Verification Summary Report Data Collection Form: Step 1

By answering the following questions, you will be collecting the data that is required for Step 1, Questions 1-5.

Data collection: Answer the following questions as of **Oct. 1** using districtwide data.

Step 1 Application Counts: Section for reporting **paper/electronic applications only**. Do not include student count from each application.

Prior to reporting Household Eligibility Application(s) count, search for students listed on all application(s) in the Direct Certification system and **remove any applications from this count that were found to be directly certified**. Report only applications for household with student(s) that could not be directly certified.

Step 1: Application Count

Question 1:

How many applications were approved based on one of the following in Sections 1 or 2 of HEA:

Applications that household(s) provided a SNAP or TANF case number   _____ application(s)

Application(s) for approved for foster child   _____ application(s)

Total applications   application(s)

Enter application total on Step 1, Question 1

Question 2:

Applications approved for FREE meal benefits based on income data (Section 3)   application(s)

Enter application total on Step 1, Question 2

Question 3:

Applications approved for REDUCED meal benefits based on income data (Section 3)   application(s)

Question 4: **Will auto calculate total number of applications listed on Questions 1-3**

Question 5: **Enter the number of error prone applications received**   application(s)

Verification Summary Report Data Collection Form: Step 2

By answering the following questions, you will be collecting the data that is required for Step 2, Questions 1-5.
Data collection: Answer the following questions as of the <u>last operating day of October</u> for each site. Any student found as Directly Verified and extension of benefits due to Directly Verified students, should be reported on this step according to the type of benefit assistance they receive.

Complete one worksheet for each site and enter total student count for Columns 1, 2, 3, and 4.

Site Name_____

Step 2: Direct Certification – Student Count by Site

COLUMN 1: ELECTRONICALLY DIRECT CERTIFIED

STUDENT COUNT SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)
Number of students identified by electronic Direct Certification receiving

Individual Supplemental Nutrition Assistance Program (SNAP) benefits   student count _____

Extension of SNAP benefits from any household member   student count _____

Total student count
Enter this number for Column 1

COLUMN 2: ELECTRONICALLY DIRECT CERTIFIED and DOCUMENTTION OF BENEFITS

Number of students identified by electronic direct certification receiving:

Individual Temporary Assistance for Needy Families (TANF) benefits   student count _____
Extension of TANF benefits from any household member   student count _____
Individual Foster child directly certified   student count _____
Number of individual student(s) documented as:
Homeless by district Homeless liaison   student count _____
Migrant by migrant coordinator   student count _____
Runway   student count _____
Foster child certified by DCFS   student count _____
Head Start   student count _____

Total Student Count
Enter this number for Column 2

COLUMN 3: ELECTRONICALLY DIRECT CERTIFIED BENEFITS- FREE MEDICAID

Number of students identified by electronic direct certification receiving Free Medicaid Benefits:

Individual FREE Medicaid benefit   student count   _____

Extension of FREE Medicaid benefits from any household member   student count   _____

Total Student Count
Enter this number for Column 3

COLUMN 4: ELECTRONICALLY DIRECT CERTIFIED REDUCED MEDICAID

Individual REDUCED Medicaid benefit   student count   _____

Extension of REDUCED Medicaid benefits from any household member   student count   _____

Total Student Count
Enter this number for Column 4

Verification Summary Report Data Collection Form: Step 3

By answering the following questions, you will be collecting the data that is required for Step 3, Questions 1-16.

Step 3: Standard Verification Summary Report

Section 1: Total Schools, Residential Child Care Institutions (RCCIs) AND Enrolled Students. All SFAs, must report Section 1

Question 1:

Total school sites (including CEP sites) Do not include RCCI sites.

Total student enrollment (including CEP students, do not include RCCI students)

Questions 2-4 For RCCI ONLY (Non- RCCI enter zero)

Question 2:

Total number of RCCI sites ONLY (Do not include school sites from Question 1)

Total student enrollment of RCCI sites ONLY

Question 3:

Of the total RCCI sites from Question 2 above, how many have day students:

Total number of student(s) enrollment of RCCI sites with day students

Question 4:

Of the total RCCI sites from Question 2 above, how many do not have day students

Total number of student(s) enrollment of RCCI sites without day students

Question 5: Total number of enrolled students from Questions 1 and 2 auto fills

Section 2: For Community Eligibility Provision (CEP) ONLY

Question 6:

Total number of CEP site(s)

Total number of students enrolled in CEP site(s)

Section 3: Students Approved as FREE that were not subject to Verification. Questions 7-10 will autofill from Step 2, Column 1-5.

Section 4: Students approved as FREE or REDUCED PRICE eligible through use of a Household Eligibility Application. Questions 11-15 column (A) will autofill based on data entered on Step 1, Questions 1-5. Enter data below for students receiving benefits based on approved applications as of the last operating day of October.

Question 11 B-13 B:
Total number of student(s) approved as FREE eligible as of the last operating day of October

Question 11 B:
Number of students approved through use of a SNAP or TANF ID number being provided, and Foster child applications NOT electronically direct certified students.

Question 12 B:
Number of students approved as FREE based on household size and income information

Question 13 B:
Number of students approved as REDUCED based on household size and income information

Question 14:
Total number of application(s) autofill

Question 15:
Total number of students approved autofill

Section 5: Total number of students eligible for FREE or REDUCED-PRICE meals

Question 16: Total number of students from Section 3 and 4
Total number of students from section 3 and 4, lines 10 and 15, autofill

Verification Summary Report Data Collection Form: Step 4

Step 4: Verification Results

Question 1:

Was the process of verifying household applications performed and completed by the U.S. Department of Agriculture's Nov. 15 deadline?

Select the correct response:

- ○ Yes, completed by Nov. 15
- ○ Yes, but completed after Nov. 15
- ○ No, Verification was NOT performed; OR the process was not completed

Question 2: Autofill from Step 1 data reported

Question 3:

In addition to the applications listed on Question 2 above that were required to be verified, how many applications were verified for cause on or before Nov. 15?

Question 4: Autofill from Questions 2 and 3

Question 5:

Was the Direct Certification system accessed, and was the Direct Verification link used to attempt to directly verify applications?

- ○ Yes
- ○ No

All SFAs should to attempt to directly verify ALL applications selected for Verification.

Question 6:

How many of the applications selected for Verification were able to be directly verified?

How many students were verified as a result of using direct Verification?

Lines 7-8 will autofill

Question 9-13:

Report results according to the outcome of verification of household eligibility applications. The number of applications must be equal to the auto calculated number in line 8. All other boxes must contain a zero.