

PART 2 Verification Summary Report

Once you have clicked on the green “GO” button, you will enter the verification screens.

GENERAL INSTRUCTIONS

1. All of the information needed to complete this report should be readily available from the verification data you collected.
2. One very important requirement of verification is that you selected the correct sampling method. If your non-response rate was 20% or greater last school year, you were instructed to use the 3% focused sampling method for this school year. This sampling method requires the LEA to have selected its sample (3%) from those applications within \$1,200 yearly; \$100 monthly; \$50 twice a month; \$46 every two weeks; and \$23 weekly of the income guidelines. These are referred to as “error-prone” applications. We will be reviewing data to ensure compliance with this requirement. A list of sponsors who must use the 3% sampling method is included at the end of this section.
3. The directions below are written in sections (phases) to follow the layout of the verification screens. You will see the screen print of PHASE 1, for example, and the directions on how to complete PHASE 1 will follow the screen print.

Sponsor Information

Sponsor Information

Sponsor		
Sponsor Name	Agreement Number	School Year
New Sponsor School District	01-100	2011-2012

The Sponsor Name, Agreement Number, County, and Program Year (2012) will automatically display for your local education agency (LEA).

PHASE 1

PHASE 1		
1. Type of Free/Reduced Price Application Used:		
Household <input checked="" type="radio"/>	No Verification Required <input type="radio"/>	
Type of SFA:		
RCCI <input type="radio"/>	Private <input checked="" type="radio"/>	Public <input type="radio"/>
Number approved free or reduced applications on file as of October 1st <input type="text"/>		
[(B4-2 + B4-3 + B5 found below) = the number shown above]		
In addition, [(B4-2 + B4-3 + B5) in column B x No. 6 (below) = the number of applications to verify.]		

1. Type of Application: Select “Household” application, as all LEAs must use household applications due to Reauthorization of 2004, which became effective 7/1/06. If you are a RCCI or Special Milk Program (SMP) and do NOT collect income applications, check “No Verification Required”.

Type of SFA (School Food Authority): This section will fill in automatically for you.

Number approved free or reduced applications on file as of October 1st: Notice that the formula B4-2+B4-3+B5 is referring to the number of approved applications found in Column B and this is the number to place in the box above, following October 1st.

Enter the name and contact information of the person who can answer questions about this report.	
Name:	<input type="text"/>
Title:	<input type="text"/>
Telephone:	<input type="text"/>
E-mail:	<input type="text"/>

Enter the name and contact information of the person who can answer questions about this report: This information must be for the person who completed the Verification process. It may or may not be the same person that is entering the Verification results online. Contact information is required and the system will not let you submit (save) data until the contact information has been entered in its entirety.

Report Items 2 through 5 as of the first operating day in October			
	Total Public and Private Schools	RCCIs with Day Students	Provisions 2/3 Schools NOT OPERATING A BASE YEAR - Lunch Only
2 Number of National School Lunch Program Schools	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 Number of enrolled students with access to the NSLP (or SBP for SBP only Schools)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Number of National School Lunch Program Schools: List the number of schools, or sites, that serve lunches to students.

Special Instructions for Provision 2/3 Schools:

- If this is the base year for Provision 2/3, complete the verification summary report as you would normally and list all of the schools under Total Public and Private Schools box. Do NOT list any schools in the Provision 2/3 box.
- If this is a non-base year for Provision 2/3, enter the number of schools on Provision 2/3 in the appropriate box and any other schools that are not on Provision 2/3 in the Total Public and Private Schools box.

3. Number of enrolled students with access to the NSLP (or SBP for SBP only Schools): List the number of children that have access to the National School Lunch Program. This figure will include pre-school, ECEAP, and Head Start students who have access to the lunch program and whose meals ARE CLAIMED for reimbursement each month. NOTE: If you contract with these organizations to provide meals and do not claim those meals for federal reimbursement, do not include them in the count.

Special Instructions for Provision 2/3 Schools:

- If this is the base year for Provision 2/3, complete the verification summary report as you would normally.
- If this is a non-base year for Provision 2/3, complete the information in this section using the information in your 2011 October Building Data report. This information should have been adjusted by OSPI. If it has not been adjusted, please contact Wendy Barkley, Acting Supervisor at (360) 725-6220 or by e-mail at wendy.barkley@k12.wa.us

PHASE 2

PHASE 2		
	Column A	Column B
	Number of Students	Number of Approved Applications
4-1. Number of students approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head Start and ECEAP, pre-K Even Start, residential students in RCCIs, Migrant students, and non-applicant's applications completed and approved by local officials). <i>Include foster children who were not subject to verification here.</i>	<input type="text" value="0"/>	
4-2. Number students and applications approved as FREE ELIGIBLE based on Food Stamp/TANF/FDPIR case numbers submitted (Categorically eligible) <i>Include foster children that were subject to verification here.</i>	<input type="text" value="0"/>	<input type="text" value="0"/>
4-3. Number of students and applications approved FREE based on income/household size information submitted on an application. Include foster children here.	<input type="text" value="0"/>	<input type="text" value="0"/>
4-4. Number of FREE students reported for Provisions 2/3 Schools serving lunch only WHICH ARE NOT OPERATING A BASE YEAR.	<input type="text" value="0"/>	
4. TOTAL Number of students (A4-1 + A4-2 + A4-3 + A4-4) and applications (B4-2 + B4-3) approved as free.	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Total REDUCED PRICE ELIGIBLE reported	<input type="text" value="0"/>	<input type="text" value="0"/>
5-1. Number of REDUCED PRICE ELIGIBLE students reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR.	<input type="text" value="0"/>	

In Column A, report the number of students that are listed on the approved applications. In Column B, report the actual number of applications (pieces of paper). Remember, since you are required to use "household" applications, you want to be sure to count all students in a family ONLY once. If you take copies of household applications and file them by school/site, only count the original application. **HINT:** Column A will almost always be greater than Column B. since an application will more than likely have more than one student listed. For example, a school district may have collected 50 Free and

Reduced-Price Meal Applications; 50 would be listed in Column B. However, on these 50 applications, there were 75 students listed who attend the school district, so 75 would be listed in Column A.

- 4-1. Number of students approved as FREE ELIGIBLE who are not subject to verification:** As described, this would be the number of students approved for free meals due to the direct certification or certified as homeless, migrant, or runaway. Although you report the number of students approved for free meals that are not subject to verification, you would not have included these students in the verification process. **NEW:** When a meal application for a foster child was accompanied by documentation from a court or state or local foster care agency, this application was not subject to verification. Include these students here.
- 4-2. Number of students and applications approved as FREE ELIGIBLE based on Food Stamp/TANF/FDPIR case numbers submitted:** In column A, record the number of Students approved as categorically eligible based on Basic Food (Food Stamp)/TANF/FDPIR case numbers. In Column B, record the number of applications (pieces of paper) that were approved as categorically eligible. Note: if a household moved away prior to October 1, 2011, do not include its application in your count. **NEW:** When a meal application for a foster child was NOT accompanied by documentation from a court or state or local foster care agency, this application was subject to verification. Include these students and the application here if only foster children were on the application or if the other students on the application were denied benefits for meals.
- 4-3. Number of students and applications approved FREE based on income/household size information submitted on the application.** In Column A, record the number of students approved as free based on income/household size submitted on the income application. In Column B record the number of actual income applications (pieces of paper) approved for free meals based on income/household size. Note: If a household moved away prior to October 1, 2011, do not include its application in your count. **NEW:** If you received a meal application for a foster child and the appropriate documentation (letter from court or state or local foster care agency) which included other children in the household; include the other children (approved for free meals) in the household and the application here.
- 4-4. Number of FREE students reported for Provision 2/3 schools serving lunch only WHICH ARE NOT OPERATING A BASE YEAR:** If you are on Provision 2 or 3 and the 2011-12 school year IS A NON-BASE YEAR, report the number of free students from your Building Data (October 2011) in this box. It is important that you use the adjusted Building Data that OSPI has provided you. Do NOT report these students in 4-1, 4-2 or 4-3 column A.
- 4. TOTAL number of students and applications approved as free:** Total column A & B, rows 4-1, 4-2, 4-3, and 4-4 and put the grand total of free eligible

students in the Column A box and the total number of applications in the Column B box. This figure must match with your list of eligible free students.

5. Total REDUCED PRICE ELIGIBLE reported: In Column A, record the number of approved reduced-price students on file as of October 1, 2011. In Column B, record the number of applications (pieces of paper) approved for reduced-price lunch. Note: If a household moved away prior to October 1, 2011, do not include it in your count. **NEW:** If you received a meal application for a foster child and the appropriate documentation (letter from court or state or local foster care agency) which included the other children in the household, include the other children (approved for reduced meals) in the household and the application here.

5-1 Number of REDUCED PRICE ELIGIBLE students reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR: If you have schools on Provision 2 or 3, and the 2011-12 school year IS A NON-BASE YEAR, report the number of reduced-price eligible students from your Building Data (October 2011) in this box. It is important that you use the adjusted Building Data that OSPI provided you. Do NOT report these Provision 2/3 students in row 5 column A.

PHASE 3

PHASE 3		
May choose any option IF under 20% non-response rate from previous year. If 20% or more non-response rate, LEA must select 3% Focused.		
6. Type of Verification Used:		
3% Random <input checked="" type="radio"/> (Non-response rate < 20%)	1 + 1/2% Focused <input type="radio"/> (Non-response rate < 20%)	3% Focused <input type="radio"/> (Non-response rate >= 20%)

6. Type of Verification Used: Indicate the type of verification your LEA selected. The following guidelines will help determine which method was used:

3% Random = The non-response rate was less than 20% in the previous year. In a random selection, all applications – those with TANF/Basic Food/FDPIR case numbers, as well as income, must have an equal chance of selection.

3% Focused = The non-response rate was 20% or greater in the previous school year. If your LEA had a 20% or greater non-response rate in school year 2010-11, you must have selected 3% focused verification, which means you

selected your sample from those applications within \$1,200 yearly; \$100 monthly; \$50 twice a month; \$46 every two weeks; and \$23 weekly of the income guidelines. The list of districts with a 20% or greater non-response rate last year is attached.

1% Plus ½ % Focused = The non-response rate was less than 20% in the previous year. This method verifies one percent of the applications that were approved based on household size/income and one-half percent of the applications that were approved based on Basic Food/TANF/FDPIR case number submitted on the application.

Note: **If you did not verify the correct number of applications, you MUST select the number of applications still needing verified and go through the verification process.** For example: You had 683 applications. Three percent of 683 equal 20.49. You would have had to verify 21 applications. If you only verified, 20 you will need to select one more application, go through the process of verifying it and then report the results in the system, even if it is past the February 17 deadline. You will also need to submit a corrective action plan to ensure this error will not happen again in the future. Fill out the Corrective Action Plan box on the Verification Summary Report.

Verification Results Due by November 15th

Verification Results Due by November 15th

Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions.) Item 12 is optional, and is completed as of February 15th.

Click on “Enter Verification Results” and the following screen will appear:

Verification Summary Report: Student Application Records Worksheet

The purpose of this worksheet is to record your LEAs summary of verification actions. Information you record on this worksheet will automatically be imported to Items 7-11 on the previous screen.

Verification Summary Report Student Application Records Worksheet

Sponsor Information			
Sponsor Name	Agreement Number	County	Program Year
Sample School District	01-001	Thurston	2012

2 record(s) found on 1 page(s)

Row	Application ID	Number of Student Approvals	A. Original approval (select only one for each application)				B. Results of verification (select only one for each application)					C. Reinstated on or before Feb 15		
			Free based on basic food/tanf/foodpir	Free based on income/hh size	Reduced price	No change	Responded, changed to free	Responded, changed to reduced price	Responded, changed to paid	Did not respond				
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove
2.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove
* Rows that are not included in the verification totals.														

2 record(s) found on 1 page(s)

Add Row
< Back to Report Form
Save

When you first go into this screen, you will notice that it states “no records found”. To begin adding the results of your verification process, you must click on the button that states “Add Row”. You will add as many rows as you need; one for each application that was verified. The following screen displays the results of adding a row:

Row	Application ID	Number of Students Approved on Application	A. Original approval (select only one for each application)			B. Results of verification (select only one for each application)				C. Reinstated on or before Feb 15	Remove
			Free based on fs / tariff / fdpir case number	Free based on income / hh size	Reduced price	No change	Responded, changed to free	Responded, changed to reduced price	Responded, changed to paid		
1.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Following is a detailed description of each field and the information you need to enter for each application that the LEA verified:

Row: The rows are automatically numbered and begin with the number 1. This field cannot be modified by you.

Application ID: The Application ID can be anything you want, as it is for your own information. However, the application ID assigned should be trackable back to the application it refers too. The application ID can be the last name of each household, or a special code or ID number your district assigned to each household. Example: 30302 or Anderson.

Number of Students Approved on Application: Enter the total number of students on the household applications that were originally approved to receive free or reduced-price meals. For example, an application containing three students that were approved to receive reduced-price meals, you would enter 3 in this box.

Section A. Original approval (select only one for each application): Section A contains the following 3 options:

- Free based on Food Stamps (Basic Food)/TANF/FDPIR case number
- Free based on Income/Household size
- Reduced price

Put your cursor on the option that describes how this application was originally approved and click on the square; the option will be “checked” with a check mark.

Section B. Results of verification (select only one for each application): Section B contains the following 5 options:

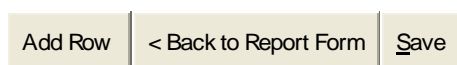
1. **No Change** (household remains eligible for benefits as originally approved)

2. **Responded, changed to free** (household sent in documentation and now qualify for free meals)
3. **Responded, changed to reduced price** (household sent in documentation and have been changed from free to reduced-price meals)
4. **Responded, changed to paid** (household sent in documentation which shows they do not qualify for free or reduced-price meals)
5. **Did not respond (household did not respond to the verification request.**
This means they did not send in any of the requested paperwork and they did not call you. If a parent/guardian calls you to let you know they are not going to send in the paperwork, this really is responding and they are indicating they no longer qualify for meal benefits. Count these families as “responded, changed to paid”)

Put your cursor on the option that describes the results of verification and click the box. The option will be “checked” with a check mark. For example, a household application was originally approved for reduced-price meals and they send in documentation to show that the household is still eligible for reduced-price meals; you would click on “No Change”.

Section C. Reinstated on or before Feb. 15th: If a household was terminated because of verification (Did not respond” box checked) and reapplied on or before February 15 and was approved for meal benefits based on documentation they bring with them to support the information on the application, this would be considered as reinstated. Remember, families that are taken off meal benefits because they did not respond, can reapply at any point in time during the school year. However, you must ask them for documentation to support the household size/income. They would essentially have to fill out the same paperwork as they would have during the verification process.

Remove: If you select the word “Remove” opposite a particular row, you will receive a message asking if you want the row removed. You can select “yes” or “cancel.” You would exercise this option if you made an error, like entering a household twice, and wanted to remove the duplicate information.



Once you have completed the verification results, you need to click on the “Save” button. If you have numerous rows to enter, you may want to save periodically, just so you don’t lose any information, especially if you get called away from the screen to take a phone call or converse with someone.

If you save and get the following message,

*** Rows that are not included in the verification totals.** This means that information is missing

from one or more rows. The row(s) that is missing information will remain pink and will not move forward into the verification totals until it is corrected. The most common reason for this error is forgetting to check one of the boxes. You would make the correction and click on the save button again. Once all rows are corrected, you may click on “< Back to Report From”. The following screen will appear:

		7a. FREE ELIGIBLE based on Basic Food/TANF eligibility (Categorically Eligible)	7b. FREE ELIGIBLE based on household size and income information (Income Eligible)	7c. REDUCED PRICE ELIGIBLE
7. No Change	Number of Applications	0	0	0
	Number of Students	0	0	0
8. Responded, Changed to Free	Number of Applications			0
	Number of Students			0
9. Responded, Changed to Reduced Price	Number of Applications	0	0	
	Number of Students	0	0	
10. Responded, Changed to Paid	Number of Applications	0	0	0
	Number of Students	0	0	0
11. Did Not Respond	Number of Applications	0	0	0
	Number of Students	0	0	0
12. Reapplied and Reapproved on or before February 15th	Number of Applications	0	0	0
	Number of Students	0	0	0

Information for Items 7 – 12 will automatically be filled in from the results you have entered on the Verification Worksheet. Notice that the top rows of each section refer to “Number of Applications” while the bottom rows of each section refer to numbers of students. Information in the top row of each section is imported from the worksheet items under Sections A and B; information in the bottom row of each section is imported from the “Number of Students Approved on Application” section of the worksheet. Gray areas of rows 8 and 9 will not contain information. **NOTE. YOU CAN NOT TYPE IN THESE BOXES. THE INFORMATION IS IMPORTED FROM THE VERIFICATION RESULTS PAGE.**

13.	Total Number of Applications Verified	<input type="text" value="0"/>
14.	Total Number of Students Verified	<input type="text" value="0"/>
15.	% Applicants That Did Not Respond	<input type="text" value="0.0"/> %

13. Total Number of Applications Verified: The number in row 13 is automatically filled in from the totals in rows 7-10. If you verified 5 applications, and the totals of rows 7-10 total five, five will be automatically entered in row 13.

14. Total Number of Students Verified: The number in row 14 will automatically be completed from information in rows 7-10.

15. % Applicants That Did Not Respond: The information in row 15 is automatically calculated from the information you have entered.

16. **On what date* was verification activity completed?**
(mm/dd/yyyy)

Verification of an individual application is complete when a household's eligibility for the level of benefits for which it was approved is confirmed, or changed to a higher level of benefit, or a letter of adverse action has been sent informing the household that benefits will be reduced or terminated.

*(Federal Regulations require that verification be completed by November 15 of each year. If you did not complete verification activities by November 15, you must submit a Corrective Action Plan in the text box provided below, detailing the corrective action you will take to ensure the problem will not occur in future years.)

16. On what date* was verification activity completed? You must enter the date verification was completed. This is the date that the final letter went to households and you are now done with the verification process.

If you did not complete the verification process by November 15, you must develop a Corrective Action Plan that explains how you will ensure the verification process is completed on time in future years. Enter your plan in the "Corrective Action Plan" box.

Corrective Action Plan

OSPI Response to CAP

Comments:

Created By: _____ Modified By: _____

Redisplay Cancel Submit

Once you have completed the Verification Summary Report, click on the “Submit” button.

Error Messages: If errors have occurred, an error message will appear at the top of the Verification Summary Report, in red, and will look like the following:

Inactive Error Messages:		
The following error(s) must be corrected in order to complete this page		
Field Identifier	Error Message	Error Code
13	Total number of applications verified must be equal to (B4-2 + B4-3 + B5) X question number 6.	4550

You must correct all errors. The Verification Summary Report can not be finished until the errors have been corrected. Error messages and how to correct them are attached in Part 3.

Verification Summary Results


Sponsor		
Sponsor Name	Agreement Number	School Year
Sample School District	01-001	2011-2012

Record Saved

< Back Finish

If you have completed all information correctly, the above screen will appear. Your Sponsor Name, Agreement Number, and School Year will be printed.

Click on the “Finish” button. You have now completed the Verification process for the 2010-11 school year and OSPI Child Nutrition Services will be informed via a Verification Summary Report in the Colyar system.

Sponsor		
Sponsor Name	Agreement Number	School Year
Sample School District	01-001	2011-2012
 Verification Summary Report	No Errors	

[← Back to Sponsor List](#)

Click on return to Sponsor List and you will be returned to the Sponsor Information screen.

If you have errors, go to Part 3. Part 3 contains a description of each error message and lists them by the code number. Each error has a brief description of the error and instruction on how to correct it.