**VERIFICATION REPORTING: The FNS-742 Verification Summary Report**

**You MUST now submit the FNS-742 through CNP Connect**

**Please read this memo carefully before trying to fill out the report. Look at the form and what is being asked before you start.**

**You are reporting the results for the WHOLE SFA (school district), not school by school. If you are sponsoring schools not part of your district, those schools must be INCLUDED with the district for purposes of Verification.**

We hope that the following instructions along with the instructions provided with the form will help you complete this very important report in a systematic and accurate manner. In order to complete this report, you will need to gather the information and data you used to determine how many applications to verify and some data about student enrollment and eligibility status as of the last operating date in October. You will also need the completed Verification documents.

Terms to know:

**SFA** refers to School Food Authority. Your district or in the case of independent schools, your school is the SFA. For example, Barrington Public Schools is an SFA; AccessPoint RI and Kingston Hill Academy are also SFAs.

**SFA ID#** is the Agreement number for your organization in *CNP Connect*.

**RCCI** refers to Residential Child Care Institution – this category does NOT apply to most of you.

***Alternate Provisions***(Section 2 on this form) DO NOT apply in RI.

**SNAP** refers to the Supplemental Nutrition Assistance Program.

**TANF** (in RI known as RIWorks) is cash assistance to needy families.

**Categorically Free Eligible** (Section 4) refers to applications and students submitted with a case number or Foster Child identified on the application.

**Error Prone Application** is an income-based application where total income reported is within $1200 per year of the income guideline for that household.

**To get started:**

1. Print the instructions.
2. Collect materials for completing the form
3. Go to CNP Connect, go to the agreement tab, select “launch” next to “\*new\* verification collection form”
4. Complete on-line form and submit to RIDE – if there are errors in the information you will not be able to submit the form. CNP will identify the error(s) that need to be corrected.

**SECTION 1**

Only line 1-1 Columns A and B need to be completed here. The rest of this section is not applicable to you.

**SECTION 2**

This section is NOT applicable to most of you at this time. If you are operating the Community Eligibility Provision, please check with our office about this section. **Otherwise, please SKIP!**

**SECTION 3**

3-1: Leave unchecked.

3-2: Record the number of students on your eDC list as of ***last*** operating day of October. Include all students who reside in the same household. THIS IS VERY IMPORTANT!

3-3: Record the number of students certified as homeless or runaway by your homeless liaison and students certified as foster children by DCYF or the courts (the latter is not likely) as of the ***last*** operating day of October.

3-4: Record the number of students eligible for free meals based on a letter from DHS (NOT eDC students)

**SECTION 4**

4-1 Column A: Record the number of ***applications*** identified as **Free** based on a case number written on the application as of **October 1.**

4-1 Column B: Record the number of ***students*** identified as **Free** based on a case number written on an application as of the **last day of October**. Please note the difference here between Column A and B. This is important!

4-2: Column A: Record the number of ***applications*** identified as **Free** based on income on the application as of **October 1.**

4-2: Column B: Record the number of ***students*** identified as **Free** based on income on an application as of the **last day of October**. Please note the difference here between Column A and B. This is important!

4-3: Column A: Record the number of ***applications*** identified as **Reduced-Price** based on income on the application as of **October 1.**

4-3: Column B: Record the number of ***students*** identified as **Reduced-Price** based on income on the application as of the **last day of October**. Please note the difference here between Column A and B. This is important!

T-1: Add up all the ***free*** students identified in Section 3 and 4.

T-2: Record the number of students reported in 4-3 (column B).

**SECTION 5**

5-1: Please leave unchecked.

5-2: Self-explanatory. **If you don’t check off “Yes, completed by November 15th”, call me immediately.**

5-3: Please check off option 1 –**Standard**.

5-4: Record the number of **Error-Prone** applications on file as of **October 1**.

5-5: Record how many applications were selected for Verification.

5-6: Please check this box.

5-7: Please skip.

**For the remaining Section 5**, report the number of applications and students on those applications for each **result category** for each application type selected for Verification. Include any applications you verified for cause and recorded in the box for VC-1.

**VC-1:** If you happened to conduct any questionable applications “for cause” as of November 15th, record the number of such verifications here.

I know this looks daunting. Look over the form carefully – I think you will see that the information requested is the same as has been requested in the past. If you used software like NutriKids to do Verification, everything that needs to be reported here can be pulled from NutriKids reports. If you did this the old-fashioned way, you should be able to answer these questions by pulling together the documents you used to complete Verification in the first place.

**Please note that some data comes from October 1 and some from the last operating day in October.**  This distinction is very important.

This report is due NO LATER than **December 15th,** but, please,don’t wait until the last minute!

Feel free to contact Sandra Fabrizio with any questions or concerns: sandra.fabrizio@ride.ri.gov or 401-222-4682.