

Verification Reporting User Guide

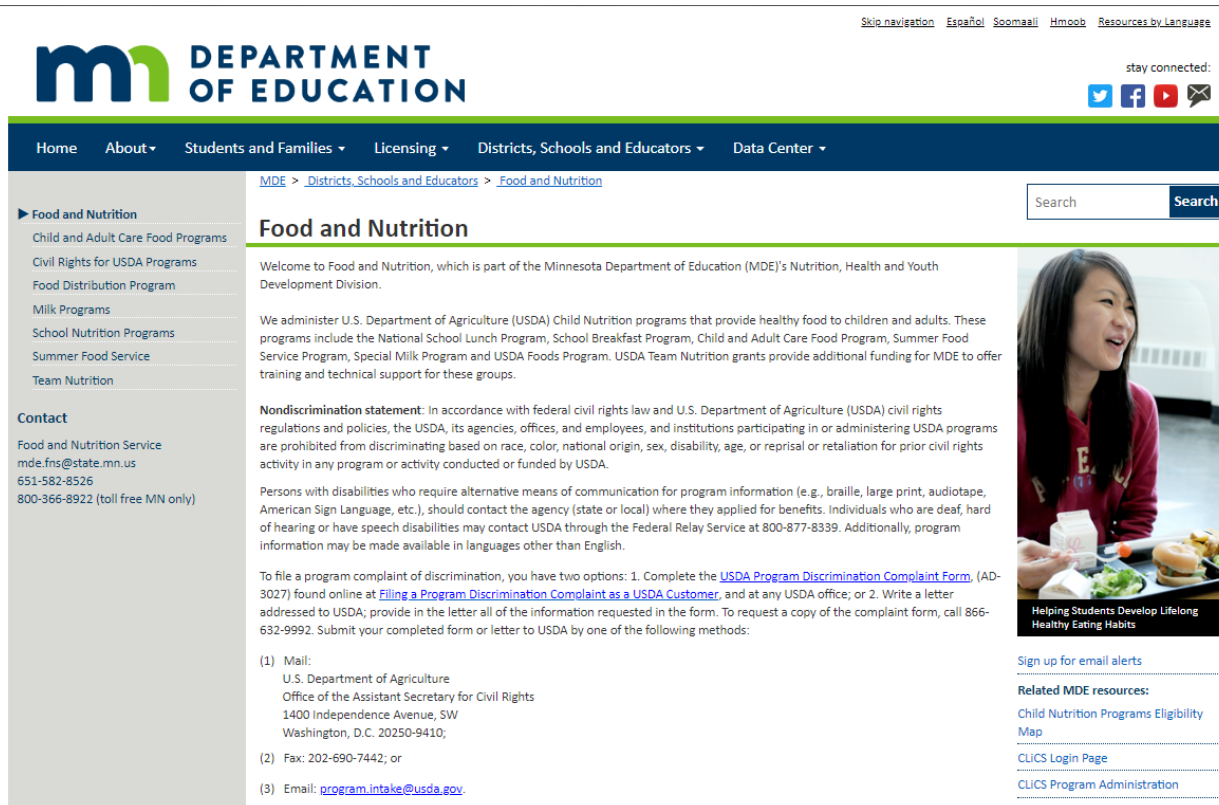
All school food authorities (SFA) are required to submit a verification report in the Cyber-Linked Interactive Child Nutrition System (CLiCS).

If your SFA is participating in Provision 2, Provision 3 or the Community Eligibility Provision (CEP), you are required to complete item 1 and 2 and then check the box for number 3.

Definitions of terminology used on the verification report are included in the [verification instructions](#), as well as the [U.S. Department of Agriculture \(USDA\) Eligibility Manual](#).

All required verification information must be entered before the information can be saved. Partial information cannot be saved. When a complete report has been saved, the CLiCS message changes have been accepted will be displayed at the top of the screen.

Open your web browser to the [Minnesota Department of Education \(MDE\) website](#), select *Districts, Schools and Educators>School-Community Connections>Food and Nutrition* from the top navigation. From the navigation on the lower right-hand side, you will find a link for [CLiCS Login Page](#).



The screenshot shows the Minnesota Department of Education website. At the top, there is a navigation bar with links for Home, About, Students and Families, Licensing, Districts, Schools and Educators, and Data Center. The main content area is titled "Food and Nutrition" and includes a welcome message, a list of programs administered (National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Special Milk Program, and USDA Foods Program), a nondiscrimination statement, and information on how to file a program complaint of discrimination. A sidebar on the left contains a "Food and Nutrition" menu and a "Contact" section. A search bar is located in the top right corner. A social media section titled "stay connected:" is also present.

Food and Nutrition

Welcome to Food and Nutrition, which is part of the Minnesota Department of Education (MDE)'s Nutrition, Health and Youth Development Division.

We administer U.S. Department of Agriculture (USDA) Child Nutrition programs that provide healthy food to children and adults. These programs include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Special Milk Program and USDA Foods Program. USDA Team Nutrition grants provide additional funding for MDE to offer training and technical support for these groups.

Nondiscrimination statement: 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, audiotape, 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. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, you have two options: 1. Complete the [USDA Program Discrimination Complaint Form](#). (AD-3027) found online at [Filing a Program Discrimination Complaint as a USDA Customer](#), and at any USDA office; or 2. Write a letter addressed to USDA; 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 one of the following methods:

- (1) Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) Fax: 202-690-7442; or
- (3) Email: program.intake@usda.gov.

Contact

Food and Nutrition Service
mde.fns@state.mn.us
651-582-8526
800-366-8922 (toll free MN only)

Related MDE resources:

- [Child Nutrition Programs Eligibility Map](#)
- [CLiCS Login Page](#)
- [CLiCS Program Administration](#)

Choose *Verification Reporting* from program links to access CLiCS 2.

Minnesota Department of Education

CLiCS
Cyber-Linked Interactive Child Nutrition System

Food & Nutrition Service

Program Links

Child Nutrition Programs

- School Nutrition Program (SNP)
- Milk Program (MILK)
- Summer Food Service Program (SFSP)
- Child and Adult Care Food Program (CACFP)
- Family Day Care Homes (FDCH)
- Fresh Fruit and Vegetable Program (FFVP)

Direct Certification

Verification Reporting

Food Distribution Program (FDP)

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You will then be prompted to enter your username and password. If you have forgotten your password, you will be given the opportunity to reset your password.

CLiCS
Cyber-Linked Interactive Child Nutrition System

Please Enter Your Login Information:

User ID

Password

Login

User ID and Password are case sensitive

Log off successful

Once logged in, select *Verification Reporting* from the left navigation bar.

Applications

Claims

System Admin+

Program Admin+

Site Admin


User Information

Payment

Reports

Verification Reporting

Direct Certification



Cyber-Linked Interactive Child Nutrition System

Welcome to the Food & Nutrition Service - Program Administration Home Page.
Please select one of the options from the navigation bar on the left.

CLiCS User Notifications:

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[Privacy Policy, Terms and Conditions](#)

Applications

Claims

System Admin+

Program Admin+

Site Admin

User Information

Payment


Reports

Verification Reporting

Direct Certification

Set Number of Results

100 [Set](#)



CLiCS 2

Sponsor: [Set](#)

Verification

Verification Reporting > Verification Data Search

Enter Search Criteria:

School Year ALL ▼

Click Search for Results Search

End of Results

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The verification tab will be automatically selected.

Select the *School Year* from the drop-down menu (i.e., for school year 2018-2019, select 2019).

Select the *Search* button.

When the *Create* button appears, select it to create a new verification report.

Report the verification data and then select the *Save* button.

Again, when a complete report has been saved, the CLiCS message *Changes have been accepted* will be displayed at the top of the screen. If any errors occurred, the specific message will also appear at the top of the report. Make the required corrections and select the *Save* button. Repeat if needed. The verification report will not be saved until all errors are corrected and a *Changes have been accepted* message appears.

The report will automatically display the sponsor name, sponsor ID number and name of the person completing the report as the name associated with the user ID that is logged in.

Any SFA, public or non-public, that does not submit the Verification Collection Report (VCR) by the **December 1** deadline is subject to withholding of payment of any meal claims filed after **December 1**. SFAs will be able to continue filing claims, but payment of those claims may not be completed until a complete and accurate VCR is submitted to MDE.

Section 1: Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students

All SFAs with schools or Residential Child Care Institutions (RCCI) operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must complete section 1, regardless if sites are exempt from verification.

1. Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students		
All SFAs must report for this Section	Number of Schools OR Institutions	Number of Students As of October 31
1-1: Total Schools (Do not include RCCIs)	93	<input type="text" value="0"/>
1-2: Total RCCIs (Do not include schools counted in 1-1)	0	<input type="text" value="0"/>
1-2a: RCCIs with day students (Report ONLY day Students in this line)	0	0
1-2b: RCCIs with NO day students	0	0

1-1: The total number of schools is automatically displayed based on application data provided in CLiCS. Report the total number of enrolled students as of October 31 or the last operating day in October that have access to the NSLP. If a site does not operate NSLP but operates SBP, include these students in the enrollment figure as well.

For SFAs with multi-district alternate learning center sites, enrollment should be reported by the SFA that is claiming the meals.

1-2: The total number of RCCIs is automatically displayed based on application data provided in CLiCS and there is nothing to enter.

For RCCIs, day students are those students who are NOT institutionalized and eligibility is determined individually by application or direct certification.

1-2a: Report the number of RCCIs with day students, as well as the number of students at these sites as of October 31 or the last operating day in October.

1-2b: Report the number of RCCIs with **no** day students, as well as the number of students at these sites as of October 31 or the last operating day in October.

Section 2: SFAs with schools operating alternate provisions

All SFAs with some or all schools and/or RCCIs operating under an alternate provision must complete this section. For RCCIs operating an alternate provision, include both day and residential students.

2. SFAs with schools operating alternate provisions		
ONLY SFAs with alternate provisions must report for this Section	Number of Schools AND Institutions	Number of Students As of October 31
2-1: Schools Operating Provision 2/3 in a BASE year for NSLP and SBP	0	0
2-2: Schools Operating Provision 2/3 in a NON BASE year for NSLP and SBP	0	0
2-2a: Provision 2/3 students reported as FREE in a NON BASE year		0
2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year		0
2-3: Schools Operating the Community Eligibility Option	39	0
2-4: Schools Operating an alternate Provision for only SBP or only NSLP	26	0

2-1: If the SFA has any Provision 2 and/or Provision 3 sites (in a base year), the number of sites is automatically displayed based on application data provided in CLiCS. Report the total number of enrolled students at Provision 2 and 3 sites as of October 31 (base year only) or the last operating day in October.

2-2: If the SFA has any Provision 2 and/or Provision 3 sites (in a non-base year), the number of sites is automatically displayed based on application data provided in CLiCS. Report the total number of enrolled students at Provision 2 and 3 sites as of October 31 (non-base year only) or the last operating day in October.

2-2a: If the SFA has any Provision 2 or 3 sites, this number is calculated using base year free percent and data entered in 2-1 and/or 2-2.

2-2b: If the SFA has any Provision 2 or 3 sites, this number is calculated using base year reduced-price percentage and data entered in 2-1 and/or 2-2.

2-3: If the SFA has any sites participating in CEP, the number of sites is automatically displayed based on application data provided in CLiCS. Report the total number of enrolled students at the Community Eligibility Provision (CEP) sites as of October 31 or the last operating day in October.

2-4: If the SFA has any sites operating on alternate provision for only breakfast or only lunch, the number of sites is automatically displayed based on application data for the meal provided on provision in CLiCS. Report the total number of enrolled students as of October 31 or the last operating day in October.

Section 3: Students approved as free eligible not subject to verification

All SFAs must complete this section.

3. STUDENTS approved as FREE eligible NOT subject to verification	
ALL SFAs must report section 3 or check box 3-1 if applicable	Number of FREE Students As of October 31
3-1 <input type="checkbox"/> Check the box only if all Schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (All Schools are in NON BASE year in Provision 2/3 OR All Schools are Operating Community Eligibility Option)	
3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP). Plus, additional students in the household to which benefits have been extended. Do not include students certified with SNAP through the letter method from the SNAP agency.	0
3-3: Students directly certified through other Programs: Include those directly certified through Minnesota Family Investment Program(MFIP), Food Distribution Programs on Indian Reservations (FDPIR), students 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.	0
3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	0

3-1: Check the box ONLY if all schools and/or RCCIs in the SFA were not required to perform direct certification with the Supplemental Nutrition Assistance Program (SNAP). This includes all schools that are in a **non-base** year on Provision 2/3, SFAs with **all** your sites on CEP and/or all RCCIs with no day students.

3-2: Report the number of **free** students who were directly certified through SNAP as of October 31 or the last operating day in October. Do not include those who were certified through the letter method with SNAP. If a student was directly certified through SNAP as well as with another method, the SNAP direct certification takes precedence and it should be included in this section only. Also include in this count any student that the SFA deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP. If any schools participate in CEP, do not include those students in this number.

Note: If a student application that was part of your verification sample becomes directly certified prior to October 31, they should be reported in 3-2, as well as in 5-6, as directly verified.

3-3: Report the number of **free** students directly certified through other programs as of October 31 or the last operating day in October. Include students who were deemed eligible based on extended categorical eligibility via eligible students in the primary household directly certified with the Minnesota Family Investment Plan (MFIP) or the Food Distribution Program on Indian Reservations (FDPIR).

3-4: Report the number of **free** students whose eligibility was verified through the letter method with SNAP as of October 31 or the last operating day in October. This includes a family provided letter from the SNAP agency (Minnesota Department of Human Services) and students who were deemed eligible based on extended categorical eligibility via eligible students in the primary household through the letter method with SNAP. This method is not commonly used so we would expect this number to be small.

Section 4: Students approved as free or reduced-price eligible through a household application

All SFAs and/or RCCIs collecting household applications must report this section, including schools and/or RCCIs in a Provision 2/3 base year. For SFAs participating in CEP, do not include applications collected for Education Finance in this section. Students reported in Section 2 should not be included in Section 4.

4. STUDENTS approved as FREE or REDUCED PRICE eligible through a household application		
4-1 <input type="checkbox"/> Check the box if you did not have any approved applications or you do not have any verification results to report.		
All SFAs collecting applications must report for this Section	Number of Applications As of October 1	Number of Students As of October 31
4-2: Approved as categorically FREE Eligible : Based on documentation (a case number for SNAP, MFIP, FDPIR on an application)	0	0
4-3: Approved as FREE Eligible : Based on household size and income information	0	0
4-4: Approved as REDUCED PRICE Eligible : Based on household size and income information	0	0
Total FREE Eligible Students Reported : The total number of free Students will automatically populate on this line.		0
Total REDUCED PRICE Eligible Students Reported : The total number of Reduced Price Students will automatically populate on this line.		0

4-1: Check the box if you did not have any approved applications as of October 1 or you do not have any verification results to report.

4-2: Report the number of approved applications as of October 1 and the number of students as of October 31 or the last operating day in October, for those who were approved as categorically free based on documentation. This may include a case number for SNAP, MFIP or FDPIR that was included on an application or an indication of Foster Child on an application.

4-3: Report the number of approved applications as of October 1 and the number of students as of October 31 or the last operating day in October, for those who were approved as free based on household size and income information.

4-4: Report the number of approved applications as of October 1 and the number of students as of October 31 or the last operating day in October, for those who were approved as reduced-price based on household size and income information.

CLICS will total the information provided for this section with information provided in Section 3.

Section 5: Verification related data

5. Verification related data		
Total questionable applications verified for cause. Report the number of applications as of November 15th verified for cause in addition to the verification requirement.	0	
5-1: Was verification performed and completed ?		
<input type="text" value=""/>		
5-2: Method used to select applications for verification		
<input type="text" value=""/>		
If application selection is 3% Error-Prone or 1 1/2 % Focused, enter data for 5-3.	0	
5-3: Total ERROR PRONE applications: Enter all applications considered error prone as of October 1st.		
5-4: Number of applications selected for verification sample.	0	
All SFA's must report 5-6, if applicable or check box 5-5.		
5-5 <input type="checkbox"/> Check the box if direct verification was NOT conducted in the SFA.		
	Number of Applications	Number of Students
5-6: Confirmed through direct verification	0	0

If applicable, report the total number of applications verified for cause outside of the verification process as of November 15. Applications verified for cause are **not** considered to be part of your sample size. This would include any household applicants that provided no response during the previous year’s verification process. The results of any verification for cause should be reported in Section 6.

5-1: Choose one of the three options from the drop-down box.

- Yes, completed by November 15.
- Yes, completed after November 15.
- No, verification was **not** performed or the process was not completed.

For the purpose of this report, verification is complete:

- For households whose eligibility does not change as of the date of the confirmation of eligibility by a reviewing official.
- For households which do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility.
- For households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

5-2: Choose the method used to select applications for verification from the drop-down box.

- Three Percent Random
The sample size is three percent of all approved applications as of October 1, selected at random.
- Three Percent Error-Prone

The sample size is three percent of all approved applications as of October 1, selected from error-prone applications.

- One Percent Plus

The sample size is one percent of all approved applications as of October 1, selected from error-prone applications **plus** one-half of one percent of approved based on categorical eligibility (i.e., case number applications).

5-3: If application selection is three percent error-prone or one-half of one percent focused, report the total number of error-prone applications approved as of October 1, indicating monthly income within \$100 of the monthly limit or within \$1,200 of the annual limit.

5-4: Report the number of applications selected for verification sample.

5-5: Check this box only if direct verification was not conducted.

Direct verification means using records from public agencies to verify income and/or program participation.

5-6: Report the number of applications and the number of students approved through direct verification. Results of direct verification **should not** be reported in Section 6.

Section 6: Results of Verification

Report the verification results for applications selected for verification based on the selection method **and** those applications verified for cause.

CLICS compares the *total number of applications* verified to the verification method selected. If the *total number of applications verified* is fewer than the number of applications required to be verified, as determined by the method selected, then an error message will be displayed upon attempting to save the data. The data will not be allowed to be saved until the reported number of applications verified meets the number of applications required to be verified according to the selected method.

Responded: The household provided sufficient documentation to confirm or terminate benefits. This includes verbal or written notification that the household declines benefits.

Not Responded: The household did not provide sufficient documentation or the household did not provide a response to confirm or terminate benefits.

The SFA must have made at least one follow-up attempt to contact the household when the household did not adequately respond to the request for verification.

6. Results of Verification		
Report each verified application on one of the lines below. Complete only the lines that apply to your verification results. (Do NOT report applications and students reported on 5-6).		
	Number of Applications Verified	Number of Students on Verified Applications
Total Applications Verified	0	0
a. No Change		
Household Income - Free	0	0
Household Income - Reduced-Price	0	0
Case Number and Foster	0	0
b. Responded and Changed		
Household Income - Free to Reduced-Price	0	0
Household Income - Free to Paid	0	0
Household Income - Reduced-Price to Free	0	0
Household Income - Reduced-Price to Paid	0	0
Case Number and Foster - Free to Reduced-Price	0	0
Case Number and Foster - Free to Paid	0	0
c. No Response and Changed to Paid		
Household Income - Free	0	0
Household Income - Reduced-Price	0	0
Case Number and Foster	0	0
Save		

Responded: No Change

Report the number of applications and students that had **no change** in free/reduced-price eligibility as a result of verification.

- *Household Income – Free*
- *Household Income – Reduced-Price*
- *Case Number and Foster*

Responded and Changed

Report the number of applications and students that CHANGED to free/reduced-price eligibility as a result of verification.

- *Household Income – Free to Reduced-Price*
- *Household Income – Free to Paid*
- *Household Income – Reduced-Price to Free*
- *Household Income – Reduced-Price to Paid*

- *Case Number and Foster – Free to Reduced-Price*
- *Case Number and Foster – Free to Paid*

No Response and Changed to Paid

Report the number of applications and students that were **changed to paid due to no response** in one of the following categories:

- *Household Income – Free*
- *Household Income – Reduced-Price*
- *Case Number and Foster*

Section 7: Results of Second Check of Applications

**The Following section is only for the SFAs that have been identified as required to perform a second check of applications and have been contacted directly by MDE.*

For those SFAs that were notified they were required perform a second review of all applications, report the number of eligibility changes as a result of the second review. The total number of applications must equal the total number of applications reported in Section 4.

7-1: Report the total number of applications subject to a second review.

7-2: Report the total number of applications with eligibility changes from a second review.

For each initial eligibility determination (A, B and C), report the number of applications for each result category (1, 2 and 3) and error source (a, b, c and d).

- A. *Free* – determined to be free based on application
1. No change
 2. Changed to Reduced-Price
 - a. Incomplete application error
 - b. Categorical eligibility error
 - c. Gross income calculation error
 - d. Other error
 3. Changed to Paid
 - a. Incomplete application error
 - b. Categorical eligibility error
 - c. Gross income calculation error
 - d. Other error
- B. *Reduced-Price* – determined to be reduced-price based on application
1. No change
 2. Changed to Reduced-Price

- a. Incomplete application error
- b. Categorical eligibility error
- c. Gross income calculation error
- d. Other error

3. Changed to Paid

- a. Incomplete application error
- b. Categorical eligibility error
- c. Gross income calculation error
- d. Other error

C. *Paid* – determined to be paid based on application

1. No change

2. Changed to Reduced-Price

- a. Incomplete application error
- b. Categorical eligibility error
- c. Gross income calculation error
- d. Other error

3. Changed to Paid

- a. Incomplete application error
- b. Categorical eligibility error
- c. Gross income calculation error
- d. Other error

f. Results from Second Review of Applications by Original Benefit Type	
7-1: Total number of applications subject to second review	0
7-2: Total number of applications with eligibility changes from second review	0
For each initial eligibility (A, B & C), report the number of applications for each result category (1, 2, & 3) and error source (a, b, c, & d)	
A. FREE	
1. NO CHANGE	0
2. Changed to REDUCED PRICE	0
a. Incomplete application error:	0
b. Categorical eligibility error:	0
c. Gross income calculation error:	0
d. Other error:	0
3. Changed to PAID	0
a. Incomplete application error:	0
b. Categorical eligibility error:	0
c. Gross income calculation error:	0
d. Other error:	0
B. REDUCED PRICE	
1. NO CHANGE	0
2. Changed to FREE	0
a. Incomplete application error:	0
b. Categorical eligibility error:	0
c. Gross income calculation error:	0
d. Other error:	0
3. Changed to PAID	0
a. Incomplete application error:	0
b. Categorical eligibility error:	0
c. Gross income calculation error:	0
d. Other error:	0
C. PAID	
1. NO CHANGE	0
2. Changed to FREE	0
a. Incomplete application error:	0
b. Categorical eligibility error:	0
c. Gross income calculation error:	0
d. Other error:	0
3. Changed to REDUCED PRICE	0
a. Incomplete application error:	0
b. Categorical eligibility error:	0
c. Gross income calculation error:	0
d. Other error:	0

Save

Frequently Asked Questions

Can you note the steps to get to [verification on the MDE website](#)?

Verification is located under School Support, Food and Nutrition Program Administration, School Nutrition Programs, Applications-Student Meals, Verification.

Do my applications in Section 4 need to match my applications in Section 6?

No. In Section 4, you should report all applications and Section 6 is the summary of the applications that you used for your verification pool.

How do you treat an application that was based on income or a case number as of October 1 and now the student appears on my October direct certification list?

The application will be reported as part of the October 1 verification pool number in Section 4 in the appropriate category (4-2 Free-case number, 4-3 Free-income or 4-4 Reduced-price income).

Because these students were directly certified on October 31 (or the last operating day in October), include them in the number of directly certified students reported in Section 3 (3-2 directly certified-SNAP or 3-3 directly certified-other).

If the application(s) was part of the verification sample, report the application(s) and students on those applications as directly verified in Section 5, question 5-6. **Do not** report these directly verified applications in Section 6-Results of Verification.

Would the enrolled students also include Head Start students that meet here twice per month and are included in our lunch those days?

Yes, these students should be counted and should be reported in Section 3-2.

We signed an agreement with Head Start and within the agreement they provided us with the list of Head Start eligible students. These students were not directed specifically to our district on a direct certification report from MDE and they were not required to complete an application due to be categorically eligible. With this, where do we report the count of these students?

These students should be reported in Section 3-3.

If we are using the applications from October 1 and earlier, why are we counting number of students as of October 31? Does that mean that I would also count students from the applications that I received in between October 2 and October 31?

The dates are established by USDA. You would count students as of October 31, but not their applications if it was submitted after October 1.

If a family turns in their information during the appeal timeframe, are we able to use this information to check their verification?

Yes, you can use this information for verification.

I have a student who was directly certified when he resided with his mother. Now he lives with his father. Is he still directly certified?

Yes. Once a student is directly certified, their eligibility is good for one year. The family does have the right to refuse benefits if they want. Benefits should also be extended to other children living in the household.

We sent the verification form out to a parent and the letter came back as undeliverable. We have called the parent with no response. What else do we need to do to verify the income information?

Before terminating benefits of a household that has not responded to verification, the SFA must make at least one follow-up attempt to contact the household, for example, by phone. Follow-up efforts and results must be documented and this should be reported as *No Response*.

Is it possible to do verification for cause after November 15?

You may verify for cause at any time during the school year. You only have to report it in the verification report if the verification for cause was done prior to completing the verification process.

If I verified for cause and got a non-response, could this put me on the error-prone list for next year?

SFAs are placed on the error-prone list if they have a 20 percent non-response rate; however, applications verified for cause are not factored in this calculation.

Do I report foster children in Section 3-3 and also their applications and the number of students in Section 4-2?

If you have directly certified a student as a foster student, you should report them in Section 3-3. If you have an application that includes a foster child, you would report this in Section 4. If you have chosen a foster application for your verification sample, you would also include those when reporting your results in Sections 5 and 6.

What is the meaning of Provision 2 or 3? What is a base/non-base?

Provisions 2 and 3 are part of the regulations for claiming reimbursement for free and reduced-price meals in the NSLP and SBP. These provisions offer reductions in program record keeping and reporting requirements to schools that are able to offer free school meals to all students. Several SFAs operate under Provision 2 or 3. SFAs operating under this program know if they are in a base year or a non-base year.

If I was not required to do direct certification with SNAP but did, can I still report this data?

Yes, report any direct certification in Section 3.

Do we include carryover students anywhere in verification?

Verification includes current year applications only. Carry-over eligibility only applies to the first 30 operating days of a school year and these students should not be included in your verification sample. If the student has presented an application or is directly certified for the new year, they should be reported accordingly.

My School Nutrition Program (SNP) application was approved in September. Do I need to complete a verification report?

Yes, all SFAs need to complete verification and submit a report.

In Section 6, do I report my applications as of October 1 and my students as of October 31?

No, Section 6 utilizes the number of applications from your verification sample. For sections 1-5, only application numbers are reported from October 1 and student numbers are reported from October 31. The results should also include those applications that you verified for cause.

I have completed three percent random verification and I just realized that I should have completed three percent error-prone. What do I do now?

You need to call us at 651-582-8526 or 1-800-366-8922.

I have a pre-K student who does not eat meals at school but is directly certified. Where should I report them?

Students in your enrollment should be reported in Section 3-2 regardless of their use of the meal program.

What happens if a student I have selected for verification leaves my district on October 10?

You should replace that application with a new application for verification.

If I have issued a follow-up letter and have still gotten no response as of November 6, should I wait to submit my verification report?

You are only required to make one follow-up attempt; however, additional follow up may yield a greater response rate. You do not need to wait to submit your verification report. However, you can modify your report up until November 15 if you receive a response or a change prior to that day.

We have a student that qualified as directly certified because of a Minnesota Automated Reporting Student System (MARSS) Error Warning Report. Do we have to report them separately?

These students should be included in the number you report in section 3-2.

I gathered my applications for my verification sample pool and instead of rounding up, I rounded down. I have now verified too few applications. What are my options?

SFAs that have verified too few applications must pull another application for verification. SFAs are encourage to try to perform direct verification to expedite the process.

I will be on the error-prone list for next year based on my current no response rate. If I receive information after November 15, is there anything I can do?

Yes, you can call us at 651-582-8526 or 1-800-366-8922.