# SNP Memo #2019-2020-23

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: November 4, 2019

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Verification Reporting Requirements

The purpose of this memo is to provide guidance to local educations (LEAs) and school food authorities (SFAs) on the annual requirements for reporting verification. Director’s memo #2019-2020-16, dated September 27, 2019, detailed the annual requirements for completing the verification process. The deadline for completing the verification process is November 15 of each year. **All SFAs are required to complete the SFA Verification Collection Report in the School Nutrition Program Web-based (SNPWeb) software. The deadline for completing this report is December 15, 2019.**

### The SFA Verification Collection Report

All SFAs participating in the National School Lunch Program, whether or not the SFA is required to conduct verification, are required to complete certain information in the SFA Verification Collection Report. The SFA Verification Collection Report will be locked December 16 and SFAs will have to contact their regional specialist for assistance. SFAs using a free and reduced eligibility software package may produce a verification summary or FNS-742. The FNS-742 will contain the data needed for completing the Verification Collection Report.

When completing the verification report please make sure that consistent data is used when entering the number of students and the number of applications. The number of students used in the report should be as of October 31 and consistent with the number of students reported in the October claim. The number of applications used in the report are as of October 1 and the same number of approved applications used to determine the verification sample.

Attachment A provides a detailed checklist to help complete the Verification Collection Report.

### Special Reporting Requirements for Medicaid Direct Certification

Virginia is required to collect the number of students directly certificated with Medicaid as part of an ongoing study of the project. Because Medicaid reduced students are not captured in the Verification Collection Report, please complete Attachment B to this memo and report the number of students directly certified as free with Medicaid (DCMF) and directly certified as reduced with Medicaid (DCMR). Attachment B must be submitted by email to [SNPWebdoc@doe.virginia.gov](mailto:SNPWebdoc@doe.virginia.gov) and copy your regional specialist by the December 15 deadline. Medicaid free students are included in the total number of students reported in Section 3, Question 3-3 as students directly certified through other programs.

If you have any questions, please contact the SNP Regional Specialist assigned to your school division or the Office of School Nutrition Programs at (804) 225-2074.

SCC/BDB/cc

### Attachments

A. SFA Verification Collection Report Checklist

B. Form for Number of Students Directly Certified with Medicaid