



Verification Report and the Direct Certification (DC) with Medicaid

Date: Wednesday, September 7, 2016

Time: 9:30- 10:30 am CST

1

Welcome, I'm Michelle Stephens, one of the school lunch consultants with Nutrition Services @ the Department of Education.

Our Webinar today, is on the Verification Report and Direct Certification with Medicaid



Goal of Webinar

- Provide an Overview of Verification
- Prepare Data
- Complete FNS-742 Verification Report
- Time for Questions

2

- Our goal for this webinar is to Provide an Overview of the verification process.
- What steps you need to take to complete the process and have the data you need
- To complete an accurate verification report.



What's New

- DC List now contains Medicaid Data
- www.education.ne.gov/ns/index.html

Nutrition Services Vision Statement

Nutrition Services provides leadership that inspires service of nutritious meals to children, students and adults.

Using Medicaid data to connect to Free and Reduced Price School Meals through Direct Certification Webinar

- Recorded Webinar
- Webinar PowerPoint

Verification Report and the Direct Certification with Medicaid Webinar

- **Date:** Wednesday, September 7, 2016
- **Time:** 9:30- 10:30 am CST
- No conference phone line will be available. Please test your speakers.
- **URL:** nde.adobeconnect.com/nutrition

3

On August 8 we presented a webinar on the changes to your DC List, which now includes Medicaid Data. The webinar was recorded and can be viewed on Nutrition Services Website.

With the addition of the Medicaid Data we hope this will reduce the number of applications SFAs have to process. Depending on the size of your school, this may also reduce the number of applications you are required to verify.

And Available this year is Direct Verification which uses records from the Department of Health and Human Resources to verify income. I will go over how this works later in the presentation.



What is Verification

- Definition: Confirm household's eligibility for free or reduced price meals
- 3% of all applications must be verified
- Required when eligibility has been determined through an application, not through Direct Certification – letter or list

4

- USDA requires School districts, to confirm household's eligibility for free or reduced-price meals
- 3% of all applications must be verified
- Household's approved with an application, showing a Master Case Number OR income are subject to verification.
- Directly certified students are not included in the process of verification.



The Verification Process

- Districts must verify at least one application; do not verify all
- Can begin after application approval process is underway
- All selected applications must be verified

5

- Districts must verify at least one application. USDA does not allow a district to verify all applications.

Schools have the right to verify questionable applications “for cause;” however, be careful that a person’s civil rights are not being violated. “For Cause” applications are in addition to the required number of applications that must be verified.

- Verification can begin after the application approval process is underway. You are required to complete verification for each household selected.



The Verification Process

Two types of Sampling:

- Alternate or Random Sampling
- Standard or Error Prone Sampling

Sample Pool: based on number of approved applications on file October 1

6

There are two types of verification sampling used in Nebraska:

- Alternate or Random and
- Standard or Error Prone

We will go over each type.

The district's Sample Pool is based on the number of approved applications on file as of October 1.

Remember an application is a piece of paper not the number of students who qualify for F/R price meals.

Also keep in mind, if you determine the number of applications you have on file on October 1, it will not include households that may still be on carryover from last year and have not turned in a meal application for the new year.



Alternate - Random Sample

- Definition: Each application has an equal chance of being selected
- Sample Size: 3% of applications
- Do not include directly certified students

7

Let's Begin by discussing Alternate or Random Sample. Random Sampling is the most common type of verification used.

- By Definition each application has an equal chance of being selected.
- The sample size is 3%
- Do not include directly certified students when selecting households to verify.

There are a number of ways to randomly select applications – you can use a computer generated list or they can be picked by hand.



Determining Sample Size

- Example: School district has 125 approved applications subject to verification
- $125 \times .03 = 3.75$ (round up)
- District must verify 4 households

6

Determining the Sample Size.

- Here is an example of how to calculate the number of applications to verify.
- The Sch Dist has 125 approved applications subject to verification.
- If I take 125 and multiply it by 3% = 3.75 (you must always round up). So in our example the District must verify 4 households.



Standard - Error Prone Sample

- Definition: Selecting applications within \$100 monthly/\$1200 annually of the income guidelines
- Required in school districts with a verification non-response rate of 20% or more the previous year
- Districts notified by e-mail if Error Prone sampling is required

9

The other type of verification sampling is Standard or Error Prone

- By definition this method involves selecting applications that are within \$100 monthly or \$1200 annually of the income guidelines.
- It is required in school districts with a verification non-response rate of 20% or more from the previous year. Non-Response – is defined as a household that failed to reply to your request for verification.
- An email was sent to the Authorized Representative and Claim Contact only if the District is required to do an Error Prone Sample.



Standard - Error Prone Sample

- Recommendation: Identify error prone applications during approval
- The error prone applications become the sample pool
- Select 3% sample from the pool

10

- If your school received the e-mail requiring Error-Prone sampling this year, we suggest you flag those applications that meet the income criteria during the approval process.
- These error prone applications become the sample pool.
- Again the sample size is 3%.



Error Prone Example

- District 50 Applications
- $50 \times .03 = 1.5$ (always round up)
- Verify 2 Households
- 10 Error Prone Applications
- Select 2 Households from the 10 Apps

11

Let's go through an example. We have a district with 50 applications subject to verification. Using the formula for calculating the number of households to verify, $50 \times .03 = 1.5$ or 2. This district needs to verify two households.

Let's say during the approval process, you flagged 10 of the 50 applications because they met the income criteria.

You would select the required 2 households to verify from those 10 applications.



Confirmation Review

- Required for each application selected for verification
- Application must be checked to see that original approval was correct
- Confirming Official – sign/date bottom part of the application

12

- A Confirmation Review is required for each application selected for verification.
- The application must be checked to see that the original approval was correct.
- The Confirming Official must be someone other than the person who originally approved the application and must sign/date only the applications selected for verification.

If a school has a procedure upfront where 2 people review applications for accuracy. The 2nd person can sign as the confirming official.



Direct Verification

Click on **Applications** → Applications | Claims | Compliance
Applications >

Item

- Sponsor Manager
- Application Packet
- Verification Report
- Food Safety Inspections
- Financial Report
- FFVP Grant Overview
- Community Eligibility Provision
- Direct Certification
- Direct Verification
- Download Forms

then →

- Optional
- Verify without having to contact the household

<https://www.education.ne.gov/ns/forms/nsipforms/DirectCert.html>

Direct Verification			
Topic	School Year	Version	Date
Instructions	2013-14	1.0.0	09/18/2013
Template File			09/18/2013
Link to Verification Income Eligibility Application - Process and Forms			

13

Before you contact the household that you have selected for verification. Schools have the option of trying to confirm eligibility with another method called “Direct Verification” which is available in the online CNP System.

To Access DV click on Applications and then select DV

Instructions for conducting DV also can be found our Nutrition Services website

The data base used for DV uses additional data including Medicaid SCHIP data and 133% of poverty for Free Eligibility.

DV Screen Shot

School Nutrition Programs

NEBRASKA DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Direct Verification > School Year: 2015 - 2016

Enter\Upload Verification Information

260070 Status: Active
Allen Consolidated Schools
 126 East 5th St.
 Allen, NE 68710-0190

- Enter Individual Student Or
- Upload a file of Students

< Back View Processed List

NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

Single Student Verification

Application Number: *

First Name: * Last Name: * Gender: * Male Female Date of Birth: (mm/dd/yyyy)*

Save Student Record (add additional students to Application) Save and Submit Application for Processing

Upload Verification CSV File

Choose a file to upload: **Browse...** **Upload**

14

Schools can enter individual students into the DV upload **OR** they can upload a CSV File with the same information. The instruction sheet explains the file format, but it is basically the same.

Application #, this can be a number that you simply assign to your pool of applications.

First Name, Last Name, Gender and Date of Birth



DV Possible Results

Verified	Program	Description
Rejected	DIRECT CERT	The student is not directly verified because the student is directly certified. The district/system needs to sample another application.
No	NOT MATCHED	The student on the application does not have an exact match with the DHHS data. The district/system needs to notify the family to provide documentation for their income information on their application for meal benefits. Attachment F
Yes	SNAP	The student is directly verified from DHHS SNAP program.
Yes	TANF	The student is directly verified from DHHS TANF program.
Yes	FOSTER CARE	The student is directly verified from DHHS Foster Child program.
Yes	MEDI-FREE	The student is directly verified from DHHS Medicaid –Free program.
Yes	MEDI-REDUCED	The student is directly verified from DHHS Medicaid –Reduced program.

15

There are 7 possible results:

1. Reject, because the student is already DC so you need select another application.
2. Not Matched – so you will have to send the household the verification letter.
3. SNAP
4. TANF
5. Foster Care
6. Medi-Free
7. Medi-Reduced

If the online response matches the SFA approval of the household, you have completed verification for this household. You do not need to contact this household. For purposes of documentation, we ask that you print a copy of the online response that you received.

However if the online response does not match the SFAs determination, then you are required to send a verification letter to this household.

If the response is rejected this means the student is on your Direct Certification List and you will need to select another application to verify.

The online Verification Report we're going to discuss later has 2 questions regarding

whether DV was conducted and if so how many were confirmed through DV.



Notification of Selection

- Letter must be sent to the household
Attachment F – *We Must Check Your Application*
- Proof of income may be provided from the month prior to application up until the time documentation is required to be sent in

16

- Each household must be notified in writing that they have been selected for verification. Please use Attachment F – *We Must Check Your Application*
- Households may provide proof of their income from the month prior to application up until the time documentation is required to be sent in.



Notification of Selection

- Give household two weeks to respond
- District must provide a no-cost telephone number to households located outside the local calling area
- If household moves, must select another application

17

- We recommend that you give the household no more than two weeks to send in the documents requested. The Date the household needs to respond should be no later than Oct 31.
- Districts must provide a no-cost telephone number to households located outside the local calling area.
- If a household selected for verification moves during the process, another application must be selected.



Follow-up Requirement

School districts must follow-up at least once if the household did not adequately respond:

- Did not respond to initial request
- Submitted insufficient evidence

18

Schools are required to follow up at least one time with a household

- If they failed to respond
- OR they did not provide, proof of all income listed on their application.



Follow-up Requirement

Written documentation required:

- Mail
- Email
- Telephone Call

If household tells you verbally or in writing they no longer qualify, it counts as a verified response

19

School districts are required to document all contacts with the household regarding verification. This can be done by

- Mail
- Email
- or a Telephone Call

If the family is contacted and they tell you they no longer qualify for meal benefits, this does count as a verified response. This is important because a nonresponse can trigger an error prone sample for the next school year.



Confirming Household Income

When written evidence submitted:

- Must calculate to determine household's income
- Compare calculated income to guideline chart to see if they still qualify
 - Overtime counts only if received on a regular basis
- Tax returns: for self-employed only

20

When the household provides proof of their income

- The school district is required to calculate the household's income based on the documentation submitted.
- This income must then be compared to the income eligibility guidelines to determine if the household still qualifies for meal benefits.
- If overtime is reported on a paystub, the school must contact the household to determine if the amount listed is earned on a regular basis. If it is one-time or sporadic, do not include. You can document the household's contact right on the paystub.
- A tax return can only be used to determine income for a self-employed individual.



Self Employed - Tax Form

		d Total number of exemptions claimed	lines above ▶
Income	7	Wages, salaries, tips, etc. Attach Form(s) W-2	7
	8a	Taxable interest. Attach Schedule B if required	8a
	b	Tax-exempt interest. Do not include on line 8a	8b
	9a	Ordinary dividends. Attach Schedule B if required	9a
	b	Qualified dividends	9b
	10	Taxable refunds, credits, or offsets of state and local income taxes	10
	11	Alimony received	11
	12	Business income or (loss). Attach Schedule C or C-EZ	12
	13	Capital gain or (loss). Attach Schedule D if required. If not required, check here <input type="checkbox"/>	13
	14	Other gains or (losses). Attach Form 4797	14
	15a	IRA distributions	15a
	b	Taxable amount	15b
	16a	Pensions and annuities	16a
	b	Taxable amount	16b
	17	Rental real estate, royalties, partnerships, S corporations, trusts, etc. Attach Schedule E	17
	18	Farm income or (loss). Attach Schedule F	18
	19	Unemployment compensation	19
	20a	Social security benefits	20a
	b	Taxable amount	20b
	21	Other income. List type and amount	21
	22	Combine the amounts in the far right column for lines 7 through 21. This is your total income	22

Note: Do not use Line 37 Adjusted Gross Income for Self Employed

21

The only line items you look at are 12, 13, 14, 17, and 18. If income is reported on line 7, for Wages, salaries and tips this means a household member is employed by someone outside the home and a paystub must be provided for that individual to verify current income.

Also never use the figure reported on Line 37 called Adjusted Gross Income when determining the household's income.



Example - Paystub

EMPLOYER'S INFORMATION		EMPLOYEE'S INFORMATION		PERIOD	DATE	CHECK NO.
COMPANY NO.	SOCIAL SECURITY NO.	EMPLOYEE NO.	EMPLOYEE NAME	START DATE	END DATE	NO. OF CHECKS
ARA services						

PINE RIDGE DENTAL PC		4310	
Mary Jones		9/27/18 - 10/9/18	
EARNINGS	ESS.	CURR AMT	T. T. D.
REGULAR	16.00	128.00	522.96
OVERTIME 1	0.00	0.00	7.94
OVERTIME 2	0.00	0.00	32.43
			1.86
			7.59
			2.62
			35.22
			1.08
			11.02

Job 1
 Gross amount \$1,019.12
 Frequency: monthly
 $1019.22 \times 12 = \$12,230.60$

Job 2
 Gross amount \$128
 Frequency: every two weeks
 $128 \times 26 = \$3,328$

Total Income
 \$12,230.64
 + 3,328.00
 \$15,558.64

Free Guidelines \$ 0 through \$26,208
 HH3 – was approved for free meals - No change in their eligibility

Lets look at the example of calculating income from 2 paystubs.
 Mary Jones is a single parent with 2 children who was approved for free meals based on a reported annual income of \$15,000.
 She has provided 2 pay stubs.
 Job 1 she is paid monthly.
 Job 2 she is paid every 2 weeks.
 Since we have multiple frequencies of incomes we are required to calculate annual income. Districts are required to show these calculations.
 When we compare the household's total income to the eligibility guidelines, this household still qualifies for free meals.



Results of Verification

Households selected must be notified of the results in writing:

*Attachment G – We Have
Checked Your Application*

23

School districts are required to notify each household in writing of the results of verification after documentation has been received, reviewed and a determination made.

Please use Attachment G *We have Checked your Application*



Verification Results

Letter sent to household indicates:

1. No change in benefits
2. Benefits increase → free
3. Benefits decrease → reduced or terminated

24

The letter sent to the household may indicate that there has been

1. No change in benefits or
2. Benefits increase meaning: The household was approved for reduced and now qualifies for free or
3. Their Benefits decrease meaning: The household was approved for free and now qualifies for reduced OR the household was approved for free or reduced and now must pay full-price for their children's meals.



When a Change Occurs

Benefits Increase:

Make the change immediately or
within 3 operating days

25

When a Change Occurs

If a household's benefits increase, make the change immediately or within 3 operating days



When a Change Occurs

Benefits Reduced or Terminated:

- Households must be given a 10 calendar-day notice
- Date letter sent - counts as day 1
- If household reappplies: they must supply written evidence

26

However if a households benefits are reduced or terminated:

- School districts are required to give households a 10 calendar-day notice
- The date the letter is sent counts as Day 1

The 10 calendar day notice also applies to the school. If the letter states the benefits change on November 20, then that is the same day the school makes the change in their database.

- If a household's benefits are reduced or terminated & they reapply for benefits, they are required to provide written evidence of their income.



Verification Recordkeeping

For each application, keep copies of all correspondence:

1. All letters sent to household
2. Documents submitted: paystubs, agency letters, etc.
3. Record of any follow-up
4. Tracker form: Attachment H-2

27

Verification Recordkeeping

For each application verified, keep copies of all correspondence with your households. This includes:

- All letters sent
- Documents submitted: such as paystubs, or agency letters
- A record of any follow-up that was done and
- Complete a Tracker from which is Attachment H-2 for each household selected for verification.



Tracker From H-2 (Top)

Name of Household: Jones

VERIFICATION TRACKER FOR SCHOOL USE

Attach this form to each application selected for verification along with copies of all correspondence with the household regarding verification and copies of all documents received from the household.

Date Confirmation Review Completed: 10-3-XX

Date Verification Letter Sent (Attachment F): 10-05-XX

Date Response Due from Household: 10-19-XX

Date and Method used for Contacting Non-Responding Households a Second Time or N/A _____

Number of Students on Application: 2

28

This form basically organizes what has been done with each family throughout the verification process.

We ask that you show:

- The date the Confirmation Review was completed.
- The date the verification letter was sent, and
- The date the response was due from the household
- And the number of students on the application



Tracker Form H-2 (Middle)

Original Application Approval was:

- Free Eligible Based on Master Case Number (SNAP/TANF/FDPIR)
- Free Eligible Based on Foster Child
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

Verification Result: District must show calculations used to determine household income.

- No Change
- Free Eligible Based on Master Case Number (SNAP/TANF/FDPIR) Agency Response
- Free Based on Foster Child Agency Response
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible Based on Income/Household Size Information
- Paid Eligible Based on Income/Household Size Information or SNAP/TANF/FDPIR Agency Response
- Paid Eligible because the Household Did Not Respond

29

Next you check the households original approval
Then you are to check the verification result



Tracker Form H-2 (Bottom)

Date Verification Results Letter Sent (Attachment G): 10-19-xx
Date Change Made in Computer System/Roster: _____
Date Hearing Requested/Date Hearing Decision: _____
Date Verification Completed: 10-19-xx
Verifying Official's Signature: Mary Nelson

30

On the bottom portion of this form we ask that you indicated the:

- Date the verification Result Letter was sent and
- the date verification was completed
- this form should be signed by the districts verifying official

Keep all verification materials together: You can either Staple documents to the back of the application, OR If these documents are kept in a separate file, be sure to include a copy of the household's application.

After all households are verified then you will complete the online report.



SFA Verification Collection Report FNS-742

- The online report that must be submitted to NDE
- Due Date November 15
- Paper copy of the form with instructions on our website

31

The online Verification Report must be completed by all school districts and residential child care institutions by Nov 15.

A Paper copy of the form is available with instructions on our website.



Login Into CNP

<https://nutrition.education.ne.gov>

Nutrition Services

Lincoln: 402-471-2488 • 800-731-2233

CNP 

Returning Users: Log On

User ID:

Password:

[Forgot Your Password?](#)

Remember my User ID

Nebraska's CNP System

Current Program Year: 2017 (July 1, 2016 - June 30, 2017)

UPDATE: The 6 cents reimbursement rate is not being applied on the School Lunch's claims. NDE is aware of the issue and working to resolve it.

Announcements

- 2017 Program Year (July 1, 2016 - June 30,

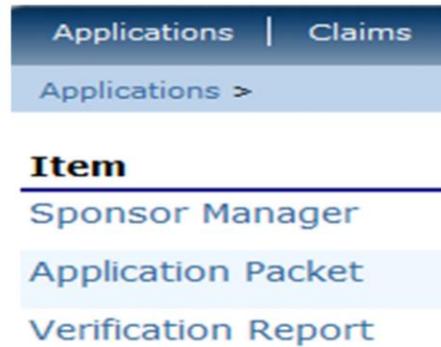
32

You will need to Login into the CNP System with your user ID and password.



Online Verification Report

- To access, click on:
 - *Applications* in dark blue menu bar
 - *Verification Report*



33

To access the report click on the dark blue menu bar and select verification report.



Select SY 2016-17

School Nutrition Programs



Applications | Claims | Compliance | **Reports** | Security | Search

Year | Help | Log Out

Applications >

School Year: 2016 - 2017

Verification Report

020009 Status: Active
Neligh-Oakdale School
6th & J Street
Neligh, NE 68756-0149

Action	School Year	Received Date	Status
Modify	2016 - 2017		Not Started
View	2015 - 2016	11/13/2015	Submitted
View	2014 - 2015	11/07/2014	Submitted

< Back

Next Select Modify for School Year 2016-17



5 Sections of FNS-742 Report

- **Section 1:** Total number of schools, RCCIs, and enrolled students
- **Section 2:** SFAs with alternate provisions
- **Section 3:** Students approved free but not subject to verification
- **Section 4:** Students approved Free/Reduced via household application
- **Section 5:** Verification Results

35

There are 5 Sections of the FNS-742 Verification Report



General Information

SFA Verification Collection Report For School Year: 2016 - 2017

020009 Status: Active
Neligh-Oakdale School
6th & J Street
Neligh, NE 68756-0149

General Information

Type of Organization: Public

Verification Contact Information

	Salutation	First Name	Last Name
1. Name:	<input type="text" value=""/>	<input type="text" value="Michelle"/>	<input type="text" value="Stephens"/>
2. Email Address: 	<input type="text" value="michelle.stephens@nebraska.gov"/>		
3. Phone:	<input type="text" value="(402)471-2487"/>	Ext: <input type="text" value=""/>	Fax: <input type="text" value=""/>
4. Title:	<input type="text" value="Food Service Manager"/>		

Due Date: November 15, 2016

36

Lets go through each section of the online report.

The contact information will auto fill with the districts Food Service Manager. Please update this section with the person that completes verification in case we need to contact them.



Section 1 - Enrollment

Section 1: Total Schools, RCCIs and Enrollment

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

	Feeding Sites	Enrollment Oct 31
	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	2	300
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

37

Section 1 is to be completed by all SFAs including those residential child care institutions that are exempt from verification process.

In column A record the number of feeding sites and in column B report the district enrollment as of October 31.

RCCI's complete 1-2 and depending on their situation will complete either Line 1-2a or 1-2b.



Section 2 – Provision

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.

	Feeding Sites	Enrollment Oct 31
	A. Number of Schools AND Institutions	B. Number of Students
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
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		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

38

Section 2 is to be completed by Schools operating alternate provisions. In Nebraska this would be Provision 2 sites or schools that participate in the Community Eligibility Provision (CEP).

Lines 2-1 through 2-4 are to be completed if the school operates Provision 2 for both breakfast and lunch and applications are not collected.

CEP Schools must complete Line 2-3.

If the school operates (Provision 2 for breakfast only) complete Line 2-5.



Section 3 – Free

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 for all schools)	<input type="checkbox"/>
	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.	<input type="text" value="50"/>
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.	<input type="text" value="20"/>
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.	<input type="text" value="0"/>

39

Section 3 must be completed by All SFAs, even schools that are not required to conduct verification.

This section collects data regarding students that are not subject to verification, so you will be using your Direct Certification data.

You need to read each one of the questions carefully so you can make sure you enter the correct numbers requested. We will go through each question.



3-1 RCCI or Provision

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 for all schools).



- Verification Not required
- All sites must be either Provision 2 or CEP.
- If RCCI, all student must be residential only

40

If the SFA is not required to perform verification, check the box in 3-1.
All sites must be either Provision 2, or CEP schools or an RCCI without day students.



Direct Certification List

Click on 
Applications

School Nutrition Programs

Applications | Claims | Compliance | Reports | Security | Search

Applications >

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures R
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Informa
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility
Direct Certification	Direct Certification
Direct Verification	Direct Verification screens
Download Forms	Forms Available for Downloading

then 

The direct certification list can be found on line in the CNP System by: Clicking on: **Applications** in the dark blue menu bar; and then by Clicking on *Direct Certification*.



DC List - Column Q

Qualified Student List Directly Certified as Free

List Date: 08/09/2016

*Note - All Dates Combined, could take several minutes to display

Student First Name	Gender	DOB	School Number	School Name	Q	Possible Match	Action
--------------------	--------	-----	---------------	-------------	---	----------------	--------

- S = SNAP
- T = TANF
- C = Foster
- M-F = Medicaid Free
- M-R = Medicaid Reduced

42

When reviewing this list the Column Labeled Q indicates how the student was approved for free or reduced meals.

The letter S represents SNAP

T represents TANF

C represents a Foster Child

M-F – Medicaid Free

M-R – Medicaid Reduced

These different codes are critical when completing Section 3.



Priority for Reporting DC

SNAP → TANF/Foster Child/Other DC → Medicaid

- Children can participate in **more than one** program to receive meal benefits.
- SNAP (S) supersedes all other programs
 - If Column Q has multiple codes:
 - (S, and T) = S
 - (S, and C) = S
 - Benefits extended to other children in household

43

When determining your districts directly certified count by category keep in mind that

- SNAP takes precedence over other programs
- so if a student is SNAP certified along with TANF report the student as SNAP certified.
- If the student is SNAP certified and also a foster child report the student as SNAP certified.

Finally don't forget to report those students whose names were added to the DC List because someone in their household received SNAP or TANF benefits.



3-2 SNAP Only

SNAP as of Oct 31

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

B. Number of FREE Students

- DC List as of October 31
- Column Q = "S" for SNAP
- Include counts of other children in the household where benefits were extended.

So line 3-2 is where you report the number of students certified on your DC List with a Qualifying code of S for SNAP as of October 31.



3-3 DC Other Programs

Other Programs as of Oct 31

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 student already reported in 3-2**

B. Number of FREE Students

- DC List as of October 31
- Column Q = TANF, FDPIR, M-F
- Other Lists: Homeless, Migrant, Foster, Headstart
- Benefits extended to other children in household

45

In 3-3 report the number of students as of Oct 31, certified through other programs such as TANF, FDPIR, Homeless, Migrant, Runaway, Foster, Headstart, and Medicaid Free.

Make sure you do not include the Medicaid Reduced counts. At this time the collection report does not have a place to report your Medicaid Reduced numbers, however we recommend you keep track. We may be requesting this information at a later time.



3-4 SNAP Letter Method

Letter from SNAP Office as of Oct 31

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.*

B. Number of FREE Students

- Household provided a letter from SNAP Agency
- Benefits extend to all children in household

46

A household can provide a copy of the SNAP letter they received directly from the food stamp office showing they qualify for SNAP benefits. If you have received any of these letters report the number of students in question 3-4.



Section 4 Applications

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.

	Oct 1	Oct 31
	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	<input type="text" value="1"/>	<input type="text" value="2"/>
4-2 Approved as FREE eligible. Based on household size and income information.	<input type="text" value="15"/>	<input type="text" value="30"/>
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	<input type="text" value="10"/>	<input type="text" value="14"/>
T-1 Total FREE Eligible Students Reported		102
T-2 Total REDUCED PRICE Eligible Students Reported		14

47

In Section 4 you will report both the number of applications and students approved for free meals based on applications. Make sure this number does not include any applications for students that were on the DC List. The most common mistake in this section is switching the number of applications and students. Column A is for Number of Applications and Column B is for number of students.

The number of applications are based on October 1 (when you selected your sample pool)

And the number of students is based October 31.



4-1: Master Case No.

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

Oct 1 **Oct 31**

A. Number of Applications **B. Number of Students**

1	2
---	---

- Master Case Number on Application

For applications that were approved with a Master Case number only report the number of applications in column A and number of students in column B.



4-2: Free Applications

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

Oct 1	Oct 31
A. Number of Applications	B. Number of Students
<input type="text" value="15"/>	<input type="text" value="30"/>

- Free Applications on file as of Oct 1 (Sample Pool)
- Number of students on Applications as of Oct 31

49

In 4-2 report the number of free applications on file as of Oct 1 and the number of students approved as of Oct 31.



4-3: Reduced Applications

4-3: Approved as REDUCED eligible: *Based on household size and income information*

Oct 1	Oct 31
A. Number of Applications	B. Number of Students
<input type="text" value="10"/>	<input type="text" value="14"/>

- Reduced Applications on file as of Oct 1 (Sample Pool)
- Number of students on Reduced Applications as of Oct 31

In 4-3 report the number of reduced applications on file as of Oct 1 and then again the number of reduced students as of Oct 31.



Number of Applications

	Oct 1	Oct 31
	A. Number of Applications	B. Number of Students
4-1	<input type="text" value="1"/>	<input type="text" value="2"/>
4-2	<input type="text" value="15"/>	<input type="text" value="30"/>
4-3	<input type="text" value="10"/>	<input type="text" value="14"/>

26 Applications

$$26 \times .03 = .78 \text{ (Always up)}$$

- **Must verify 1 Application**
- **Number is automatically calculated and entered in 5-5**

51

Based on what was entered in Column A of Section 4 regarding your applications the system calculates the correct number of applications to verify and that number is auto populated in 5-5.



Section 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, or ALL schools are Provision schools in a base year.

If 5-1 is checked, no further reporting in Section 5 is required.

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:

In Section 5 all SFAs will report the results of verification.



5-1 Verification Not Required

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification, or ALL schools are Provision schools in a base year. 

If 5-1 is checked, no further reporting in Section 5 is required.

Schools Not required to complete Verification

- RCCIs
- CEP Schools
- Provision Schools (non base year)

53

Schools that are not required to complete verification will check the box in 5-1. No other reporting is required.



Date Verification Completed

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

54

All other SFAs will indicate if the process was completed by November 15 and the method of verification will be reported in 5-3 depending on the type of verification process required.



Example: Standard

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: Auto populates

- **Notified by e-mail had a non response rate to 20% or more from last year's verification results**

55

Schools that were notified by e-mail that they must conduct Error Prone verification are to select Standard in 5-3 and report the total number of error prone applications they had on file in 5-4.

5-5 is automatically calculated based on the number of application reported in Section 4

So in this Example the SFA would select one of the 3 Error Prone applications to verify.



Example: Alternate/Random

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 other schools conduct Alternate one
- 5-5 Automatically calculated based on Section 4 number of applications.

56

All other SFAs will select Alternate One in 5-3, again 5-5 is automatically calculated based on the number of application reported in Section 4



5-6 & 5-7 Direct Verification

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

0

0

Question 5-6 is regarding the DV we discussed earlier. So if you did not conduct DV check the box. If you did not, leave it blank.

If you were able to confirm an application with the DV process, report the Number of Applications, and the number of students in 5-7.



5-8 Results

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).

Original Application Approval	A. FREE-Categorically Eligible		B. FREE-Income		C. REDUCED PRICE-Income	
	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="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>					
3. Responded, Changed to PAID:	<input type="text" value="0"/>					
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>					

58

The SFA must report the results of verification by completing the table in 5-8. The columns across the top labeled A B and C represent the households original eligibility. The four rows in each column represent the results of each household verified.



VC-1 Verified for Cause

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.

The last box VC-1 is to be completed only if the SFA selected additional applications to verify for cause.



Save Report

Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

[Add](#)

Attachment Count: 0

Save

Cancel

VIEW | **MODIFY**

60

When you are finished with the report click Save. If everything was completed correctly you are finished with the verification report.

Possible Errors

School Nutrition Programs

NEBRASKA
DEPARTMENT OF EDUCATION

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Verification Report >

**SFA Verification Collection Report
For School Year: 2016 - 2017**

The Verification Report has been processed with errors.

Information entered is either incomplete or is not in compliance with the Nebraska Department of Education rules and regulations. All errors listed on the form must be corrected before the Verification Report can be processed. You may correct the errors now by clicking "< Edit" or you may return to the Verification Report later.

< Edit Finish

Created By: jWest on: 9/6/2016 12:58:16 PM Modified By: jWest on: 9/6/2016 12:58:20 PM

Code	Error Description
15155	Section 5 - Number of applications selected for verification sample does not meet minimum required to be verified.
15160	Results of Verification - 5.5 Number of Applications selected for verification sample must equal sum of Applications in Section 5-7 + Section 5-8.

61

However, if you receive errors, and have to modify any of the questions in the report Question 5-5 removes the auto calculation of the number of applications and returns an error message. There is an easy step the fix this.



Fix for Prepopulating 5-5

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.

N/A

5-5 Number of applications selected for verification sample:

0

**In 5-3 Click on Standard and then Alternate
This will auto populate 5-5 again.**

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.

N/A

5-5 Number of applications selected for verification sample:

1

62

On Line 5-3 click on Standard and then back on Alternate you will notice that 5-5 is then populated with a number. The verification report will then be saved without errors.



Civil Rights Attachment H-1

Attachment H-1: 2016-17

Civil Rights Summary
Must be completed by November 15

School District: _____ City/Town _____

Date: _____

Please note: Ethnicity refers to a person's place of origin/nationality or the culture they identify with. Hispanic is an ethnicity but can be any race. Please record the number of students in this school district by ethnic and racial identity that qualify for free and reduced-price meals.

Record ethnic identities:

Ethnic Identity

_____ Hispanic or Latino

_____ Not Hispanic or Latino

63

The Civil Rights Summary is Attachment H-1 and can be found on our website.



Civil Rights Summary

- Reporting both ethnicity and race for all free and reduced price students
- Complete by November 15th
- Keep on file at school

64

The civil rights summary is the district's racial/ethnic report for the current year. Complete this report by November 15 and keep it on file at your school.



Additional Information

Click on the following links:

- Letters and Forms: [Verification Information and Forms](#)
- Video: [Short Video on How to Complete Online Verification Report](#)
- Instructions: [DC and Direct Verification Webpage](#)

65

Our powerpoint and recorded webinar will be posted out our website. You can find all the information you need to complete the verification process on our website. You can click on the links to access the resources.



Questions

Nebraska Department of
Education – Nutrition Services
Office

800-731-2233 (Nebraska only)
402-471-2488

66

Thank you for joining us for the webinar. Please feel free to contact us if you have any questions or need additional assistance.