

## VERIFICATION REPORTING: The FNS-742 Verification Summary Report

For those of you concerned about submitting the Verification Summary Report on time, I have some good news for you; **the report is NOT due on November 15th!** USDA redesigned the format for reporting the results of Verification two years ago. The redesign forced us to change the way we collect Verification data. What follows are step-by-step instructions for completing what we refer to as the FNS-742.

The attached PDF format **Verification Collection Report** document can be saved to your computer and filled out electronically, then saved again and submitted to RIDE as an attachment to an email. You cannot submit this report through *CNP Connect*, our on-line system.

**Please read this memo carefully before trying to fill out the report!! I know this sounds obvious but look at the form and what is being asked before you start. Then, gather the Verification documents compiled as you completed Verification.**

**You are reporting the results for the whole SFA (school district), not school by school. If you are sponsoring schools not part of your district, those schools must be integrated with the district for purposes of Verification.**

We hope that the following instructions along with the instructions provided with the form will help you complete this very important report in a systematic and accurate manner. In order to complete this report, you will need to gather the information and data you used to determine how many applications to verify and some data about student enrollment and eligibility status as of the last operating date in October. You will also need the completed Verification documents.

Terms to know:

- **SFA** refers to School Food Authority. Your district or in the case of independent schools, your school is the SFA. For example, Barrington Public Schools is an SFA; AccessPoint RI and Kingston Hill Academy are also SFAs.
- **SFA ID#** is the Agreement number for your organization in *CNP Connect*.
- **RCCI** refers to Residential Child Care Institution – this category does NOT apply to most of you.
- **Alternate Provisions** (Section 2 on this form) DO NOT apply in RI.
- **SNAP** refers to the Supplemental Nutrition Assistance Program.
- **TANF** (in RI known as RIWorks) is cash assistance to needy families.
- **Categorically Free Eligible** (Section 4) refers to applications and students submitted with a case number or Foster Child identified on the application.
- **Error Prone Application** is an income-based application where total income reported is within \$1200 per year of the income guideline for that household.

To get started, please print the attachment including the instructions, and then open the attachment on your computer. Try to follow the instructions right down the page.

To begin with, please complete the SFA identification section at the top. These fields should be self-explanatory. If you don't know your SFA ID#, please look it up in *CNP Connect*. Proceed to:

## SECTION 1

Only line 1-1 Columns A and B need to be completed here. The rest of this section is not applicable to you.

## SECTION 2

This section is NOT applicable in RI at this time. **Please SKIP!**

## SECTION 3

3-1: Leave unchecked.

3-2: Record the number of students on your eDC list as of **last** operating day of October. Include all students who reside in the same household. **THIS IS VERY IMPORTANT!**

3-3: Record the number of students certified as homeless or runaway by your homeless liaison and students certified as foster children by DCYF or the courts (the latter is not likely) as of the **last** operating day of October.

3-4: Record the number of students eligible for free meals based on a letter from DHS (NOT eDC students)

## SECTION 4

4-1 Column A: Record the number of **applications** identified as **Free** based on a case number written on the application as of **October 1**.

4-1 Column B: Record the number of **students** identified as **Free** based on a case number written on an application as of the **last day of October**. **Please note the difference here between Column A and B. This is important!**

4-2: Column A: Record the number of **applications** identified as **Free** based on income on the application as of **October 1**.

4-2: Column B: Record the number of **students** identified as **Free** based on income on an application as of the **last day of October**. **Please note the difference here between Column A and B. This is important!**

4-3: Column A: Record the number of **applications** identified as **Reduced-Price** based on income on the application as of **October 1**.

4-3: Column B: Record the number of **students** identified as **Reduced-Price** based on income on the application as of the **last day of October**. **Please note the difference here between Column A and B. This is important!**

T-1: Add up all the **free** students identified in Section 3 and 4.

T-2: Record the number of students reported in 4-3 (column B).

## SECTION 5

5-1: Please leave unchecked.

5-2: Self-explanatory. **If you don't check off "Yes, completed by November 15th", call me immediately.**

5-3: Please check off option 1 –**Standard**.

5-4: Record the number of **Error-Prone** applications on file as of **October 1**.

5-5: Record how many applications were selected for Verification.

5-6: Please check this box.

5-7: Please skip.

**For the remaining Section 5**, report the number of applications and students on those applications for each **result category** for each application type selected for Verification.

**VC-1:** If you happened to conduct any questionable applications “for cause” as of November 15th, record the number of such verifications here. These are applications verified **above and beyond** what is reported in Section 5.

I know this looks daunting. Look over the form carefully – I think you will see that Most of the information requested is the same as has been requested in the past. If you used software like NutriKids to do Verification, everything that needs to be reported here can be pulled from NutriKids reports. If you did this the old-fashioned way, you should be able to answer these questions by pulling together the documents you used to complete Verification in the first place. **Please note that some data comes from October 1 and some from the last operating day in October.** This distinction is very important.

I expect questions. Do not hesitate to call if you have any!

This report is due NO LATER than **December 15th**, but, please, don't wait until the last minute!

Steve Carey