

# Verification Reporting Requirements

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Director of School Support

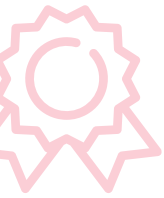
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MISSISSIPPI  
DEPARTMENT OF  
EDUCATION

Dec 2023





1

**ALL** Students Proficient and Showing Growth in All Assessed Areas



2

**EVERY** Student Graduates from High School and is Ready for College and Career



3

**EVERY** Child Has Access to a High-Quality Early Childhood Program

**EVERY** School Has Effective Teachers and Leaders

4



**EVERY** Community Effectively Uses a World-Class Data System to Improve Student Outcomes

5



**EVERY** School and District is Rated “C” or Higher

6



## VISION

To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens



## MISSION

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community

## Who is required to Conduct Verification Activities?

- Pricing Sites
- Prov 2 Base year
  
- The following Sites are exempt from Verification Activities
  - Prov 2 Non Base Year
  - CEP
  - RCCIs that do not have any day students

*Note: RCCIs typically only collect meal applications/ conduct verification if they have day students. Children institutionalized in an RCCI are classified as a family of one, and the SFA need not obtain an application/signature from an adult household member*



Who is required to Submit a Verification Report in MARS?

**EVERYONE!!!!**

Pricing, Prov 2, CEP, RCCI--- EVERYONE who participates in NSLP  
SMP is exempt from Verification Reporting



**The Verification Collection Report is  
Due in MARS by January 17, 2024**

## All SFAs Must Report this Section

### **Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students**

All SFAs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	<b>A. Number of Schools OR Institutions</b>	<b>B. Number of Students</b>
<b>1-1 Total schools (Do not include RCCIs):</b>	<input type="text" value="3"/>	<input type="text" value="0"/>
<b>1-2 Total RCCIs (Do not include schools counted in 1-1):</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>1-2a RCCIs with day students (Report ONLY day students in 1-2aB):</b>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>1-2b RCCIs with NO day students:</b>	<input type="text" value="0"/>	<input type="text" value="0"/>

## Only Special Provision/CEP Schools Report this Section

### Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

	A. Number of Schools AND Institutions	B. Number of Students
<b>2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:</b>	0	0
<b>2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:</b>	0	0
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		0
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0
<b>2-3 Operating the Community Eligibility Provision (CEP):</b>	0	0
<b>2-4 Operating other alternatives for NSLP and SBP:</b>	0	0
<b>2-5 Operating an alternate provision(s) for only SBP or only NSLP:</b>	0	0



## All SFAs Must Report this Section

### Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. **NON BASE year Provision 2/3 or CEP for all schools**).

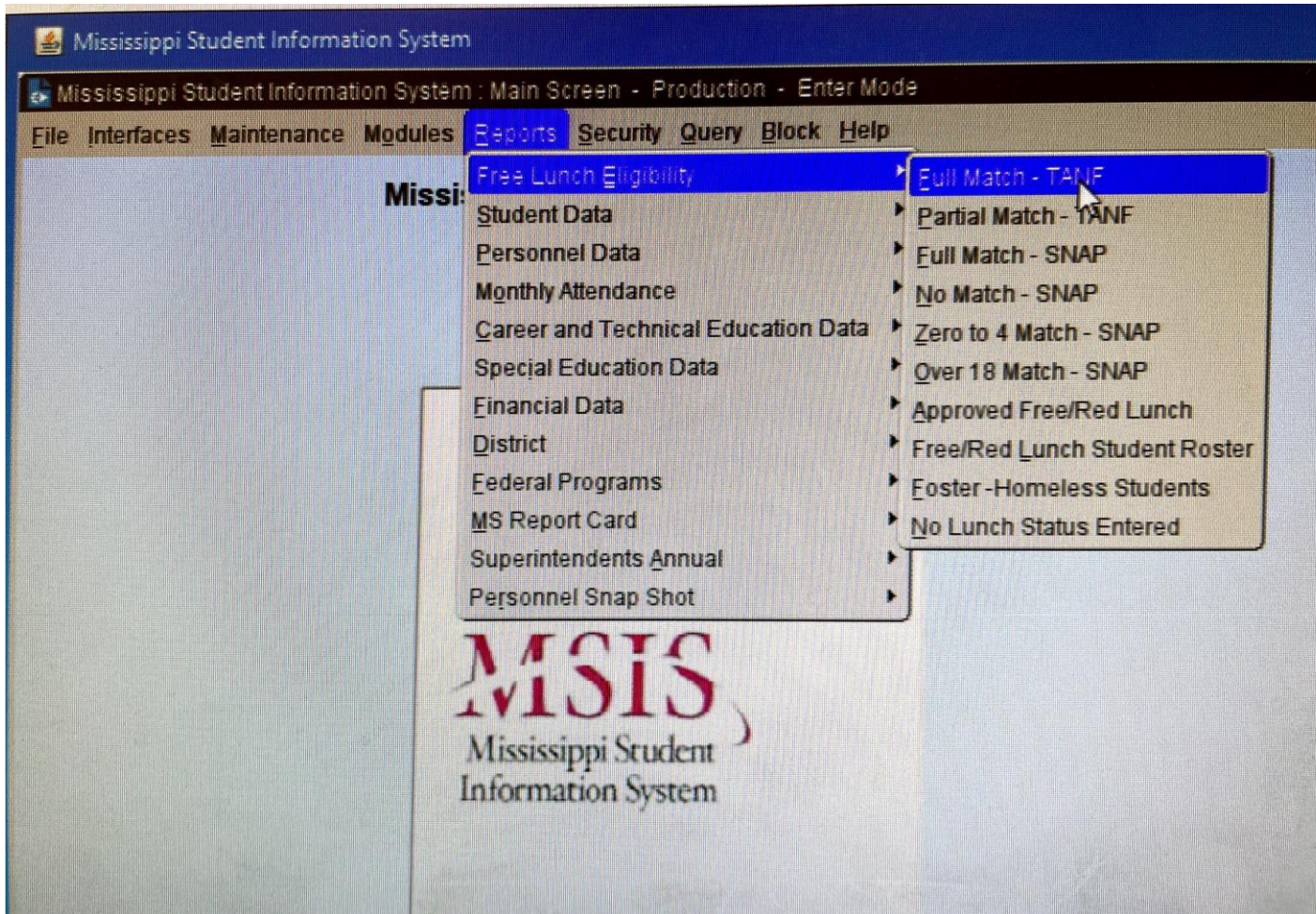
**B. Number of FREE Students**

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**  
Do **not** include students certified with **SNAP** through the letter method.

3-3 **Students directly certified through other programs:**  
Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.  
**DO NOT include SNAP students already reported in 3-2.**

3-4 **Students certified categorically FREE eligible through SNAP letter method.**  
Include students certified for free meals through the family providing a letter from the **SNAP** agency.

# How to Locate TANF matches in MSIS



1. Log in to MSIS
2. Click "Reports"
3. Click "Free Lunch Reports"
4. Click "Full Match TANF"

### Question 3-3

- Local School official may complete an app for a child known to be eligible for meal benefits, if the family has not applied
- Intended for LIMITED USE IN INDIVIDUAL SITUATIONS – must NOT be used to make eligibility determinations for categories or groups of children
- These apps are excluded from Verification
- As explained on Pg. 42 of the Eligibility Manual, 7 CFR 245.6(d)
- Included on 3-3 of Verification Report



## Only SFAs that took meal applications this year will complete this Section

### **Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application**

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	<b>A. Number of Applications</b>	<b>B. Number of Students</b>
<b>4-1 Approved as categorically FREE Eligible.</b> Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).	0	0
<b>4-2 Approved as FREE eligible.</b> Based on household size and income information.	0	0
<b>4-3 Approved as REDUCED PRICE eligible.</b> Based on household size and income information.	0	0
<b>T-1 Total FREE Eligible Students Reported</b>		<b>0</b>
<b>T-2 Total REDUCED PRICE Eligible Students Reported</b>		<b>0</b>

Section 5 is very easy if you are exempt from Verification activities. You only have to click a box (5-1)

These SFAs are exempt from Verification Activities, as listed in the Instruction

## 5-1 Instructions

- Schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children.
- RCCIs which do not have day students.
- Schools electing the Community Eligibility Option.
- Schools/RCCIs in which FNS has approved universal meal service through census data or using socioeconomic surveys.
- e.g., special cash assistance claims based on economic statistics regarding per capita income (Puerto Rico and the Virgin Islands).
- Schools participating only in the Special Milk Program.
- Schools in which all children are served with no separate charge for food service and no special cash assistance is claimed, (i.e., non-pricing programs claiming only the paid rate of reimbursement).
- All schools are Provision 2/3 schools in a non base year.
- Schools which do not have any free or REDUCED PRICE eligible students.
- Other FNS determined exemptions on a case-by-case basis.

Close

## Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

**5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.**

(See instructions for list of exemptions.)

Instructions

**5-2 Was verification performed and completed?**

- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed

**5-3 Type of Verification process used:**

- Standard (Lesser of 3% or 3,000 error-prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

**5-4 Total ERROR PRONE applications:**

Report all applications as of October 1st considered error prone.

**5-5 Number of applications selected for verification sample:**

ALL SFAs must report 5-7 or check box 5-6 if applicable.

**5-6 Check the box if direct verification was not conducted in the SFA.**  
(i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)  
**If 5-6 is checked, skip 5-7.**

**5-7 Confirmed through direct verification:** Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

**A. Number of Applications**

**B. Number of Students**



**NONE OF YOU ARE DOING DIRECT VERIFICATION!**



**5-8 Results of Verification by Original Benefit Type**

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).  
Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**VC-1 Total questionable applications verified for cause** (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

# Check Your Software Systems!

Your Software Systems should be able to run your Verification Collection Report for you!



- For example, if you use Mosaic –
  - Verification Reporting Information is available from the left-hand navigation bar under Reports > Eligibility (F&R)
  - You should see the “Verification Collection Report”

NOTE: the MDE OCN does not promote any specific software program ---- this is merely an example

# Use our Guide to Verification Reporting

Tells you EXACTLY which questions to answer based on your site types



## Verification Reporting in MARS

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## How to complete if you are CEP

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### What sections do I actually have to fill out?

- Section 1
- Question 2-3
- Question 3-1
- Question 5-1



### What sections do I actually have to fill out?

- Section 1
- Questions 2-2, 2-2a, 2-2b
- Question 3-1
- Question 5-1



## How to complete if you are an RCCI with NO day students

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### What sections do I actually have to fill out?

- Section 1
- Question 3-1
- Question 5-1





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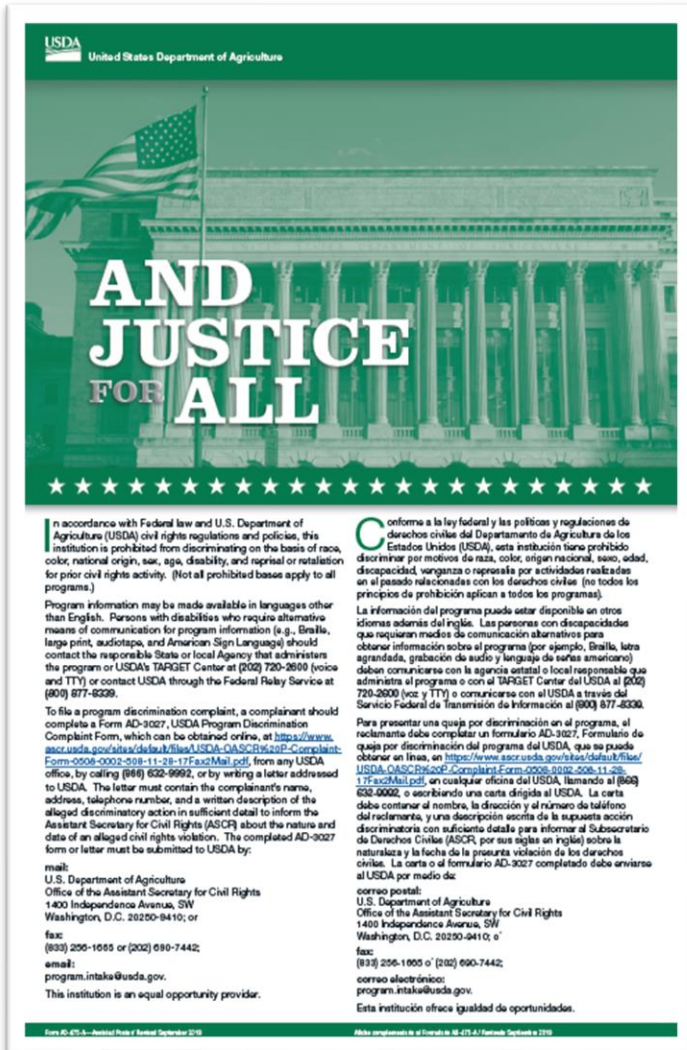
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Full Non-Discrimination Statement link:

<https://www.fns.usda.gov/civil-rights/usda-nondiscrimination-statement-other-fns-programs>



The poster features the USDA logo at the top left, with the text "United States Department of Agriculture" below it. The background is a green-tinted image of a classical building with columns and an American flag. The title "AND JUSTICE FOR ALL" is prominently displayed in white, bold, sans-serif font. Below the title is a row of white stars. The main body of the poster contains two columns of text, one in English and one in Spanish, detailing the USDA's non-discrimination policy and providing contact information for filing a complaint. At the bottom, there are two small lines of text: "Form 427-S - Revised March 2014" and "Este documento es el Formulario 427-S (E) - Revisado Octubre 2013".

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To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at <https://www.ams.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-28-17%20Mail.pdf>, from any USDA office, by calling (800) 638-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

fax:  
(800) 256-1005 or (202) 690-7442;

email:  
program.intake@usda.gov.

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Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD-3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en <https://www.ams.usda.gov/sites/default/files/USDA-CASCR%20P-Complaint-Form-0508-0002-008-11-28-17%20Mail.pdf>, en cualquier oficina del USDA, llamando al (800) 638-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

correo postal:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o

fax:  
(800) 256-1005 o (202) 690-7442;

correo electrónico:  
program.intake@usda.gov.

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# Questions?