VERIFICATION SUMMARY REPORT (VSR) FACT SHEET

Section 1 – Sites and Students

- Numbers pulled from October's Eligibility Information in the claim for reimbursement.
- Numbers off? Sponsors can adjust this by revising their October claim.

Section 2 – Alternate Provisions (only schools implementing a Provision will see this section)

- **Base Year** – the first year of Provision 2 or 3 where free and reduced applications are collected and direct certification is conducted.
- **Non-Base Year** – the few years following a base year when applications are not collected and direct certification is not conducted.

Section 3 – Direct Certification (DC)

- CEP-only sponsors and Residential Child Care Institutions (RCCIs) that do not process applications can check 3-1 and skip this section.
- Sponsors that were not able to direct certify any enrolled student must still enter 0 in section 3 and contact the state agency to override the errors on this section.
- DC data entered as of October 31. DC students that withdrew before October 31 will not be counted in this section.
- Count students on DC Match List, found in DC Look-Up, and those with benefits extended to them.

DC Category	Identified on Match List	Line on VSR to Report
SNAP (Food Stamps)	F	3-2
TANF	A	3-3
Foster	W	3-3
Medicaid Free	M	3-3
Medicaid Reduced	R	3-5

Section 4 – Free and Reduced Applications

- CEP-only sponsors and RCCIs that do not process applications should skip this section.
- **Categorical Applications** – applications approved based on face value due to a case number written on the application or the foster box checked.
- Column A asks for the total number of approved applications on file on October 1.
- Column B asks for the total number of students on approved applications on October 31.
- Column A should not be identical or larger than column B. If your data says it is, contact the state agency.
- Any students identified in direct certification should not be counted in Section 4.

Section 5 – Verification Results

- CEP-only sponsors and RCCIs that do not process applications should check 5-1 and skip this section.
- Schools that conduct Standard (Error Prone) or Alternate Two verification must include their total number of Error Prone applications in 5-4.
- The total number of applications that must be verified is always rounded up.
    - For instance, if 3% of the total number of approved applications on file equaled 4.1, the SFA would need to pull 5 applications for verification.
- **Direct Verification** - the process of looking up the students listed on the application that was pulled for verification in the STN App Center to see if they can be verified without contacting the household. Direct verification and direct certification are two different things. Click here for more information.
- When reporting results of verification in 5-8 keep in mind column A asks for number of applications and column B asks for the number of students on those applications.

Section 6 – Verified for Cause

- **Verification for Cause** – questionable applications deliberately pulled and verified. These applications cannot be counted toward the normal verification process.
- Total number of applications verified for cause up to November 15 should be reported in 6-1.
- The results of verification for cause needs to be added to the results of normal verification in 5-7 or 5-8.

Don't Forget!

- The verification process must be completed by November 15.
- The Verification Summary Report is due December 15 (even if that date falls on a Saturday or Sunday).
- The report is located in the CNPweb under the Claims/AFR Tab. It will only be accessible once the Annual Financial Report and October claim for reimbursement have been submitted and approved.
- Verification for Cause can continue throughout the rest of the school year.

Questions? Contact your Field Specialist or Allie Caito-Sipe at acaito@doe.in.gov or 317-232-0849.

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