Verification Reporting Requirements

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Director of School Support

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State Board of Education  STRATEGIC PLAN GOALS

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

4. **EVERY** School Has Effective Teachers and Leaders

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

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

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

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.
Verification Reporting

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 13, 2023
Section 1

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**.

<table>
<thead>
<tr>
<th></th>
<th>A. Number of Schools OR Institutions</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-1</td>
<td><strong>Total schools (Do not include RCCIs):</strong></td>
<td>3</td>
</tr>
<tr>
<td>1-2</td>
<td><strong>Total RCCIs (Do not include schools counted in 1-1):</strong></td>
<td>0</td>
</tr>
<tr>
<td>1-2a</td>
<td>RCCIs with day students (Report ONLY day students in 1-2aB):</td>
<td>0</td>
</tr>
<tr>
<td>1-2b</td>
<td>RCCIs with NO day students:</td>
<td>0</td>
</tr>
</tbody>
</table>
Section 2

Only Special Provision/CEP Schools Report this Section

<table>
<thead>
<tr>
<th>Section 2 - SFAs with schools operating alternate provisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only SFAs with alternative provisions must report Section 2.</td>
</tr>
<tr>
<td>Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>A. Number of Schools AND Institutions</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- 2-1  Operating Provision 2/3 in a BASE year for NSLP and SBP: [ ] 0 [ ] 0
- 2-2  Operating Provision 2/3 in a NON BASE year for NSLP and SBP: [ ] 0 [ ] 0
  - 2-2a Provision 2/3 students reported as FREE in a NON BASE year: [ ] 0 [ ] 0
  - 2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year: [ ] 0 [ ] 0
- 2-3  Operating the Community Eligibility Provision (CEP): [ ] 0 [ ] 0
- 2-4  Operating other alternatives for NSLP and SBP: [ ] 0 [ ] 0
- 2-5  Operating an alternate provision(s) for only SBP or only NSLP: [ ] 0 [ ] 0
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).

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”
“Non Applicant but approved by Local Officials”

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
Section 4

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

<table>
<thead>
<tr>
<th>A. Number of Applications</th>
<th>B. Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).

4-2 Approved as FREE eligible. Based on household size and income information.

4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.

T-1 Total FREE Eligible Students Reported
T-2 Total REDUCED PRICE Eligible Students Reported
Section 5 is very easy if you are exempt from Verification activities. You only have to click a box (5-1)
5-1 Instructions

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

- 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 socio-economic 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.
Section 5 (through 5-5)

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.)

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.

NONE OF YOU ARE DOING DIRECT VERIFICATION!
### Questions 5-8 & VC-1

#### 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 5-74 or 5-7B (direct verification applications and students).

<table>
<thead>
<tr>
<th>Result Category</th>
<th>A. FREE-Categorically Eligible</th>
<th>B. FREE-Income</th>
<th>C. REDUCED PRICE-Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Responded, NO CHANGE:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2. Responded, Changed to REDUCED PRICE / FREE:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3. Responded, Changed to PAID:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4. NOT Responded, Changed to PAID:</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

#### 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.

| VC-1 | 0 |
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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What sections do I actually have to fill out?

- Section 1
- Question 2-3
- Question 3-1
- Question 5-1
How to complete if you have any Prov 2 Sites (NON BASE YEAR)

What sections do I actually have to fill out?

• Section 1
• Questions 2-2, 2-2a, 2-2b
• Question 3-1
• Question 5-1
What sections do I actually have to fill out?

- Section 1
- Question 3-1
- Question 5-1
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Non-Discrimination

This institution is an equal opportunity provider.

Full Non-Discrimination Statement link:

Questions?