



# REPORTING TIPS

VERIFICATION  
REPORT  
SY 2025-2026



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711  
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)

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Food and Nutrition Division  
National School Lunch Program



Updated 7/10/2025  
[www.SquareMeals.org](http://www.SquareMeals.org)

# IMPORTANT DATES for VERIFICATION REPORTING (FNS-742)

Required report for all SFAs and RCCIs operating the National School Lunch Program and/or the School Breakfast Program

- |  |   |
|--|---|
|  October 1, 2025     | Count of approved meal applications on file<br>Direct Verification module in Texas ELMS opens             |
|  October 31, 2025    | Count of students for annual Verification Report  |
|  November 1, 2025    | Verification Report opens – TX-UNPS > Download Forms > SNP-123 Verification Report JotForm link           |
|  November 15, 2025  | Direct Verification module in Texas ELMS closes<br>Verification process completed and households notified |
|  November 21, 2025 | 07 <sup>00</sup> submission of Verification Report JotForm is due   |

# ACCESSING THE VERIFICATION REPORT

- Log in to TX-UNPS
- Select School Nutrition Programs
- Select Applications
- Select Download Forms



**School Nutrition Programs** TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > School Year: \_\_\_\_\_


Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Second Review of Applications	FNS-874 report for Contracting Entities selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

# ACCESSING THE VERIFICATION REPORT

## Select SNP-123 – SY2025-2026 Verification Report JotForm

This will take you directly to the JotForm to begin your submission.

\*Additional resources for verification are listed under additional SNP-123 entries.

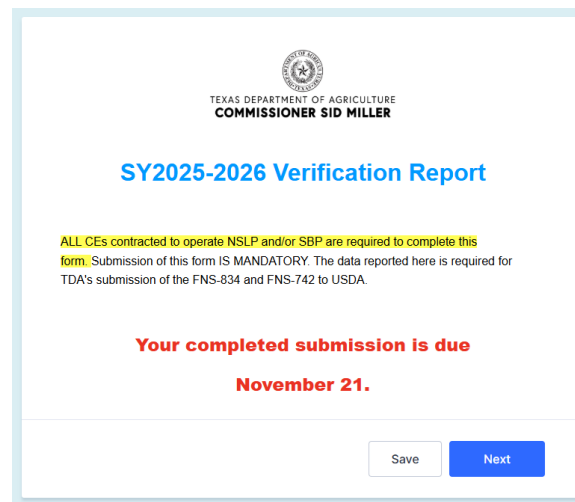


SNP-102	2023-2024 School Data Report	02/16/2024	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	Verification Report JotForm	07/09/2024	N
SNP-123	Resources for Verification Reporting	09/12/2022	N
SNP-123	Resources for Direct Certification and Direct Verification	09/12/2022	N
SNP-124	Civil Rights CE Assessment Answers and Certificate-Spanish	10/20/2015	N
SNP-125	And Justice for All Poster Order Form for NSLP CE	02/25/2020	N
SNP-129	NSLP Program Year Calendar	10/28/2021	N

# ACCESSING THE VERIFICATION REPORT

## SY 2025-2026 Verification Report

<https://www.jotform.com/252165741469160>



The screenshot shows a web form titled "SY2025-2026 Verification Report". At the top, it features the Texas Department of Agriculture logo and the text "TEXAS DEPARTMENT OF AGRICULTURE" and "COMMISSIONER SID MILLER". Below the title, a yellow-highlighted line of text states: "ALL CEs contracted to operate NSLP and/or SBP are required to complete this form. Submission of this form IS MANDATORY. The data reported here is required for TDA's submission of the FNS-834 and FNS-742 to USDA." Further down, in red text, it says "Your completed submission is due November 21." At the bottom right, there are two buttons: "Save" and "Next".

Your completed submission is due November 21, 2025.

# USING THE JOTFORM

- **Error and warning messages will display to help ensure the accuracy of your report.** If you are unsure how to resolve these, please contact your ESC representative for assistance.
- **You can save progress and return to the form if needed.** However, the Verification Report requirement will not be considered fulfilled until the form is submitted by clicking SUBMIT.
- **You will have a chance to fully review your answers prior to submission.** Please carefully review your answers to ensure the data is correctly reported.
- **Multiple submissions are not permitted.** If you need to resubmit your Verification Report, please contact [DirectCertification@TexasAgriculture.gov](mailto:DirectCertification@TexasAgriculture.gov) for assistance.
- **If you have errors or warnings displayed at the time of submission, TDA will contact you to resolve these.** If TDA identifies any other errors after submission, you may also be contacted by TDA or your ESC representative to make corrections.
- **An edit link and PDF will be provided in your confirmation email.** Save this email as documentation of submission. Also, if corrections are requested, you will need to access the form through your edit link.

# RESOURCES

- [SquareMeals.org Verification Reporting Resources](#)
- [ARM, Section 6: Verification of Eligibility](#)
- [fns.usda.gov/cn](#)
- [Texas ELMS](#) (accessible with TX-UNPS login credentials)

**Data for TX-UNPS SFA Verification Report documents direct certification numbers as of October 31.**

This report will provide you with a list of students and the type of direct certification. It can be used to calculate the numbers needed for Supplementary Section 2, Section 3, and Supplementary Section 3, where applicable.

**NOTE:** The SFA must ensure that students on this list were enrolled the last operating day in October and identify any extended eligible students in the household to add to the list. **Direct Verification Match Report documents eligibility for determining direct verification numbers.** This report will provide you with a list of students and the type of direct verification. It is only accessible between October 1<sup>st</sup> and November 15<sup>th</sup> and can be used to calculate the numbers needed for Supplementary Section 5.

# GENERAL INFORMATION

## CE Information

First, report all SFA Information fields using the drop-down options.

How it displays on the JotForm Submission

General Information

Type of Organization

Please Select

ESC Region

Please Select

CE ID

Please Select

CE Name

Please Select

CE City

Please Select

CE Zip Code

Please Select

Found in CE Application in TX-UNPS

Found in CE Application in TX-UNPS

How it displays on the Confirmation PDF

GENERAL INFORMATION	
CE ID	7540
CE Name	7540
Type of Organization	Option 2
School Year From	7540
School Year To	7540
CE City	7540
CE Zip Code	7540
ESC Region	Option 2



# GENERAL INFORMATION

## Contact Information

Provide your contact information as the reporting contact.

If you did not complete verification activities, select NO. You will then be prompted to provide the contact information for the person that did.

Both contacts may be needed to resolve any reporting issues.

**Verification Report Contact**

The Verification Report Contact does not have to be the child nutrition director. It should be the person submitting the report.

**Reporting Contact - Name**

First Name  Last Name

**Reporting Contact - Email**  **Reporting Contact - Phone Number**

example@example.com Please enter a valid phone number.

**Reporting Contact - Title**

ATDA or an ESC representative may need to contact the person that completed verification activity if errors or clarifications on your submission are needed.

Did you personally complete verification activity?

☐ Yes

☐ No

☐ No, verification activity was not required.

## JotForm Submission

<b>Reporting Contact - Name</b>	Kinna Dekeyser
<b>Reporting Contact - Email</b>	dbudnk0@arstechnica.com
<b>Reporting Contact - Phone Number</b>	+37 (86) 868-2102
<b>Reporting Contact - Title</b>	In blandit ultrices enim. Lorem ipsum dolor sit amet, consectetur adipiscing elit.
<b>Verification Activity Contact - Name</b>	Kinna Dekeyser
<b>Verification Activity Contact - Email</b>	dbudnk0@arstechnica.com
<b>Verification Activity Contact - Phone Number</b>	+37 (86) 868-2102

## Confirmation PDF

# GENERAL INFORMATION

## Attestation Statements

Provide confirmation that you are:

1. An authorized representative of the SFA
2. An employee of the SFA
3. Not an FSMC employee

### JotForm Submission

#### Attestation Statements

Confirm the following statements are true prior to continuing.

##### Authorized Representative

- ☐ I confirm I am an Authorized Representative of the Contracting Entity as the User Access Manager listed on the Certificate of Authority for User Access Manager (FND-135) or a user assigned by the authorized User Access Manager prior to the submission of this report.

##### Employed by CE

- ☐ I confirm I am employed by the CE named on this submission. I am not an employee of a Food Service Management Company (FSMC).

### Confirmation PDF

#### Attestation Statements

Confirm the following statements are true prior to continuing.

##### Authorized Representative

Option 2

##### Employed by CE

Option 2

##### Reported Information

Option 2

##### Documentation

Option 2

# SECTION 1

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## JotForm Submission

SECTION 1: Total Schools, RCCIs, and Enrolled Students

All CEs must report Section 1.

For ALL schools/institutions approved to operate the NSLP and/or SBP **as of October 31** report:

- TOTAL number of schools and/or institutions
- TOTAL enrollment

As of October 31, how many SCHOOLS operated NSLP and/or SBP? [1-1 A] \*

Do NOT include RCCIs

As of October 31, how many total STUDENTS were enrolled at these schools? [1-1 B] \*

Do NOT include RCCI students

The first two fields are for SCHOOLS ONLY.

**\*\* WATCH WHERE YOUR NUMBERS GO \*\***  
Mixing up Schools & Students is one of the most common errors.

## Confirmation PDF

**SECTION 1**  
Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students

1-1: Total Schools (Do not include RCCIs):

1-1 A. Number of Schools OR Institutions	7540	1-1 B. Number of Students	7540
--	------	---------------------------	------

If you operate RCCIs only, enter 0 for both.

# SECTION 1

## Total Schools, RCCIS, and Enrolled Students

**JotForm  
Submission  
Confirmation  
PDF**

As of October 31, did the CE operate any RCCI sites? \*

☐ No

☒ Yes

As of October 31, how many RCCIs operated NSLP and/or SBP? [1-2 A] \*

2

As of October 31, how many STUDENTS were enrolled at these RCCIs? [1-2 B] \*

2

How many of the RCCIs reported had DAY students? [1-2a A] \*

1

How many DAY students attend the RCCIs reported in 1-2 a A? [1-2a B] \*

1

Do NOT include RCCIs with NO DAY students

Do NOT include residential students

How many of the RCCIs reported had NO day students? [1-2b A] \*

How many residential students attend the RCCIs reported in 1-2b A? [1-2b B] \*

If you operated RCCIs, select YES.

**\*\*WATCH WHERE YOUR  
NUMBERS GO\*\***

Mixing up RCCIs & Students is one of the most common errors.

If you operated RCCIs with DAY students, select Yes.

1-2: Total RCCIs (*Do not include schools counted in 1-1*):

1-2 A. Number of Schools OR Institutions 7540

1-2 B. Number of Students 7540

1-2a: RCCIs with day students (*Report ONLY day students in 1-2aB*):

1-2a A. Number of Schools OR Institutions 7540

1-2a B. Number of Students 7540

1-2b: RCCIs with NO day students:

1-2b A. Number of Schools OR Institutions 7540

1-2b B. Number of Students 7540

CHILD NUTRITION



NATIONAL SCHOOL LUNCH PROGRAM

# SECTION 2

## CEs Operating Special Provisions

If you DID NOT operate under special provisions at any sites, select NO and proceed to Section 3.

If at least one site operated under special provisions, select YES.

If ALL sites operated under special provisions, select YES.

**If ALL sites participated in a special provision program, the total number of sites and students reported in this section must match the total sites and students enrolled in Section 1.**

### SECTION 2: CEs Operating Special Provisions

Only CEs with special provisions (CEP or Provision 2) must report Section 2.

Report schools or institutions operating the NSLP and/or SBP under special provisions **as of October 31.**

Are there any schools and/or RCCIs operating under special provisions? \*

- ☒ No  
☐ Yes

\* You are reporting there are no schools and/or RCCIs operating under special provisions (Provision 2 and CEP). If this is accurate, the remaining fields in Section 2 are not required.

[Please proceed to Section 3.](#)

**Jotform**

**Submission**

Are there any schools and/or RCCIs operating under special provisions? \*

- ☐ No  
☒ Yes

Are ALL schools and/or RCCIs operating under special provisions? \*

- ☐ No  
☒ Yes

# SECTION 2

## CEs Operating Special Provisions

Sites and students operating under **PROVISION 2 in a BASE YEAR** are reported first.

### JotForm Submission

<p>As of October 31, how many SCHOOLS and/or RCCIs were operating Provision 2 in a BASE year? [2-1 A] *</p> <input type="text"/>	<p>As of October 31, how many STUDENTS were enrolled at schools and/or RCCIs operating Provision 2 in a BASE year? [2-1 B] *</p> <input type="text"/>
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### Confirmation PDF

<b>2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:</b>			
<b>2-1 A. Number of Schools OR Institutions</b>	7540	<b>2-1 B. Number of Students</b>	7540

Sites and students operating under **PROVISION 2 in a NON BASE YEAR** Are reported next.

<p>As of October 31, how many SCHOOLS and/or RCCIs were operating Provision 2 in a NON BASE year? [2-2 A] *</p> <input type="text"/>	<p>As of October 31, how many STUDENTS were enrolled at schools and/or RCCIs operating Provision 2 in a NON BASE year? [2-2 B] *</p> <input type="text"/>
<p>As of October 31, how many SCHOOLS were operating the Community Eligibility Option (CEP)? [2-3 A] *</p> <input type="text"/> <p><small>RCCIs are not eligible to operate CEP</small></p>	<p>As of October 31, how many STUDENTS were enrolled at schools operating CEP? [2-3 B] *</p> <input type="text"/>

<b>2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:</b>			
<b>2-2 A. Number of Schools OR Institutions</b>	7540	<b>2-2 B. Number of Students</b>	7540
		<b>2-2a B. Number of Students reported as FREE</b>	7540
		<b>2-2b B. Number of Students reported as REDUCED PRICE</b>	7540

If at least one student is reported under **PROVISION 2 in a NON BASE YEAR**, provide the number of those students that were **FREE and REDUCED PRICE**.

<p>How many of these students were reported as FREE in a NON BASE year? [2-2a B] *</p> <input type="text"/>
<p>How many of these students were reported as REDUCED PRICE in a NON BASE year? [2-2b B] *</p> <input type="text"/>

# SECTION 2

## CEs Operating Special Provisions

Lastly, sites and students operating under **COMMUNITY ELIGIBILITY PROVISION** are reported.

### JotForm Submission

As of October 31, how many SCHOOLS were operating the Community Eligibility Option (CEP)? [2-3 A] \*

As of October 31, how many STUDENTS were enrolled at schools operating CEP? [2-3 B] \*

RCCIs are not eligible to operate CEP

### Confirmation PDF

2-3: Operating the Community Eligibility Provision (CEP):			
2-3 A. Number of Schools OR Institutions	7540	2-3 B. Number of Students	7540

# SUPPLEMENTARY SECTION 2

The **SUPPLEMENTARY SECTIONS** of the Verification Report JotForm collect information that TDA reports to USDA but is not captured on the FNS-742.

**Only SFAs operating sites under special provisions will see Supplementary Section 2.**

In Supplementary Section 2, SFAs provide more detail on the total number of students already reported in Section 2.

The number of students reported in Supplementary Section 2 should not exceed the totals reported in Sections 1 or 2.

**RESOURCE:** Texas ELMS Data for TX-UNPS SFA Verification Report

## JotForm Submission

To be directly certified, a student must appear on a State list pulled from Texas ELMS or on a Local List. \*

	Number of Provision 2 NON-BASE year students and CEP students directly certified as of October 31, 2023
SNAP [S2-1]	
TANF [S2-2]	
MEDICAID FREE [S2-3]	
MEDICAID REDUCED PRICE [S2-4]	
FDPIR [S2-5]	
FOSTER [S2-6]	
MIGRANT [S2-7]	
HOMELESS [S2-8]	
RUNAWAY [S2-1]	
HEADSTART/EARLY HEADSTART	

## Confirmation PDF

### SUPPLEMENTARY SECTION 2

Breakout of directly certified students in CEP and NON-BASE YEAR special provision schools

<b>S2-1 SNAP</b>	7540
<b>S2-2 TANF</b>	7540
<b>S2-3 MEDICAID-FREE</b>	7540
<b>S2-4 MEDICAID-REDUCED PRICE</b>	7540

<b>S2-5 FDPIR</b>	7540
<b>S2-6 FOSTER</b>	7540
<b>S2-7 MIGRANT</b>	7540
<b>S2-8 HOMELESS</b>	7540
<b>S2-9 RUNAWAY</b>	7540
<b>S2-10 HEADSTART/EARLY HEADSTART</b>	7540



# SECTION 3

## Direct Certified Students approved as FREE eligible NOT subject to verification

SFAs exempt from direct certification, select **YES** and check box 3-1.

- All sites are RCCIs with residential students only
- All sites operate under P2 or CEP in a NON-BASE YEAR

All other SFAs, select NO.

Checkbox 3-1 will not display. No selection is required.

Results of direct certification are reported in the following fields.

SECTION 3: Students Approved as FREE Eligible NOT Subject to Verification

All CEs must report Section 3.

Are ALL schools and/or RCCIs in the CE exempt from direct certification? \*

☐ No

☒ Yes

CEs that meet **ANY** of the following criteria should select YES above:

- All sites are RCCIs with no day students.
- All sites are RCCIs with day students that remain enrolled at the home district.
- All sites participate in CEP or Provision 2 in a NON BASE year.

3-1. Check the box only if ALL schools and/or RCCIs were NOT required to perform direct certification with SNAP. \*

☒ Checked: I confirm that all schools and/or RCCIs were not required to perform direct certification with SNAP.

☐ Not Checked

\* You are reporting all schools and/or RCCIs were not required to perform direct certification with SNAP. If this is accurate, the remaining fields in Section 3 are not required.

Please proceed to Section 4.

**JotForm Submission**

### SECTION 3

Students approved as FREE eligible NOT subject to verification

**3-1: Check the box only if all schools and/or RCCIs in the CE were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools).** 7540

**Confirmation PDF**

# SECTION 3

## Students approved as FREE eligible NOT subject to verification

### JotForm Submission

Report **students approved FREE eligible through direct certification as of October 31** for all schools and/or RCCIs that are:

- operating **Provision 2 in a BASE YEAR**
- **NOT** operating under special provisions.

As of October 31, how many students were directly certified as FREE through SNAP (Supplemental Nutrition Assistance Program)? [3-2] \*

As of October 31, how many students were directly certified as FREE through a program other than SNAP? [3-3] \*

### Confirmation PDF

3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):

3-2 B. Number of Students 7540

3-3: Students directly certified through other programs:

3-3 B. Number of Students 7540

Direct certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP or TANF agency) or through Texas ELMS.

Students directly certified as **FREE eligible through SNAP** are reported first.

*\*This includes students deemed eligible through extended eligibility.*

Students directly certified as **FREE eligible through OTHER PROGRAMS** are reported second.

*\*Medicaid-FREE is included in this count but not Medicaid REDUCED.*

**RESOURCE:** Texas ELMS Data for TX-UNPS SFA Verification Report

CHILD NUTRITION



NATIONAL SCHOOL LUNCH PROGRAM

# SUPPLEMENTARY SECTION 3

The **SUPPLEMENTARY SECTIONS** of the Verification Report JotForm collect information that TDA reports to USDA but is not captured on the FNS-742.

**Only SFAs reporting direct certification in Section 3 will see Supplementary Section 3.**

In Supplementary Section 3, SFAs provide more detail on the total number of students already reported in Section 3 and the students eligible through Medicaid REDUCED.

**Do not report SNAP eligible students in Supplementary Section 3.**

The number of students reported in Supplementary Section 3 should not exceed the totals reported in Sections 1 or 3.

**RESOURCE:** Texas ELMS Data for TX-UNPS SFA Verification Report

## JotForm Submission

To be directly certified, a student must appear on a State list pulled from Texas ELMS or on a Local List. \*

	Number of Provision 2 BASE year students or NON special provision students directly certified as of October 31, 2023
TANF [S3-1]	
MEDICAID FREE [S3-2]	
MEDICAID REDUCED PRICE [S3-3]	
FDPIR [S3-4]	
FOSTER [S3-5]	
MIGRANT [S3-6]	
HOMELESS [S3-7]	
RUNAWAY [S3-8]	
HEADSTART/EARLY HEADSTART [S3-9]	

## Confirmation PDF

### SUPPLEMENTARY SECTION 3

Breakout of students directly certified at schools/RCCIs NOT operating special provisions or operating Provision 2 in a BASE YEAR

S3-1 TANF	7540
S3-2 MEDICAID-FREE	7540
S3-3 MEDICAID-REDUCED PRICE	7540
S3-4 FDPIR	7540
S3-5 FOSTER	7540

S3-6 MIGRANT	7540
S3-7 HOMELESS	7540
S3-8 RUNAWAY	7540
S3-9 HEADSTART/EARLY HEADSTART	7540

# SECTION 4

Students approved as FREE or REDUCED eligible through a household application

If at least one application was collected, select YES.

If at NO applications were collected, select NO and proceed to Section 5.

SECTION 4: Students approved as FREE or REDUCED PRICE eligible through a household application

All CEs collecting applications must report Section 4.

Did any schools and/or RCCIs collect household applications to determine FREE and REDUCED PRICE eligibility? \*

- ☒ No  
☐ Yes

\* You are reporting NO schools and/or RCCIs collected household applications. If this is accurate, the remaining fields in Section 4 are not required.

Please proceed to Section 5.

**JotForm  
Submission**

# SECTION 4

Students approved as FREE or REDUCED eligible through a household application

**APPLICATIONS** – number approved as of October 1st  
**STUDENTS** – number approved as of October 31st

Numbers are reported in three pieces:

1. Categorically FREE
2. Income FREE
3. Income REDUCED PRICE

**\*\*WATCH WHERE YOUR NUMBERS GO\*\***

Mixing up Applications & Students is one of the most common errors.

**NOTE:** APPLICATIONS should be less than or equal to STUDENTS, unless students that submitted applications were directly certified in October. Please keep documentation to support this if it happens.

## JotForm Submission

Approved as **categorically FREE eligible**

Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR or an application)

As of October 1, how many APPLICATIONS were approved as categorically FREE eligible? [4-1 A] \*

As of October 31, how many STUDENTS were approved as categorically FREE eligible? [4-1 B] \*

Approved as **FREE eligible based on income**

Based on household size and income information

As of October 1, how many APPLICATIONS were approved as FREE eligible based on income information? [4-2 A] \*

As of October 31, how many STUDENTS were approved as FREE eligible based on income information? [4-2 B] \*

Approved as **REDUCED PRICE eligible based on income**

Based on household size and income information

As of October 1, how many APPLICATIONS were approved as REDUCED PRICE eligible based on income information? [4-3 A] \*

As of October 31, how many STUDENTS were approved as REDUCED PRICE eligible based on income information? [4-3 B] \*

## Confirmation PDF

### SECTION 4

Students approved as FREE or REDUCED PRICE eligible through a household application

4-1: Approved as categorically FREE Eligible:

4-1 A. Number of Applications 7540

4-1 B. Number of Students 7540

4-2: Approved as FREE Eligible:

4-2 A. Number of Applications 7540

4-2 B. Number of Students 7540

4-3: Approved as REDUCED PRICE Eligible:

4-3 A. Number of Applications 7540

4-3 B. Number of Students 7540

# SECTION 5

## Household Application Verification

### JotForm Submission

SECTION 5: Household Application Verification

All CEs must report Section 5.

Verification activities are NOT required for:

- \* 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 in which all children are served with no separate charge for food service and no special cash assistance is claimed; (i.e., nonpricing 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

Do any of the above apply to ALL schools and/or RCCIs in your CE? \*

☐ No

☐ Yes

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

☐ Checked: I confirm that ALL schools and/or RCCIs are exempt from verification.

☐ Not Checked

**Not sure if you should check YES or NO?  
Call your ESC for assistance.**

SFAs that are exempt from verification activities, select YES and check box 5-1.

SFAs that are NOT exempt from verification activities, select NO.

Checkbox 5-1 will not display. No selection is required. Results of verification are reported in the following fields.

### Confirmation PDF

**SECTION 5**

Results of household application verification

5-1. Check the box if ALL schools and/or RCCIs are exempt from verification 7540

**RELATED RESOURCE:** [Verification Report | Individual Household Form](#)



# SECTION 5

## Household Application Verification

### JotForm Submission

Was verification performed and completed? [5-2] \*

☒ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

Which verification sampling method did you use? [5-3] \*

☒ Standard - Lesser of 3% or 3,000 error-prone applications

☐ Alternate 1 - Lesser of 3% or 3,000 randomly selected applications

☐ Alternate 2 - Lesser of 1% or 1,000 error-prone applications + lesser of 0.5% or 500 categorically eligible applications (SNAP/TANF/FDPIR case number provided)

How many error-prone applications were approved as of October 1, 2023? [5-4] \*

Report the TOTAL number of approved applications considered error-prone

How many applications were selected for the verification sample? [5-5] \*

### Confirmation PDF

#### SECTION 5

Results of household application verification

**5-1. Check the box if ALL schools and/or RCCIs are exempt from verification** 7540

**5-2: Was verification performed and completed?** 7540

**5-3: Type of verification process used:** 7540

**5-4: Total ERROR PRONE applications:** 7540

**5-5: Number of applications selected for verification sample:** 7540

### Verification Sample

CEs reporting verification activity will first answer a series of questions on sampling.

**RESOURCE:** [CE List of Approved Sample Size Methods](#)

The list of approved sample size methods will help validate if a SFA is able to use an alternate sampling method. This is based on their previous year's verification activity.

**Error-prone applications:** Applications approved as of October 1<sup>st</sup> indicating monthly income within \$100 of the monthly or annual income within \$1,200 of the Free/Reduced Price income eligibility limits.

**RESOURCE:** [Sample Size Calculator](#) The sample size calculator will help calculate and validate the sample size and the total reported results.

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# SECTION 5

## Household Application Verification

### JotForm

#### Applications verified for cause

Were there any questionable applications verified for cause that were NOT included in the verification sample and were verified as of November 15th? \*

- ☐ No  
☐ Yes

How many applications were verified for cause in addition to the verification sample? \*

### Confirmation PDF

**VC-1: Total questionable applications verified for cause** 7540

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### Verification for Cause

A SFA must verify any questionable household application that provides conflicting information on a case-by-case basis. Verification for cause may be conducted at any time during the school year.

Select YES, if a SFA has at least one application:

- selected for verification for cause
- that is VERIFIED by November 15<sup>th</sup>
- and was not reported in the verification sample.

**If you verified any applications for cause, all reported applications should be accounted for in the appropriate categories in Direct Verification and Results of Verification.**

**In the results sections** that follow include the verification results of applications selected for:

- **the verification sample** AND
- **verified for cause**



# SECTION 5

## Household Application Verification

### JotForm Submission

Applications confirmed through DIRECT VERIFICATION

Was direct verification (Texas ELMS) used to confirm eligibility for any applications in your verification sample or any applications verified for cause? \*

☒ No  
☐ Yes

5-6. If direct verification was NOT conducted, select "Checked" to confirm. \*

☒ Checked: I confirm that the CE DID NOT perform direct verification for any students.  
☐ Not Checked

Applications confirmed through DIRECT VERIFICATION

Was direct verification (Texas ELMS) used to confirm eligibility for any applications in your verification sample or any applications verified for cause? \*

☐ No  
☒ Yes

How many APPLICATIONS were confirmed as FREE or REDUCED PRICE eligibility through direct verification as of November 15th? [5-7 A] \*

SNAP, TANF, FDIPIR, MEDICAID

How many STUDENTS were confirmed as FREE or REDUCED PRICE eligibility through direct verification as of November 15th? [5-7 B] \*

5-6. Check the box if direct verification was not conducted in the CE, (i.e. not one of the schools and/or RCCIs in the CE performed direct verification). 7540

5-7: Confirmed through direct verification:

5-7 A. Number of Applications 7540

5-7 B. Number of Students 7540

### Confirmation PDF

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**Results of Direct Verification** Be careful not to confuse direct verification with direct certification. Only applications that were selected for verification AND THEN confirmed as categorically eligible through direct verification should be reported here.

**RESOURCE:** A Texas ELMS report of Direct Verification Matches is available from October 1st through November 15th ONLY.

SFAs DID NOT verify any applications through direct verification, select NO and check box 5-6.

SFAs that DID verify applications through direct verification, select YES and report the results. Checkbox 5-6 will not display.

Mixing up Applications & Students is one of the most common errors.

**\*\*WATCH WHERE YOUR NUMBERS GO\*\***

# SUPPLEMENTARY SECTION 5

The **SUPPLEMENTARY SECTIONS** of the Verification Report JotForm collect information that TDA reports to USDA but is not captured on the FNS-742.

**Only SFAs reporting direct verification in Section 5 will see Supplementary Section 5.**

In Supplementary Section 5, SFAs provide more detail on the applications and students already reported as directly verified in Section 5. **Do not report directly certified students in Supplementary Section 5.**

The number of applications and students reported in Supplementary Section 5 should equal the number of directly verified applications and students reported in Section 5.

**RESOURCE:** A Texas ELMS report of Direct Verification Matches is *available from October 1st through November 15th ONLY.*

## JotForm Submission

To be directly verified, a student must appear on a state list pulled from Texas ELMS. \*

	Number of Applications	Number of Students
SNAP [S5-1]		
TANF [S5-2]		
Medicaid Free [S5-3]		
Medicaid Reduced Price [S5-4]		
CHIP Free [S5-5]		
CHIP Reduced Price [S5-6]		

## Confirmation PDF

### SUPPLEMENTARY SECTION 5

Breakout of directly verified applications

S5-1 A. SNAP - Applications	7540
S5-1 B. SNAP - Students	7540
S5-2 A. TANF - Applications	7540
S5-2 B. TANF - Students	7540
S5-3 A. MEDICAID-FREE - Applications	7540
S5-3 B. MEDICAID-FREE - Students	7540
S5-4 A. MEDICAID-REDUCED PRICE - Applications	7540
S5-4 B. MEDICAID-REDUCED PRICE - Students	7540
S5-5 A. CHIP-FREE - Applications	7540
S5-5 B. CHIP-FREE - Students	7540
S5-6 A. CHIP-REDUCED PRICE - Applications	7540
S5-6 B. CHIP-REDUCED PRICE - Students	7540

# SECTION 5

## Household Application Verification

### JotForm Submission

#### A. Applications originally approved as FREE-Categorically Eligible

Report the results of verification for those applications and students originally certified as FREE based on SNAP/TANF/FDPIR documentation (eg. case number) on application \*

	Number of Applications	Number of Students
Responded - NO CHANGE		
Responded - Changed to REDUCED PRICE		
Responded - Changed to PAID		
NOT Responded - Changed to PAID		

#### B. Applications originally approved as FREE-Income

Report the results of verification for those applications and students originally certified as FREE based on income/household size application \*

	Number of Applications	Number of Students
Responded - NO CHANGE		
Responded - Changed to REDUCED PRICE		
Responded - Changed to PAID		
NOT Responded - Changed to PAID		

#### C. Applications originally approved as REDUCED PRICE-Income

Report the results of verification for those applications and students originally certified as REDUCED PRICE based on income/household size application \*

	Number of Applications	Number of Students
Responded - NO CHANGE		
Responded - Changed to FREE		
Responded - Changed to PAID		
NOT Responded - Changed to PAID		

### Confirmation PDF

#### 5-8 A. FREE-Categorically Eligible:

5-8 A1. Responded, NO CHANGE

5-8 A1a. Number of Applications 7540 5-8 A1b. Number of Students 7540

5-8 A2. Responded, Changed to REDUCED PRICE

5-8 A2a. Number of Applications 7540 5-8 A2b. Number of Students 7540

5-8 A3. Responded, Changed to PAID

5-8 A3a. Number of Applications 7540 5-8 A3b. Number of Students 7540

5-8 A4. Not Responded, Changed to PAID

5-8 A4a. Number of Applications 7540 5-8 A4b. Number of Students 7540

#### 5-8 B. FREE Income:

5-8 B1. Responded, NO CHANGE

5-8 B1a. Number of Applications 7540 5-8 B1b. Number of Students 7540

5-8 B2. Responded, Changed to REDUCED PRICE

5-8 B2a. Number of Applications 7540 5-8 B2b. Number of Students 7540

5-8 B3. Responded, Changed to PAID

5-8 B3a. Number of Applications 7540 5-8 B3b. Number of Students 7540

5-8 B4. Not Responded, Changed to PAID

5-8 B4a. Number of Applications 7540 5-8 B4b. Number of Students 7540

#### 5-8 C. REDUCED PRICE Income:

5-8 C1. Responded, NO CHANGE

5-8 C1a. Number of Applications 7540 5-8 C1b. Number of Students 7540

5-8 C2. Responded, Changed to FREE

5-8 C2a. Number of Applications 7540 5-8 C2b. Number of Students 7540

5-8 C3. Responded, Changed to PAID

5-8 C3a. Number of Applications 7540 5-8 C3b. Number of Students 7540

5-8 C4. Not Responded, Changed to PAID

5-8 C4a. Number of Applications 7540 5-8 C4b. Number of Students 7540

### Results of Verification by Original Benefit Type

Report the results of verification (sample and verified for cause) by original benefit type for each result category as of November 15th .

**Do NOT include any applications and students already reported as confirmed through direct verification.**

For each original benefit type, SFAs will report APPLICATIONS & STUDENTS in four results categories.

- Responded – NO CHANGE
- Responded – Increase of benefits
- Responded – Decrease of benefits
- NOT Responded – Changed to PAID

**All reported applications – verification sample and verified for cause – should now be accounted for in the appropriate categories in Direct Verification and Results of Verification.**

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# REVIEW

When all fields are complete, you will have a chance to review your responses and make corrections.

**NOTE:** All fields required for federal reporting will be present and formatted. You may notice some fields with default values that you did not originally respond to. This is expected and does NOT need be corrected.

## PLEASE REVIEW YOUR RESPONSES

### GENERAL INFORMATION

CE ID

CE Name

S5-5 A. CHIP-FREE - Applications

S5-5 B. CHIP-FREE - Students

S5-6 A. CHIP-REDUCED PRICE -  
ApplicationsS5-6 B. CHIP-REDUCED PRICE -  
Students

Make Corrections

Save

Confirm as Correct

Click “Confirm as Correct” to go  
to the final submission page.

# SUBMISSION

## Submission Attestation Statements

Provide confirmation that you are:

1. Reporting accurately and on time
2. Retaining documentation related to the report

## Submission Confirmation

1. The SFA contacts reported and the ESC representatives for the ESC region reported will receive a **confirmation email**.
2. The confirmation email will contain a **PDF copy of your responses**
3. AND an **edit link** that will allow you to access the submission if corrections are needed.

### Attestation Statements

Confirm the following statements are true prior to submitting.

#### Reported Information \*

- ☐ I confirm I understand it is the CE's responsibility to accurately complete this report by the submission deadline and that non-compliance may result in adverse action.

#### Documentation \*

- ☐ I confirm that the CE has retained documentation related to the information submitted in this report.

Make Corrections

Save

SUBMIT

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# CORRECTIVE ACTION

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## **Corrective Action will be required for the following:**

1. Late or no submission of the Verification Report
2. Not completing the verification process by the November 15 due date
3. Verifying an incorrect sample size or using an ineligible sampling method

**Initial notification of a required Corrective Action will be sent shortly after the submission deadline has passed.**

# ACKNOWLEDGMENT STATEMENT

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This guide does not cover the entire scope of program operations or reporting. You are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating and reporting on the program.



Assistance available in English and Spanish. Please call **877-TEX-MEAL (877-839-6325)** for help. Additional translations services available as well.

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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.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, 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:

**1. Mail:**

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

**2. Fax: (833) 256-1665 or (202) 690-7442;** or

**3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).**

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# CONTACT US

The best point of contact for  
Verification Reporting assistance is  
your ESC Representative.



[DirectCertification@TexasAgriculture.gov](mailto:DirectCertification@TexasAgriculture.gov)



[www.SquareMeals.org](http://www.SquareMeals.org)