CNS Update: Verification Summary Report for School Year 2015-16

Child Nutrition Services is collecting the Verification Summary Report via excel spreadsheet and e-mail this year. Attached to this e-mail, you will find the spreadsheet. The first tab contains the instructions and the second tab contains the actual report. Please use the instructions as they will guide you through the questions and help clarify the information that is being requested. **The spreadsheet must be sent to nslpreports@k12.wa.us not later than February 1, 2016.**

In order for Child Nutrition Services to effectively submit the required summary report to the United States Department of Agriculture (USDA), all local education agencies (LEA) must return the actual Excel Spreadsheet; pdf copies cannot be accepted. You must also save/rename the excel spreadsheet with the LEA name in the title of the document.

**All LEAs that participate in the National School Lunch Program must complete and return the report. This includes LEAs that participate in the Community Eligibility Provision or Provision 2 for all schools and most Residential Child Care Institutions. These LEAs are not required to conduct verification however you must still report the information applicable to your LEA on the Verification Summary Report. Use the instructions tab in the report to guide you.**

The following are some tips to use in addition to the instructions contained in the spreadsheet:

1. Instructions are in tab 1 and the report is in tab 2. There is a third tab which auto-populates from the information you enter in tab 2. **You do not need to do any work in tab 3.**
2. The subject line of your return e-mail must include the name of your LEA.
3. The LEA ID number is found in WINS on the sponsor profile page. It is different than your agreement number.
4. In Section 5-8, the report allows you to add lines should you need them.
5. In Section 5-8, you must assign an application ID number to the applications selected for verification. We cannot accept the household name for confidentiality purposes.
6. New information was required two years ago. The following is a recap of this information:
   - Count of students is **as of the last operating day in October.** **REMEMBER:** Count of F/R applications is **as of October 1**
• Count of students directly certified for **Basic Food** is reported separately from students directly certified for **TANF, FDPIR, Foster, Homeless, Migrant, etc.** Include in these counts students that you extended categorical eligibility to because they reside in the same household as a student directly certified for Basic Food, TANF or FDPIR.

• For all LEAs, the number of error prone applications must be reported.

• For all LEAs, the number of applications and students confirmed through direct verification must be reported.

• The number of applications and students that are **confirmed** through direct verification do **NOT** need to be reported in section 5-8.

• Report the number of applications that were verified for cause as of November 15th. Verification for Cause is a separate process from verification. If you did not conduct Verification for Cause, report 0.

• Do report the results of verification for cause in Section 5-8. Please change the font color to **RED** so we can easily identify which applications were verified for cause.

• When the instructions guide you to “check the box” and/or enter “N/A” or “0”, you must enter as applicable.

We are unable to auto populate information and you must enter it for us. For example, LEA name, city, etc. This might seem like information that Child Nutrition Services doesn’t need but the information is actually required in the report for USDA.

Thank you for your time and patience in the collection of the Verification Summary Report. The reporting template is also available on the Child Nutrition Services webpage at:  [http://www.k12.wa.us/ChildNutrition/Programs/NSLBPF/FreeReduced.aspx](http://www.k12.wa.us/ChildNutrition/Programs/NSLBPF/FreeReduced.aspx)