for both breakfast and lunch in a non-base year). **If you were required to check the box, you have finished this section.**
* **Question 5-2:** Select the radio button that accurately reflects when verification was completed. A corrective action plan must be submitted with the report if the SFA did not meet the deadline of November 15, 2022.
* **Question 5-3:** **All SFAs must select *standard***. Alternate sample sizes must be pre-approved by the Virginia Department of Education, Office of School Nutrition Programs(VDOE-SNP).
* **Question 5-4:** Report the **total number of error-prone applications in the application pool**. This total should be available in the October 1 report of approved applications on file from SFA eligibility software. **It is NOT the number of error-prone applications selected for verification.**
* **Question 5-5:** This is a system-generated number of applications that must be selected for verification. This number is calculated using the number of approved applications in questions 4-1, 4-2, and 4-3 and multiplied by three percent and then rounded to the next whole number. If this number does not agree with the number generated from your local software, check the data in questions 4-1, 4-2, and 4-3. Contact your VDOE-SNP regional specialist with questions.
* **Question 5-6:** All SFAs that conducted verification check this box. Virginia SFAs did not choose direct verification.
* **Question 5-7:** Report “0” in A and B if you conducted verification.
* **Question 5-8:** This section captures the results of verification by original benefit type.
	+ A. Free Categorically Eligible - Responses should be “0” because categorically eligible applications do not meet the verification qualifications of an error-prone application.
	+ B. Income - Report the number of income applications selected for verification in column A and the number of students in column B for each type of result.

### **VC-1**

*Total number of applications verified for cause.*

* Enter the number of applications verified for cause plus the required sample of applications verified. Do not include these results in Question 5-8.

### **Corrective Action Plan Attachments**

*Attach the corrective action plan if required.*

* If you did not meet the required deadline of November 15, 2022, you must submit a corrective action plan.
* A template for a corrective action plan is available in SNPWeb>Download Forms>VDOE Prototypes-Verification.
* Complete the corrective action plan and upload it as an attachment.