1/3/13

VRW

Good Morning, F&R Contacts,

Thank you, everyone, for successfully submitting the Verification Selection Worksheet (V**S**W).

As was mentioned in the Verification email sent to everyone on 15 November, the Verification Results Worksheet (V**R**W) is being sent out in early January, as the USDA has again moved up the deadline by which Verification data needs to be reported. Please find the link to the VRW at the bottom of this email; this report is due by Friday 1 February. Please try to submit the data early, to allow any needed corrections to be made before the deadline.

Like last year, please report all 0s in #6 on the VRW (“households changed to paid, reapplied, & reapproved”) because this reporting period runs through 15 February, and not all districts will have all of this data by the time the VRW is due, on 1 February. Keep this information on hand at your district, but you do not need to report it to CDE. Also, for the Phase 2 completion date on the VRW, just enter “2/15/2013,” since that is the official cut-off date of Phase 2 reporting.

A few notes about the Verification Results Worksheet (VRW)

* In order to complete the V**R**W, you will need two numbers from the V**S**W that you submitted in Nov or Dec. So, please have a copy of that report handy.
* It is very important not to hit “Enter” while using the VRW; this may cause the report to be transmitted to us before you have completed it. The tab key or the mouse should be used to navigate between each field.
* Before you click on “Finish,” be certain to print a copy of this report; you will not be able to access it once it is submitted, and we will not be able to access it in the same format in which you are viewing it. If you forget to print, you will need to return to the form, fill it out again, and print—but not resubmit it.
* A number of edit checks have been built into the system to help ensure accuracy of the numbers you submit. Each error that comes up will be accompanied by an explanation of what needs to be corrected. By following this prompt, you should be able to correct the numbers. Please note: While the edit checks will help prevent most errors, it is possible that some errors may get past them; therefore, it is really important to be sure to double-check all of your numbers before submitting.
* We highly recommend that everyone use Internet Explorer (not Firefox) for this report; Firefox can result in the disabling of the built-in edit checks and can also cause other features of the report not to work.
* Our office will receive and view the VRW results about once per week. We will contact you if corrections need to be made; if they do, you will be able to return to the link, fill the report out again, and re-submit. You may also be asked to provide additional information/take further Verification steps depending on the nature of the correction needed. You will notice (when you return to the VRW to make corrections) an assurance box that will pop up. By checking the box, you will be agreeing that you have identified all errors and the cause of the errors—and that you have reviewed all pertinent materials and instructions in order to ensure accurate reporting. Like last year, districts with any data errors will be asked to complete a Verification training at the beginning of the next school year (there will be in-person and online options).
* Reports should be completed in one session; the report does not have the ability for you to start it, save it, and then return to it later. However, you can always click on the link just to see what it looks like; just don’t fill it in until you are ready to complete it.
* Once you have clicked on “Finish,” the report will be submitted to CDE; it will not need to be faxed or mailed.

Please let me know if you have any questions, and have fun with the VRW! 

**Link to Verification Results Worksheet**

  <https://cdeapps.cde.state.co.us/surveys/ezs.cgi?DATABASE=vrw&_ACTION=START>

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