11/15/12

Verification Selection Worksheet

Good Morning, F&R Contacts,

As promised, below is the link to the Verification Selection Worksheet. **This report is due by Saturday 15 December (so, essentially, Friday 14 December)**. Please try to submit the data early, to allow any needed corrections to be made before the deadline. As a reminder, this is the first of two required reports for Verification. We now have guidance from USDA on when the second report, the Verification Results Worksheet, will be due. (This will be Friday 1 February; thus, it will be sent out around the beginning of January.)

Also, don’t forget! Today is the date by which Phase 1 of Verification needs to be completed. So, by the end of the day, all determinations must be made, and all Verification results letters must be sent to households.

A few notes about the Verification Selection Worksheet (VSW)

* It is very important not to hit “Enter” while using this report; 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 it, you will need to return to the form, fill it out again, and print it—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 VSW 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 VSW 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 VSW 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 us; it will not need to be faxed, emailed, or mailed.

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

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

**Link to Verification Selection Worksheet**

**Jennifer**

**Jennifer Otey**, Senior Consultant | Office of School Nutrition | Colorado Department of Education | 1580 Logan St. #760, Denver, CO 80203 | 303-866-6450 | Fax-303-866-6133 | <http://www.cde.state.co.us/index_nutrition.htm>