



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM



Food and Nutrition Division
National School Lunch Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

This product was funded by USDA.
This institution is an equal opportunity provider.



TIPS FOR COMPLETING THE VERIFICATION REPORT SY 2021-22



Updated 07/29/20
www.SquareMeals.org

OPENING THE VERIFICATION REPORT

- Log in to TX-UNPS
- Select Applications in School Nutrition Programs
- Select Verification Report



School Nutrition Programs TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search

Applications > School Year: 2021 - 2022

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
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)
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form
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
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
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
MENU Module	Menu Planning and Analysis module
Download Forms	Forms Available for Downloading



OPENING THE VERIFICATION REPORT

- **Select Modify**



School Nutrition Programs **TX-UNPS**

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

Applications > School Year: 2021 - 2022

Verification Report

00513 Status: Active
ALDINE ISD
DBA:
2520 W W Thorne Drive
HOUSTON, TX 77073-3301
County District Code: 101-902
ESC: 4 TDA Region: 3

Action	School Year	Received Date	Status
Modify	2021 - 2022		Not Started
View	2020 - 2021	12/15/2020	Approved
View	2019 - 2020	01/15/2020	Approved
View	2018 - 2019	11/07/2018	Approved
View	2017 - 2018	01/26/2018	Approved

< Back



VERIFICATION REPORT (FNS-742)

- Required report for all SFAs and RCCIs operating the National School Lunch Program and/or the School Breakfast Program
 - SFAs that are Special Milk Only are exempt from filing a verification report
- Verification process must be completed by Monday, November 15th on applications on file October 1st.
- Based on student enrollment data of Oct 31st.
- Report must be completed in TX-UNPS before Feb.1st.



GENERAL INFORMATION

General Information

Type of Organization: Public

Verification Contact Information

	Salutation	First Name	Last Name
1. Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Email Address:	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		

Due Date: February 01,

Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

This will be auto-filled with information. Please update with the contact information of the person actually completing the report in case TDA needs to contact you .



SECTION 1

TX-UNPS Screen

Section 1 – Total Schools, Residential Child Care institutions (RCCIs), and Enrolled Students

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

Watch that the correct numbers go in the correct box. Schools in Column A. Students are in Column B

- 1-1 **Total schools (Do not include RCCIs):**
- 1-2 **Total RCCIs (Do not include schools counted in 1-1):**
- 1-2a RCCIs with day students (Report only day students in 1-2aB):
- 1-2b RCCIs with NO day students:

A. Number of Schools OR Institutions	B. Number of Students
1-1A	1-1B
1-2A	1-2B
1-2aA	1-2aB
1-2bA	1-2bB

Number of students as of Oct 31st

All student and application counts **MUST** match the counts reported on the Preliminary Verification Report submitted in November.

RCCI – If you have numbers in 1-2, there will be numbers in 1-2a and/or 1-2b. If there are numbers in 1-2a or 1-2b, there must be numbers in 1-2



SECTION 2

For any SFA operating alternate provisions such as Provision 2 or CEP

TX-UNPS Screen

Section 2 – SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Sections 2. Report schools or institutions operating the NSLP and/or SPB as of the **last operating day in October**.

Watch that you put the right data in the right place.
Number of schools in Column A
Number of students in Column B

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

There are 3 parts to #2-2 (non-base year). Don't skip if you answered 2-2

If all sites participate in a special provision program, the enrollment count must match the enrollment reported in Section 1.



SECTION 3

All SFAs must respond to Section 3

TX-UNPS Screen

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)
- 3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do **not** include students certified with **SNAP** through the letter method.
- 3-3 **Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K, Even Start, or non-applicant, but approved by local officials. **DO NOT include SNAP students already reported in 3-2**
- 3-4 **Student 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="checkbox"/>	3-1
B. Number of Free Students.	
	3-2
	3-3
	3-4

All sites must be either Provision 2 or CEP.
If RCCI, all students must be residential only.

Medicaid Reduced-Price is NOT reported here. It is only reported on the Preliminary Verification Report.

Report student counts from sites not participating in a special provision programs is reported in Section 3.

Numbers reported here **MUST** match numbers reported on the Preliminary Verification Report.



SECTION 4

TX-UNPS Screen

Most common mistake – switching number of applications and students. The number in A should be less than or equal the number in B, unless students that submitted applications were directly certified in October. Please keep documentation to support this if it happens.

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.

Counts reported here **MUST** match counts reported on Preliminary Verification Report.

- 4-1 **Approved as categorically FREE Eligible.** Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on application)
- 4-2 **Approved as FREE eligible.** Based on household size and income information.
- 4-3 **Approved as REDUCED PRICE eligible.** Based on household size and income information

A. Number of Applications	B. Number of Students
4-1A	4-1B
4-2A	4-2B
4-3A	4-3B

- T-1 Total FREE Eligible Students Reported
- T-2 Total Reduced PRICE Eligible Students Reported

These numbers are automatically calculated from Sections 2, 3 and 4.

Use your calculator to sum the number of applications. You may need that info in Section 5.



SECTION 5

TX-UNPS Screen

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 check, 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/TNAF/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:**

5-1

Not sure if you should check this? Call your ESC.

Error-prone applications are household applications approved as of October 1st indicating monthly income within \$100 of the monthly limit of annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

5-4

5-5



SECTION 5

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

5-8 Results of Verification by Original Benefit Type
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	1	2	1	1
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE 0	0	REDUCED PRICE 1	1	FREE 0	0
3. Responded, Changed to PAID:	0	0	0	0	3	9
4. NOT Responded, Changed to PAID:	0	0	4	6	0	0

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

0

- The number of applications are reported in the fields ending in "a".
- The number of students are reported in the fields ending in "b".

The number of applications in 5-7 and 5-8 should equal the number of applications in 5-5.

IMPORTANT: If you verified any applications for cause during the same timeframe, include the results of verification for cause by original benefit type in the appropriate category in 5-8.



RESOURCES

- [SquareMeals.org](https://squaremeals.org)
- ARM, Section 6
- Texas ELMS
- fns.usda.gov/cnd

ACKNOWLEDGEMENT STATEMENT

You understand and acknowledge the following:

- the training you have completed does not cover the entire scope of the program; and that
- 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 the program.



In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at [\(800\) 877-8339](tel:8008778339). Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail:

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

fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.



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)

This product was funded by USDA.
This institution is an equal opportunity provider.



Food and Nutrition Division
National School Lunch Program



Updated 8/6/2021
www.SquareMeals.org

Questions?



CHILD NUTRITION

NATIONAL SCHOOL LUNCH PROGRAM

CONTACT US



www.SquareMeals.org

