CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

REPORTING TIPS

VERIFICATION REPORT

SY 2022-2023

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
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Food and Nutrition Division
National School Lunch Program

This product was funded by USDA.
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Updated 9/29/2022
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

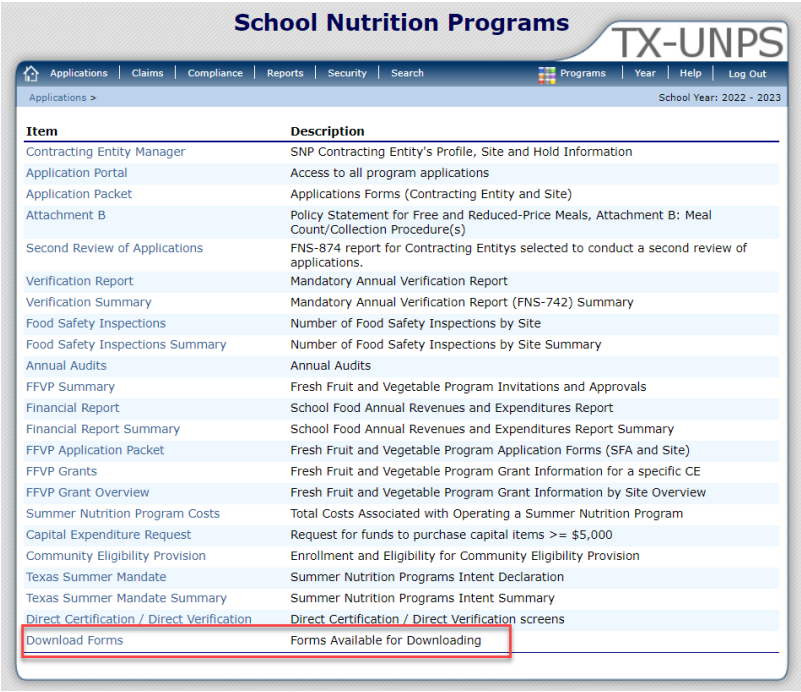
October 1, 2022	Count of approved meal applications on file
	Direct Verification module in Texas ELMS opens
October 31, 2022	Count of students for annual Verification Report
November 1, 2022	Verification Report opens – TX-UNPS > Download Forms > SNP-123 Verification Report JotForm link
November 15, 2022	Direct Verification module in Texas ELMS closes
	Verification process completed and households notified
November 23, 2022	CE submission of Verification Report JotForm is due

NOTE: October 1 is a Saturday. Numbers can be counted Monday, October 3 but should only include numbers through October 1.

ACCESSING THE VERIFICATION REPORT

This process has CHANGED!

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



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 Entitys 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 – SY2022-2023 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.

Form ID	Description	Last Modified	New Contracting Entity?
SNP-000	Request for Exemptions/Waivers for Program Operation	01/11/2022	Y
SNP-001	Direct Deposit Authorization (74-176)	08/12/2014	Y
SNP-002	Application for Texas Identification Number (AP-152)	11/15/2013	Y
SNP-003	Pre-Award Civil Rights Compliance Review Form	04/30/2021	Y
SNP-004	FND Permanent Agreement	03/16/2011	Y
SNP-005	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
SNP-006	FNS Instructions 113-1 (Excerpt)	03/05/2011	Y
SNP-007	Severe Need Approval Request Form	08/05/2019	N
SNP-008	Attachment B: Milk Count & Collection Procedures	03/05/2011	Y
SNP-011	Hazard Analysis Critical Control Points (HACCP) Checklist (FND-104)	12/09/2013	Y
SNP-014	Commodity Agreement	01/11/2017	Y
SNP-015	Certificate of Authority for User Access Manager (FND-135)	08/22/2022	Y
SNP-017	Payee Change Request (74-157)	01/04/2021	N
SNP-018	Permanent Agreement Amendment for Name Change	03/19/2012	N
SNP-102	2021-2022 School Data	03/02/2022	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	SY 2022-2023 Verification Report JotForm	09/12/2022	N
SNP-123	Resources for Verification Reporting	09/12/2022	N
SNP-123	Resources for Direct Certification and Direct Verification	09/12/2022	N

ACCESSING THE VERIFICATION REPORT

SY 2022-2023 Verification Report

https://form.jotform.com/221656822040045

TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

SY 2022-2023 Verification Report

ALL CEs contracted to operate NSLP and/or SBP are required to complete this form.

The data previously reported in the Preliminary Verification Report and the TX-UNPS Verification Report are now all included in the single submission of this form - the SY22-23 Verification Report.

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.

Your completed submission is due November 23, 2022.

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.
- **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 and prevent the need for additional communications.
- **Multiple submissions are not permitted.** If you need to resubmit your Verification Report, please contact 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.

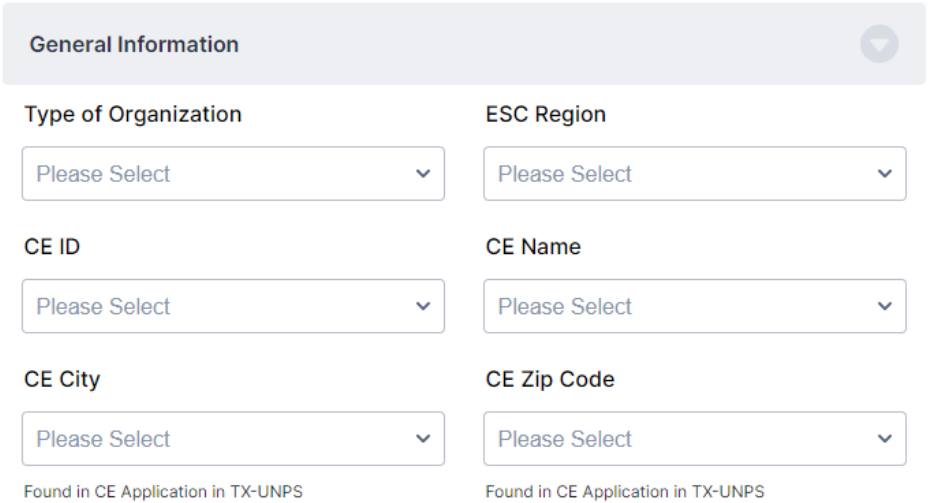
NOTE: The CE must ensure that students on this list were enrolled the last operating day in October and identify any extended eligible students in the household to add to the list.

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 1st and November 15th and can be used to calculate the numbers needed for Supplementary Section 5.

GENERAL INFORMATION

CE Information

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



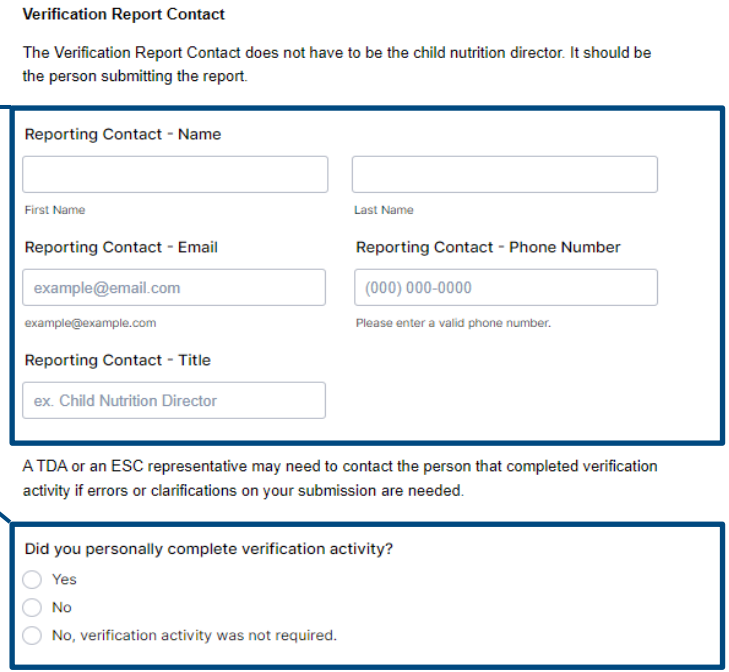
GENERAL INFORMATION

Contact Information

Provide your contact information as the reporting contact.

<u>If you did not complete verification activities, select NO.</u> 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.

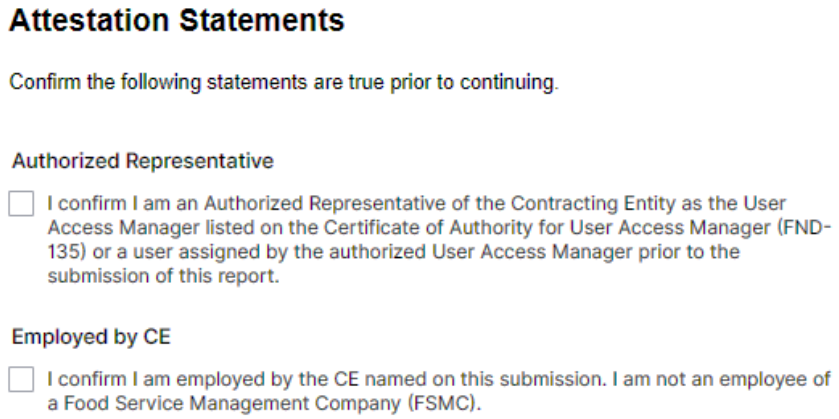


GENERAL INFORMATION

Attestation Statements

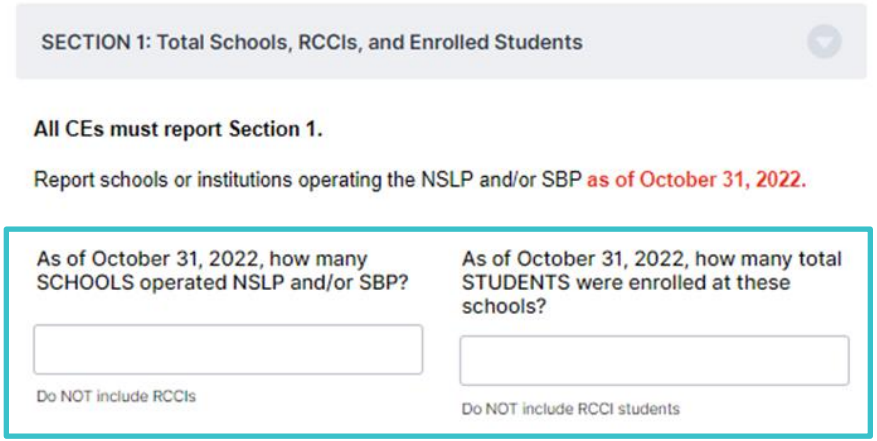
Provide confirmation that you are:

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



SECTION 1

Total Schools, RCCIS, and Enrolled Students


SECTION 1: Total Schools, RCCIs, and Enrolled Students

All CEs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of October 31, 2022.

As of October 31, 2022, how many SCHOOLS operated NSLP and/or SBP?

Do NOT include RCCIs

As of October 31, 2022, how many total STUDENTS were enrolled at these schools?

Do NOT include RCCI students

<u>The first two fields are for SCHOOLS ONLY.</u>

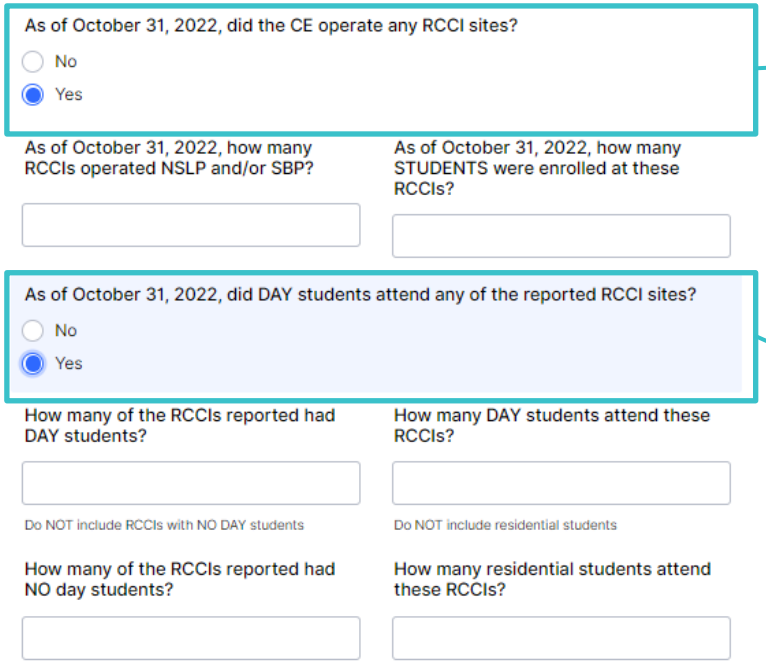
****WATCH WHERE YOUR NUMBERS GO****

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

If you operate RCCIs only, enter 0 for both.

SECTION 1

Total Schools, RCCIS, and Enrolled Students



If you operated RCCIs, select YES.

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

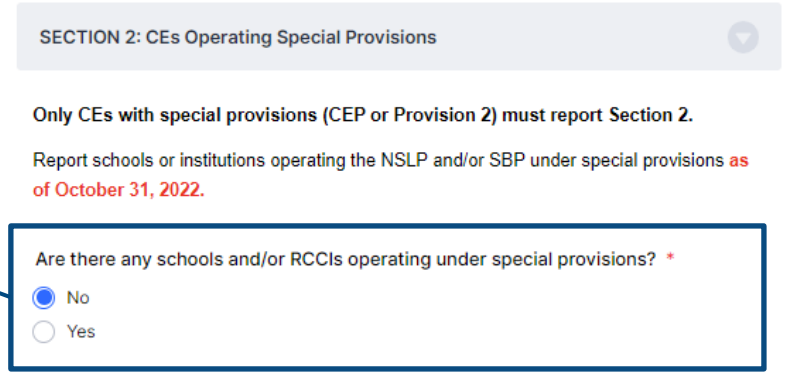
Mixing up RCCIs & Students is one of the most common errors.

If you operated RCCIs with DAY students, select YES.

SECTION 2

CEs Operating Special Provisions

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



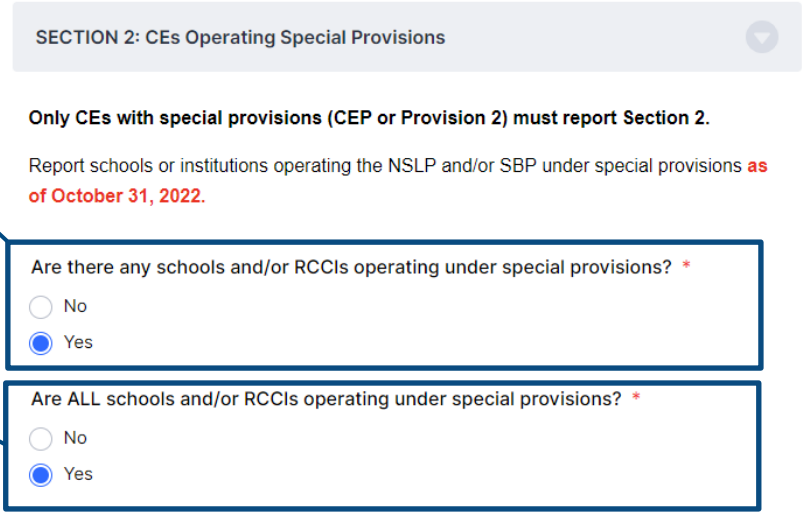
SECTION 2

CEs Operating Special Provisions

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

If ALL sites operated under special provisions, select YES.

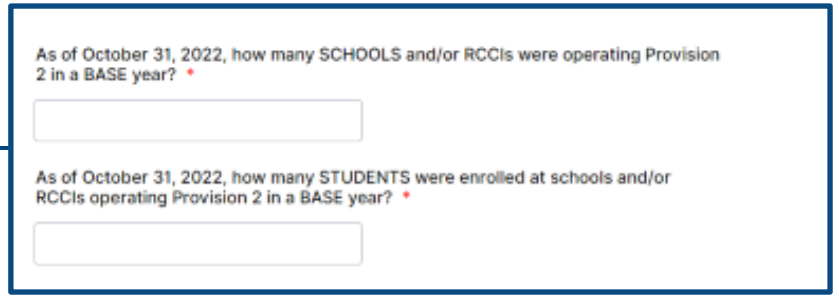
If ALL sites participated in a special provision program, the total number of sites and students reported in this section must match the total sites and students enrolled in Section 1.



SECTION 2

CEs Operating Special Provisions

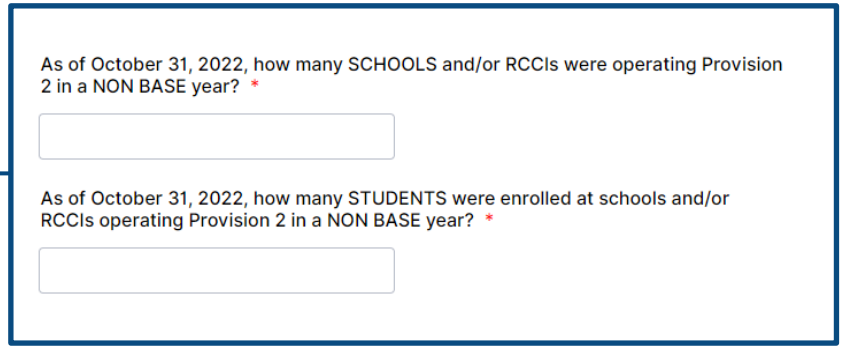
Sites and students operating under **PROVISION 2 in a BASE YEAR** will be reported first.



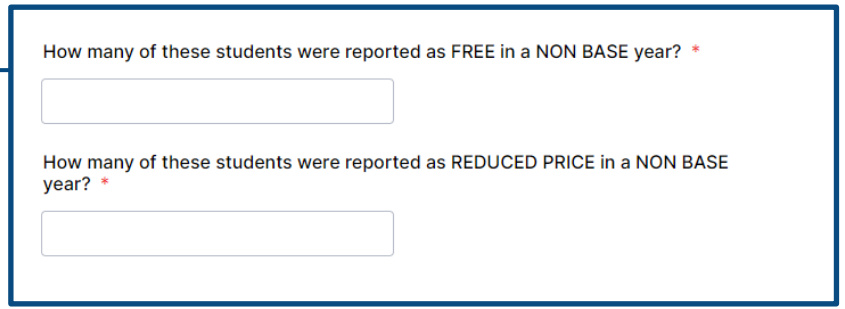
SECTION 2

CEs Operating Special Provisions

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



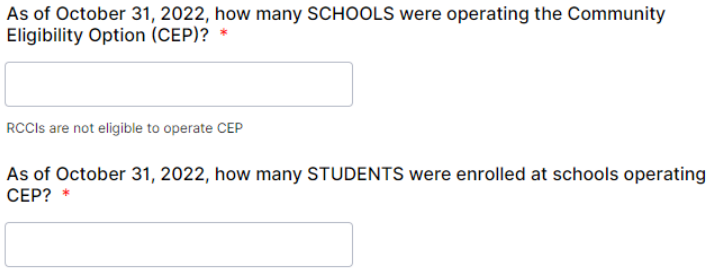
If at least one student is reported under PROVISION 2 in a NON BASE YEAR, you will provide the number of those students that were **FREE and REDUCED PRICE**.



SECTION 2

CEs Operating Special Provisions

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



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 CEs operating sites under special provisions will see Supplementary Section 2.

In Supplementary Section 2, CEs 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.

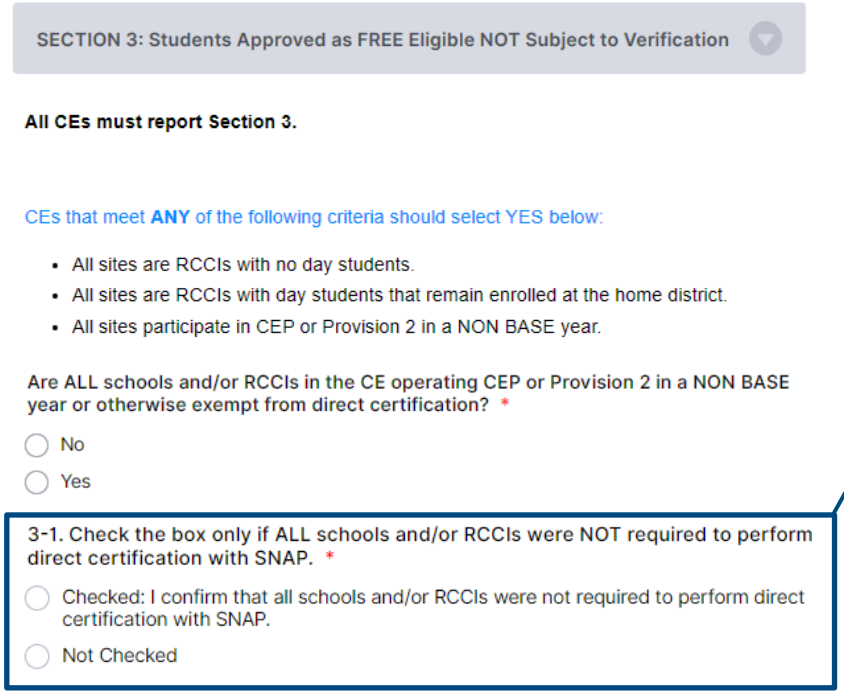
RESOURCE: Texas ELMS Data for TX-UNPS SFA Verification Report

To be directly certified, a student must be on an official list from Texas ELMS or a district liaison. *

	Number of NON-BASE year and CEP students directly certified as of October 31, 2022
SNAP	
TANF	
MEDICAID FREE	
MEDICAID REDUCED PRICE	
FDPIR	
FOSTER	
MIGRANT	
HOMELESS	
RUNAWAY	
HEADSTART/EARLY HEADSTART	

SECTION 3

Students approved as FREE eligible NOT subject to verification



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

All CEs must report Section 3.

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

- 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.

Are ALL schools and/or RCCIs in the CE operating CEP or Provision 2 in a NON BASE year or otherwise exempt from direct certification? *

- ○ No
- ○ Yes

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

CEs 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

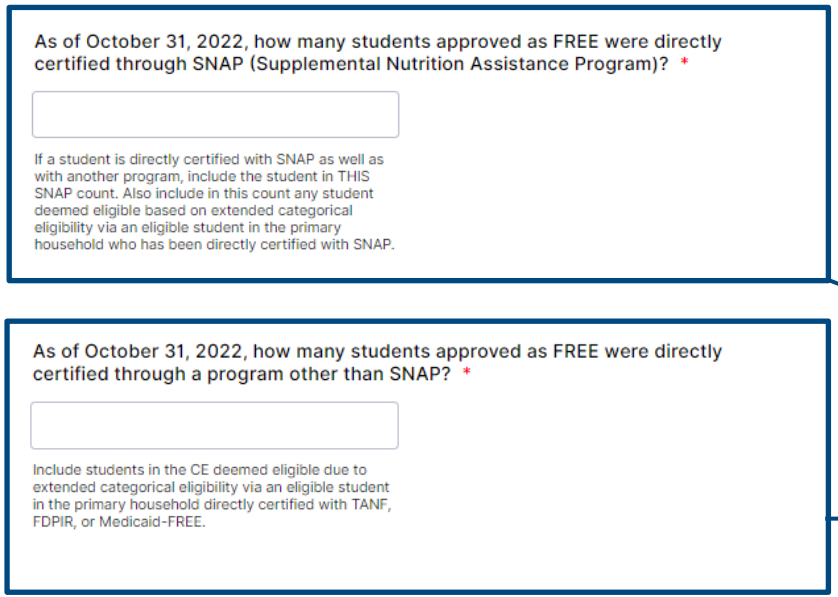
All other CEs, select NO.

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



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.

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

*This report includes Medicaid REDUCED which should not be reported in Section 3.

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.

SUPPLEMENTARY SECTION 3

To be directly certified, a student must be on an official list from Texas ELMS or a district liaison. *

	Number of Provision 2 BASE year or NON special provision students directly certified as of October 31, 2022
TANF	
MEDICAID FREE	
MEDICAID REDUCED PRICE	
FDPIR	
FOSTER	
MIGRANT	
HOMELESS	
RUNAWAY	
HEADSTART/EARLY HEADSTART	

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

Only CEs reporting direct certification in Section 3 will see Supplementary Section 3.

In Supplementary Section 3, CEs 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.

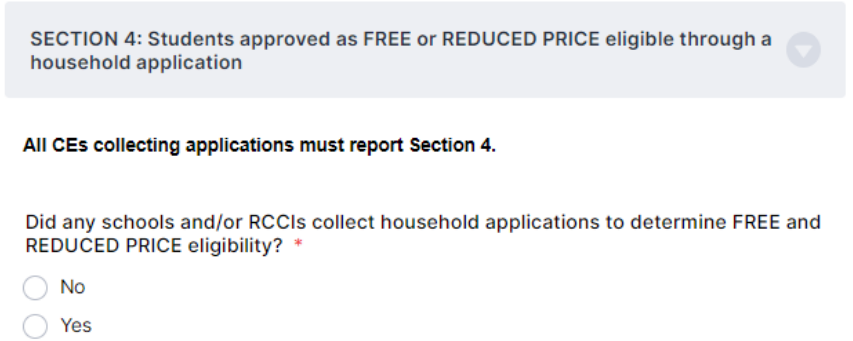
RESOURCE: Texas ELMS Data for TX-UNPS SFA Verification Report

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 eligible through a household application

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

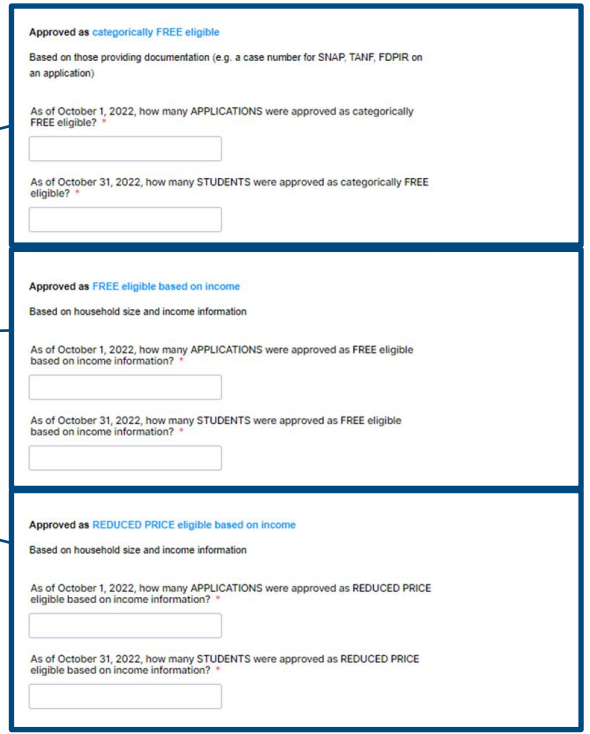
Numbers are reported in three pieces:

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

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

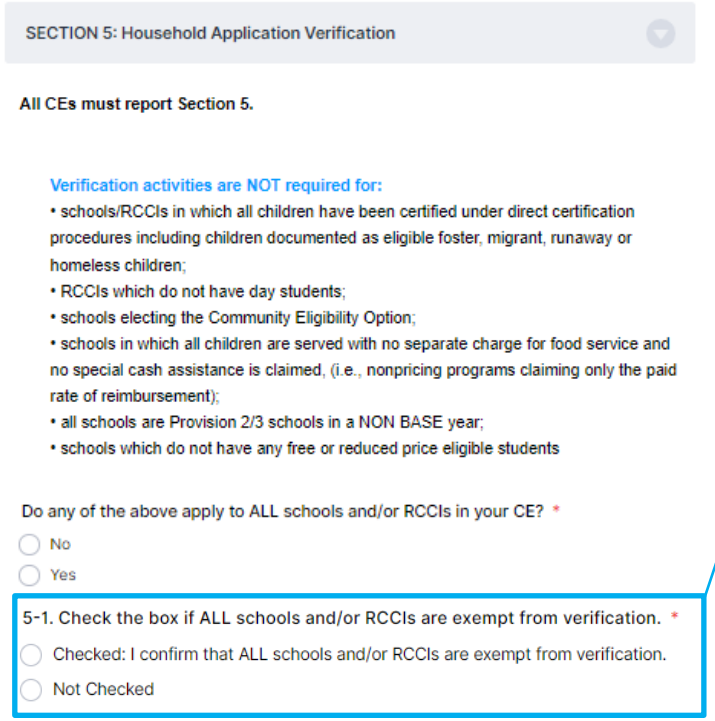
Mixing up Applications & Students is one of the most common errors.

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.



SECTION 5

Household Application Verification


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

CEs that are <u>exempt</u> from verification activities, <u>select YES and check box 5-1</u>.

CEs that are <u>NOT exempt</u> from verification activities, <u>select NO</u>.

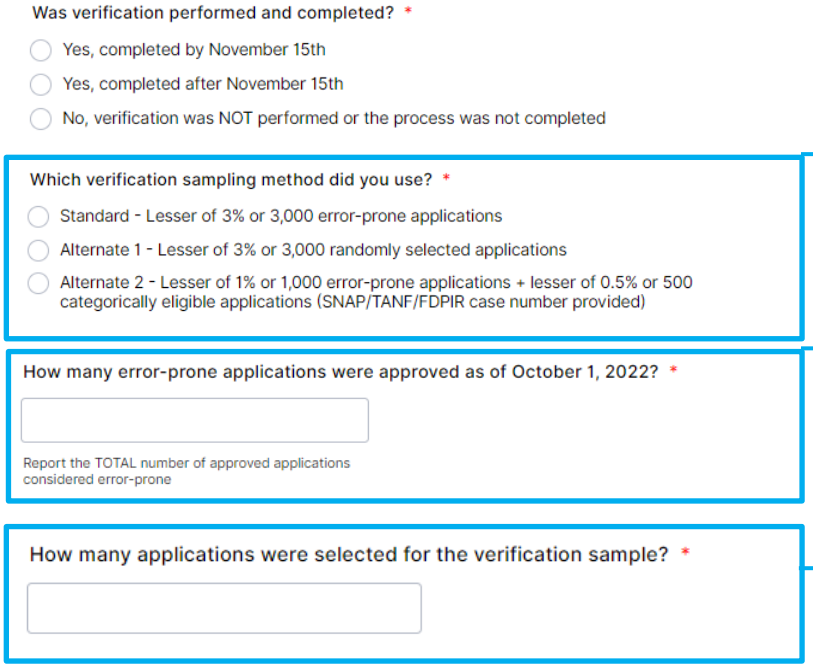
Checkbox 5-1 will not display. No selection is required.

Results of verification are reported in the following fields.

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

SECTION 5

Household Application Verification



Verification Sample

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

RESOURCE: PY23 CE List of Approved Sample Size Methods

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

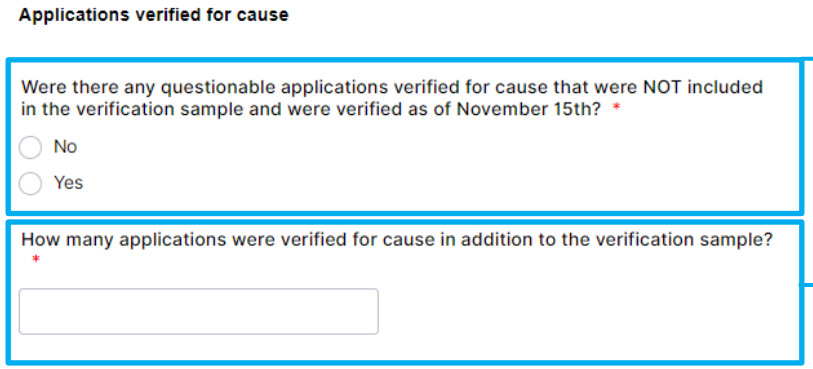
Error-prone applications: Applications approved as of October 1st indicating monthly income within $100 of the monthly or annual income within $1,200 of the Free/Reduced Price income eligibility limits.

RESOURCE: PY23 Sample Size Calculator

The sample size calculator will help calculate and validate the sample size and the total reported results.

SECTION 5

Household Application Verification



Verification for Cause

A CE 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 CE has at least one application:

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

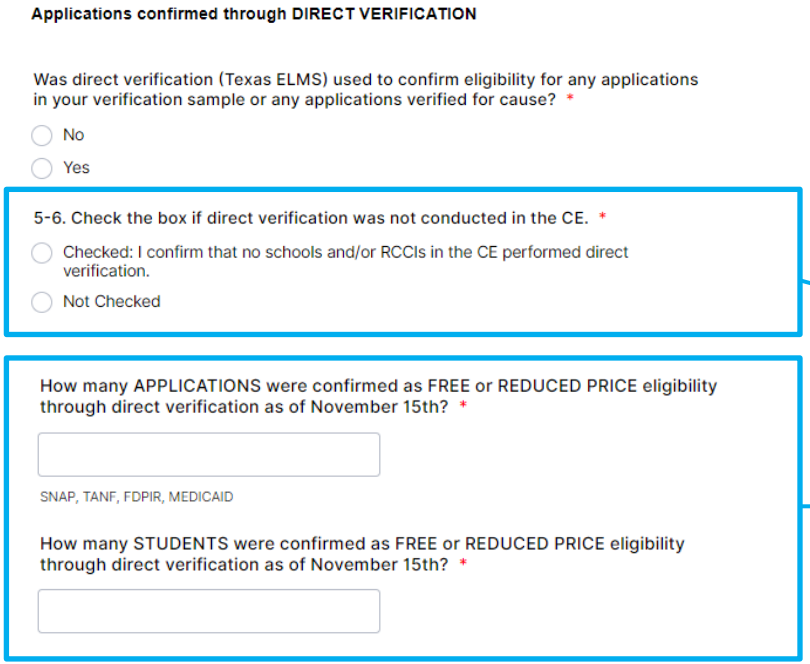
If you verified any applications for cause, all reported applications should be accounted for in the appropriate categories in Direct Verification and Results of Verification.

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



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. Check the box if direct verification was not conducted in the CE. *

- Checked: I confirm that no schools and/or RCCIs in the CE performed direct verification.
- Not Checked

How many APPLICATIONS were confirmed as FREE or REDUCED PRICE eligibility through direct verification as of November 15th? *

SNAP, TANF, FDPIR, MEDICAID

How many STUDENTS were confirmed as FREE or REDUCED PRICE eligibility through direct verification as of November 15th? *

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.*

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

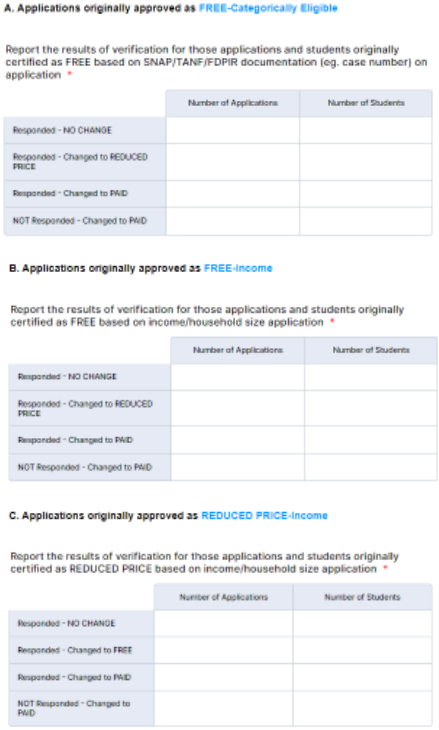
CEs that DID verify applications through direct verification, select YES and report the results. Checkbox 5-6 will not display.

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

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

SECTION 5

Household Application Verification



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		

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, CEs 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.

SUPPLEMENTARY SECTION 5

To be directly verified, a student must be on an official list from Texas ELMS. *

	Number of Applications	Number of Students
SNAP		
TANF		
Medicaid Free		
Medicaid Reduced Price		
CHIP Free		
CHIP Reduced Price		

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

Only CEs reporting direct verification in Section 5 will see Supplementary Section 5.

In Supplementary Section 5, CEs 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.**

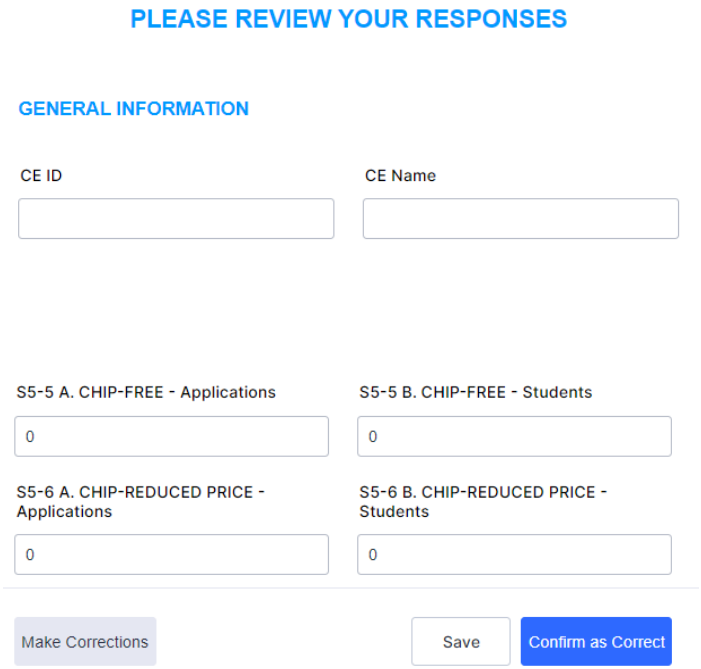
The number of applications and students reported in Supplementary Section 5 should equal the number of directly verified applications and students reported in Section 5.

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

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.



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 CE 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.

September 28, 2022

SY2022-2023 Verification Report

School Year To	Option 1	Type of Organization	Option 1
CE ID	Option 1	CE Name	Option 1
SFA City	Option 1	SFA Zip Code	Option 1

Name	Colman Barritt
Email	mexter0@vinaora.com
Phone Number	+64 (2) 478-3405
Title	Aliquam augue quam, sollicitudin vitae, consectetuer eget, rutrum at, lorem. Integer tincidunt ante vel ipsum.

SECTION 1

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

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

1-1 A. Number of Schools OR Institutions	5624	1-1 B. Number of Students	5624

ACKNOWLEDGMENT STATEMENT

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.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or rep risal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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 num ber, 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

This institution is an equal opportunity provider.

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NATIONAL SCHOOL LUNCH PROGRAM

CONTACT US

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

DirectCertification@TexasAgriculture.gov

www.SquareMeals.org