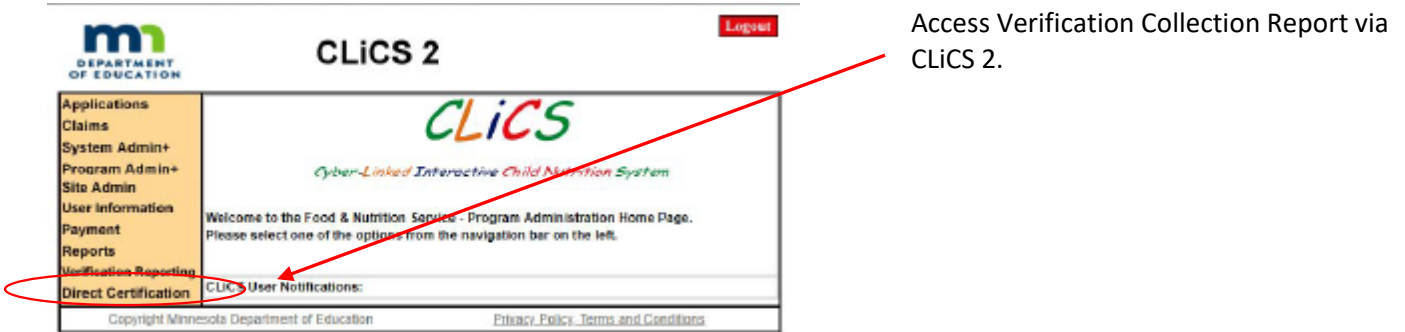


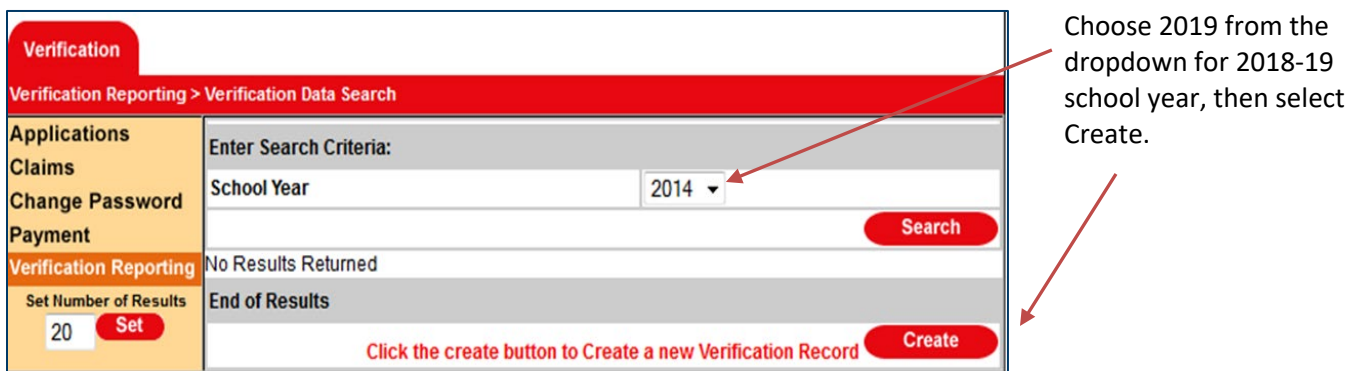
Verification Reporting Quick Reference Guide

Key Dates and Verification Activities	
October 1	School food authorities (SFA) determine the total number of applications on file for the current school year as of October 1
October 31	SFAs determine the total number of students, by respective categories
November 15	SFAs complete verification activities
December 1*	Minnesota deadline – SFAs report verification results to stage agency (SA) via the Cyber-Linked Interactive Child Nutrition System (CLiCS 2)

**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 the Minnesota Department of Education (MDE).*



Access Verification Collection Report via CLiCS 2.



Choose 2019 from the dropdown for 2018-19 school year, then select Create.

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

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

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=""/>
1-2: Total RCCIs (Do not include schools counted in 1-1)	0	<input type="text" value=""/>
1-2a: RCCIs with day students (Report ONLY day Students in this line)	0	0
1-2b: RCCIs with NO day students	0	0

Number of Schools or Institutions is pre-populated based on application data.

Enter the number of enrolled students as of October 31 that have access to the National School Lunch Program (NSLP) or School Breakfast Program (SBP) in corresponding category.

Section 2: SFAs with Schools Operating Alternate Provisions

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		<input type="text" value="0"/>
2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year		<input type="text" value="0"/>
2-3: Schools Operating the Community Eligibility Option	39	<input type="text" value="0"/>
2-4: Schools Operating an alternate Provision for only SBP or only NSLP	26	<input type="text" value="0"/>

Number of Schools and Institutions is pre-populated based on application data.

Enter the number of enrolled students as of October 31 that have access to the NSLP or SBP in corresponding category

Section 3: Students approved as FREE eligible NOT subject to Verification

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.	<input type="text" value="0"/>

If criteria in 3-1 applies, check box and move to Section 4.

3-2: Enter the number of students directly certified through SNAP and those students certified by extension of SNAP benefits.

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

3-3: Enter the number of students directly certified by methods other than SNAP (not included in 3-2).

3-4: Enter the number of students whose benefit basis is SNAP letter method.

Section 4: Students Approved as FREE or REDUCED-PRICE eligible through a Household Application

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

If criteria in 4-1 applies, check box and move to Section 5.

Record the number of **applications** meeting the criteria listed in 4-2, 4-3 and 4-4 as of October 1.

The sum of October 1 data recorded in 4-2, 4-3 and 4-4 is the number used to determine your sample size.

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	

The number of **students** on October 31 for each category is reported in 4-2, 4-3 and 4-4.

Cells will populate based on entries in Sections 2, 3 and 4.

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=""/>	

If any applications in addition to the required sample were verified due to a questionable nature, enter that number here.

5-1: Choose appropriate response from drop-down menu.

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.		
5-3: Total ERROR PRONE applications: Enter all applications considered error prone as of October 1st.	0	
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

5-2: Choose method used for sample selection from drop-down.

5-3: If applicable, enter the number of error prone applications as of October 1.

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

5-5: If direct verification was not conducted, check this box and continue to Section 6.

A note on Direct Verification: Direct Verification means using records from public agencies to verify income and/or program participation. You may upload a file* of students that appear on selected applications for verification into CLiCS 2 Direct Certification prior to family notification, to determine if any of those students can be directly verified. If students are confirmed through this process, enter the results in both columns in 5-6. **Do not report these numbers again in Section 6.**

*For the required excel file format, see the File Upload page in the Direct Certification module in CLiCS 2.

Section 6: Results of 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

Enter the number of applications selected for verification (5-4) **less** any applications and corresponding number of students confirmed through direct verification (5-6).

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		

Summarize the data from each completed Verification Tracker form and enter here.

Choose **Save** when complete.

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. 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.

Verification	
Verification Reporting > Report Enrollment and Verification Results	
Applications	Changes have been accepted
Claims	Sponsoring Organization