

Superintendent of Public Instruction National School Lunch Program



Instructions for Completing Your 2011-12 Verification Summary Report Online

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PART 1

GENERAL INFORMATION

Following are instructions to assist you in completing the online submission of your local education agency (LEA) 2011–12 Verification Summary Report. The instructions are sent to you in 3 email attachments:

PART 1 – General Information 2011–12 Verification Summary Report Online

PART 2 – Verification Summary Report

PART 3 – Error Messages

Purpose

The purpose of the Verification Summary Report is to gather data from each LEA, based on United States Department of Agriculture (USDA) regulations. The information includes the number of approved free and reduced-price applications on file as of October 1 and the number of applications and students on the applications approved, based on a variety of categories. In addition, statistics are gathered for each household verified related to the results of the verification process.

Procedures

We have previously requested that each LEA submit a Verification User Authorization (UA) Form, which we have entered into the Colyar System to give the person specified on the UA access to the Verification module. If you are a new user, plan to follow the new user instructions on pages 5–6. If you already have access to the Colyar System and have a User Name and Password, proceed to page 6, where information applies to all users.

Detailed instructions for completing each item of the Verification Summary Report are included in PART 2.

Other Information

1. Colyar is the name of the company that developed the software program, which has been adapted to meet our state's standards. This system is also referred to as CNP 2000.
2. Use your "TAB" key for all entries you make in the fields required. Do NOT use the "enter" key as you will be kicked out of the system and returned to the login page.
3. If you are working in the report and are called away or interrupted, go all the way to the end of the page and click on the "submit" button. This is the same as a "save" button. The system will time you out if left unattended for more than a

couple of minutes. If you have not hit the submit button, you will lose all data previously entered.

4. **ERROR MESSAGES:** It is common to have error messages as you go through the verification data entry process. However, once all the data has been entered and the system still indicates one or more errors, you **MUST** correct the error(s) before you have completed the verification process.

Contact Information

If you have questions or need help, please do not hesitate to contact your assigned NSLP Specialist:

Angela Ruiz	Olympia Office	360-725-6212	angela.ruiz@k12.wa.us
Debra Calhoun	Spokane Office	509-323-2751	dcalhoun@esd101.net
Kari Lund	Edmonds Office	425-776-2955	kari.lund@k12.wa.us
Linsey LaPlant	Edmonds Office	425-292-0530	linsey.laplant@k12.wa.us
Pam Mahre	Yakima Office	509-575-2412	pam.mahre@k12.wa.us

TO BEGIN

Accessing the Internet

Type in the address: www.ccglink.com/washington/

This will take you to the following screen:



This is the child nutrition program splash screen.

Click on “login” and the following screen will appear:



Note: If you are a brand new user, you must submit a User Authorization form to CNS. We will email you your username and password.

Logging In

To log in to the system, you will enter the user name assigned to you, which is your COUNTY/DISTRICT NUMBER, FOLLOWED BY YOUR INITIALS. For example, a user name might be 01001dp: 01 is the county, 001 is the district, and dp are my initials. Do not put a hyphen between your county and district number and do not use any blank spaces. Your initials need to be lower case. If you represent a private school or RCCI, use your COUNTY/DISTRICT/BUILDING NUMBER, FOLLOWED BY YOUR INITIALS. For example, using the same scenario as above, the user name would be 010013102dp: 01 is the county, 001 is the district, 3102 is the building number, and dp are my initials.

Enter your password and click on the Login button.

OSPI always assigns the following password for first time users:

- “public” for public schools;
- “private” for RCCIs and private schools.

NEW USERS

The screen below will appear and represents the Home Page for the Child Nutrition Program (CNP) and, more specifically, the National School Lunch Program (NSLP).

The following information is an explanation of the menu items found on the Home Page, as shown below:



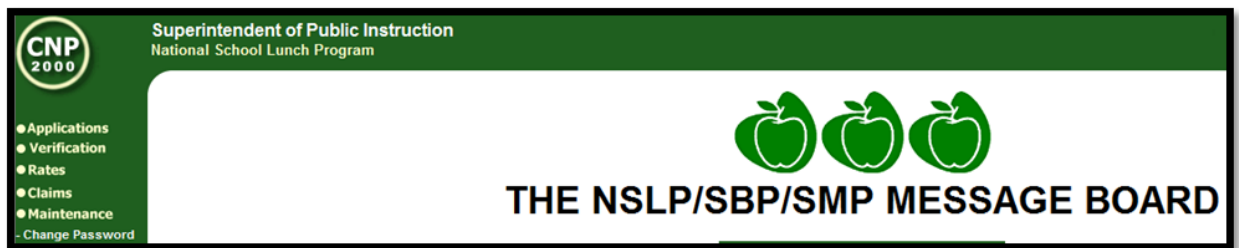
1. **Menu** – at the top of the NSLP Home Page, in the green section, right-hand side, are the following menu choices:

Program Home	Returns to the opening page of the program currently selected.
Programs	Returns to the CNP Home Page.
Exit	Exits the program.

2. The side bar menu, left-hand side, upper left hand corner, includes **Verification and Maintenance**.

Changing Your Password

The first thing you need to do is to change your password, if you have not previously done so. Click once on Maintenance and the following screen will appear:



Click on “Change Password” and the following screen will appear:

Security Setup

Change Password	
Name:	Sample School District
Login ID:	01001dp
Current Password:	<input type="password" value="*****"/>
New Password:	<input type="password" value="*****"/>
Confirm New Password:	<input type="password" value="*****"/>

Type in your “New Password.” It may be all letters, or numbers, or a combination of both—12 characters maximum. You will need to “Confirm New Password” by typing it in a second time. Click on “Submit” and the following screen will appear:

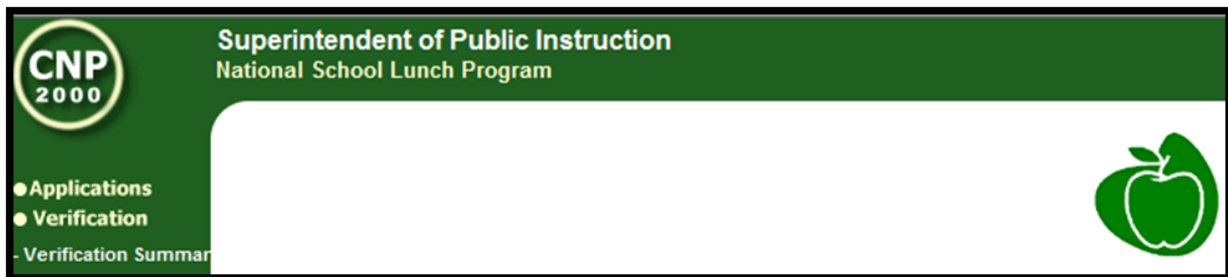
Password Change Conformation	
Change Status:	<input checked="" type="checkbox"/> YES
Your Password was changed successfully!	

The above screen shows that your password was changed successfully. Click on “Finish” and you will be returned to the Home Page.

DIRECTIONS FOR ACCESSING THE VERIFICATION SUMMARY REPORT

You may enter data into the Verification Summary Report as soon as you complete the Verification Process. Just be sure to go back into the summary and complete the information if you had any household applications that were reinstated prior to February 15th

Click once on “Verification” from the side menu bar and “Verification Summary” appears.



Click once on “Verification Summary” and the following screen will appear:

Program Year Information
Verification Summary Report

Program Year Information Verification Summary Report		
Please Select a Program Year		
Program Year	Begin Date	End Date
2012	09/01/2011	08/31/2012

This screen displays the Program Year Information and allows you to select the Program Year to use to enter data. Click once on “2012” under Program Year and the Verification Summary Report screen will appear.

Verification Summary Report

Sponsor		
Sponsor Name	Agreement Number	School Year
Sample School District	01-001	2011-2012
Verification Summary Report	Not Entered	

[< Back to Sponsor List](#)

Instructions for completing the Report are in PART 2 – Verification Summary Report.

PLEASE OPEN PART 2 NOW!