

Verification Collection Report Webinar

School Nutrition Unit



COLORADO
Department of Education



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1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1655 or (202) 690-7442; or

3. email:

program.intake@usda.gov.

This institution is an equal opportunity provider.





Learning Objectives

By the end of this training, sponsors will be able to:

- Define valid verification responses versus non-responses
- Correctly identify directly certified students
- Interpret trends in verification response rates and submitted applications
- Assess accuracy of data submitted in the Verification Collection Report (VCR)

Professional Standards

- Free and Reduced-Price Meal Benefits (3100) – 1 hour





What is the VCR?

The Verification Collection Report (VCR) is a collection of information about your annual verification activity. It is also known as the FNS-742.

The VCR is required to be completed annually in the portal, due February 1.

Failure to complete the report on time will result in corrective action.





Verification Refresher

Verification is the process of reviewing a sample of applications for accuracy.

Key Dates and Verification Activities	
October 1:	Count all current year approved applications on file as of Oct. 1; Select sample size
Last Operating Day in October:	Count total number of students, by respective categories
November 15:	Complete verification activities
Through February 1:	Complete and submit the Verification Collection Report, FNS-742

Verification [Webinar](#)



VCR Resources

- [VCR Instructions](#)
- [Webinar content](#)
- [CDE Team](#)





Gathering Material

To complete the report, gather:

- Enrollment numbers
- Provisional program participation (CEP and Provision 2 sites)
- Direct Certification numbers
- Application numbers
- Verification information

*Electronic systems may have this information ready for you.

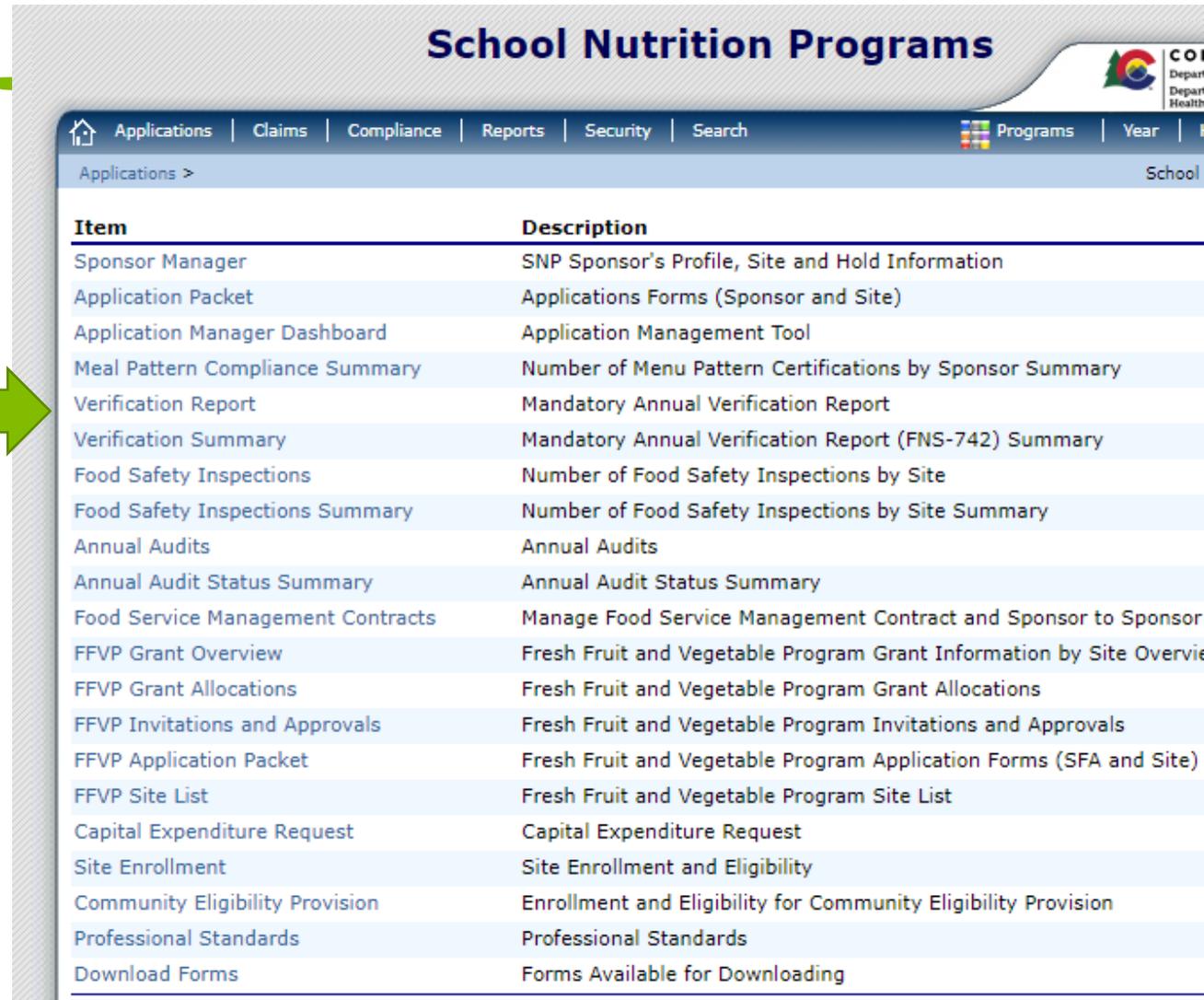


Getting Started

Access the VCR

The VCR is completed in the SNP Portal in the School Nutrition Programs section under the Applications tab.

- Current Users: use your existing username and password
- New Users: request access [here](#)



The screenshot shows the 'School Nutrition Programs' portal interface. At the top, there is a navigation bar with tabs for 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. Below this, a sub-menu for 'Applications' is expanded, showing a list of items with their descriptions. A green arrow points from the text on the left to the 'Meal Pattern Compliance Summary' item in the list.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Application Manager Dashboard	Application Management Tool
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Sponsor Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Annual Audit Status Summary	Annual Audit Status Summary
Food Service Management Contracts	Manage Food Service Management Contract and Sponsor to Sponsor
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Site List	Fresh Fruit and Vegetable Program Site List
Capital Expenditure Request	Capital Expenditure Request
Site Enrollment	Site Enrollment and Eligibility
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Professional Standards	Professional Standards
Download Forms	Forms Available for Downloading





Starting the Report

The first time accessing the VCR, click “Modify.”



This will open the form for this school year.

Type of Agency: Educational Institution
Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2022 - 2023		Not S
View Admin	2021 - 2022	01/25/2022	Appro
View Admin	2020 - 2021	03/03/2021	Subm
View Admin	2019 - 2020	01/24/2020	Appro
View Admin	2018 - 2019	01/25/2019	Appro

< Back





Sections of the VCR

General Information

Section 1:	Total number of schools, RCCIs and enrolled students
Section 2:	SFAs with schools operating alternate provisions
Section 3:	Students approved Free but not subject to verification (i.e., directly certified)
Section 4:	Students approved Free/Reduced via household application
Section 5:	Verification Results



General Information

General Information

Type of Organization: Public

Verification Contact Information

1. Name:	Salutation	First Name	Last Name
	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
2. Email Address:	<input type="text" value=""/>		
3. Phone:	<input type="text" value=""/>	Ext: <input type="text" value=""/>	Fax: <input type="text" value=""/>
4. Title:	<input type="text" value=""/>		

Due Date: February 01, 2023

Enter correct contact information for the person completing the report.



Section 1

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

All SFAs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	50	0
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

Column A. Enter the number of schools/institutions of each type.

Column B. Enter the total number of students enrolled at each type of school/institution as of October 31 with access to the National School Lunch Program and or School Breakfast Program.



Section 2

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="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 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>

Only to be completed by Sponsors operating Provision 2 or CEP. The numbers reported should be the numbers as of October 31.

For non-provision Sponsors, this section is greyed out.



Section 2 – Prov 2 Sponsors

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="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 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>

Sponsors with schools operating Provision 2 may fill out lines 2-1, 2-2, 2-2a, and 2-2b, and maybe line 2-5.

Section 2 – CEP Sponsors

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="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 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>

Sponsors operating CEP will fill out line 2-3.



Section 3

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 or CEP for all schools).

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**
Do **not** include students certified with **SNAP** through the letter method.

**B. Number of
FREE Students**

3-3 **Students directly certified through other programs:**
Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those 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.

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.

Report numbers of students who were determined eligible for free meals without an application. Students that

Report numbers as of October 31.



Section 3 – Line 3-2

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 or CEP for all schools).

**B. Number of
FREE Students**

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**
Do **not** include students certified with **SNAP** through the letter method.

3-3 **Students directly certified through other programs:**
Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those 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.

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.

3-2: All Directly Certified SNAP Students and Extended Eligible SNAP students

Includes: SNAP, BOTH, SNAP/MIGRANT or BOTH/MIGRANT match types



Section 3 – Line 3-3

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 or CEP for all schools).

**B. Number of
FREE Students**

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**
Do **not** include students certified with **SNAP** through the letter method.

3-3 **Students directly certified through other programs:**

Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those 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.

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.

3-3: Students certified as eligible through TANF, FDPIR, Migrant, Homeless, Runaway, Foster, Head Start & Medicaid Free

DO NOT report Medicaid Reduced students in Section 3.



Section 3 – Line 3-4

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 or CEP for all schools).

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):**
Do **not** include students certified with **SNAP** through the letter method.

3-3 **Students directly certified through other programs:**
Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those 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.

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.

**B. Number of
FREE Students**

0

0

0

3-4: Students certified as eligible who provided a letter showing their SNAP status.



Review

Line 3-2 – SNAP students

**Line 3-3 – Other FREE
directly certified students**

**DO NOT report Medicaid
Reduced students in Section 3**



Section 4

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	# as of Oct 1	A. Number of Applications	B. Number of Students	# as of Oct 31
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-2 Approved as FREE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
T-1 Total FREE Eligible Students Reported			0	
T-2 Total REDUCED PRICE Eligible Students Reported			0	

Section 4: Information about the applications you received.
Pay close attention to the columns and dates in this section.

Section 4 – Line 4-1

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	# as of Oct 1	A. Number of Applications	B. Number of Students	# as of Oct 31
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-2 Approved as FREE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
T-1 Total FREE Eligible Students Reported			0	
T-2 Total REDUCED PRICE Eligible Students Reported			0	

4-1 Information about the categorical applications that qualified as FREE, and how many students qualified by categorical eligibility as FREE eligible.

Section 4 – Line 4-2

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	# as of Oct 1	A. Number of Applications	B. Number of Students	# as of Oct 31
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-2 Approved as FREE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
T-1 Total FREE Eligible Students Reported			0	
T-2 Total REDUCED PRICE Eligible Students Reported			0	

4-2 Information about the income applications that qualified as FREE, and how many students qualified by income as FREE eligible.

Section 4 – Line 4-3

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	# as of Oct 1	A. Number of Applications	B. Number of Students	# as of Oct 31
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-2 Approved as FREE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.		<input type="text" value="0"/>	<input type="text" value="0"/>	
T-1 Total FREE Eligible Students Reported			0	
T-2 Total REDUCED PRICE Eligible Students Reported			0	

4-3 Information about the income applications that qualified as REDUCED, and how many students qualified by income as REDUCED eligible.

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.

(See instructions for list of exemptions.)

[Instructions](#)

5-2 Was verification performed and completed?

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

5-3 Type of Verification process used:

- Standard (Lesser of 3% or 3,000 error-prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)
- No Verification Performed (Explain)

5-4 Total ERROR PRONE applications:

Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA.

(i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)

If 5-6 is checked, skip 5-7.

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE

A. Number of Applications

B. Number of Students

Section 5 – Line 5-1

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.
(See instructions for list of exemptions.)

Instructions

5-1: Check this box ONLY if you are an RCCI or sponsor on district-wide CEP or Provision 2 in a non-base year. More information is available by clicking the “Instructions” box.

If you collect income applications, Skip 5-1.



Section 5 – Line 5-2

5-2 Was verification performed and completed?

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

5-2: Was the Verification process completed and when?



Section 5 – Line 5-3

5-3 Type of Verification process used:

- Standard (Lesser of 3% or 3,000 error-prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)
- No Verification Performed (Explain)

5-3: What was your sampling procedure?



Section 5 – Lines 5-4 & 5-5

5-4 Total ERROR PRONE applications:
Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

0
0

5-4: Report the number of error-prone applications received from families, as of Oct 1.

5-5: Will auto-populate.



Section 5 – Line 5-6

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA.
(i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)
If 5-6 is checked, skip 5-7.

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

A. Number of Applications

B. Number of Students

5-6: Check the box. Colorado does not conduct Direct Verification

5-7: Will auto-populate



Section 5 – Line 5-8

as of November 15th

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).

Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.





Verification: Responded vs. Not Responded

Responded Means:

The household provided sufficient documentation

Verbal or written notification the household declines benefits

The household is directly certified**

Not Responded Means:

The household did not provide sufficient documentation

The household did not provide a response

Section 5 – Line 5-8 continued

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1–4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

A. FREE-Categorically Eligible

Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application

B. FREE-Income

Certified as FREE based on income/household size application

C. REDUCED PRICE-Income

Certified as REDUCED PRICE based on income/household size application

Result Category	A. FREE-Categorically Eligible		B. FREE-Income		C. REDUCED PRICE-Income	
	Applications	Students	Applications	Students	Applications	Students
1. Responded, NO CHANGE:	0	0	9	13	4	10
2. Responded, Changed to REDUCED PRICE / FREE:	0	0	6	13	3	3
3. Responded, Changed to PAID:	0	0	1	1	2	3
4. NOT Responded, Changed to PAID:	0	0	6	12	14	25

Columns represent **ORIGINAL** status of applications

Rows represent **RESULT** of verification

Section 5 - Line 5-8 continued

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.



Section 5 – Line VC-1

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4).
Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.



Submitting the VCR

- Once all sections are completed, Select **Save**

Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

[Add](#)

Attachment Count: 0

[Save](#) [Cancel](#)

[VIEW](#) | [MODIFY](#)

- Select Finish; The main screen will display the VCR as **Submitted**

Action	School Year	Received Date	Status
View Modify	2016 - 2017	10/17/2016	Submitted
View	2015 - 2016	12/03/2015	Approved
View	2014 - 2015	12/11/2014	Approved
View	2013 - 2014	11/18/2013	Approved
View	2012 - 2013		Not Started



Errors

- If sections are incomplete or incorrect, an error message will display
- Select ***Edit*** to review the error message
 - If you are unsure of what the error is, contact Nell for assistance.

The Verification Report has been processed with **errors** and **warnings**.

Information entered is either incomplete or is not in compliance with the Colorado Department of Education Office of School Nutrition rules and regulations. All errors listed on the form must be corrected before the Verification Report can be processed. You may correct the errors now by clicking '< Edit' or you may return to the Verification Report later.

< Edit

Finish

VCR Review

- CDE School Nutrition will review all VCR reports for accuracy
- ***FINAL VCR SUBMISSIONS DUE February 1***
- No errors means the submission will be approved
- The status of “Approved” can be seen on the main page

Action	School Year	Received Date	Status
View Admin	2016 - 2017	10/17/2016	Approved
View Admin	2015 - 2016	12/03/2015	Approved
View Admin	2014 - 2015	12/11/2014	Approved
View Admin	2013 - 2014	11/18/2013	Approved
View Admin	2012 - 2013		Not Started

Questions?





Training Evaluation & Certificate

Click this link to complete a quick training evaluation

- <https://www.surveymonkey.com/r/JGMZ822>
- Record your completion of the training on the Professional Standards tracker.



Thank you!



Nell Dochez
Senior Consultant



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720-948-5145



<https://www.cde.state.co.us/nutrition>

