



# Illinois State Board of Education

## Verification Summary Report (VSR) School Year 2021-2022

### VSR Steps 2-5

### Instructions for districts with Household Eligibility Applications

Equity • Quality • Collaboration • Community

# Verification Process Timeline SY21-22

**HEAs approved for benefits between July 1- October 1, 2021**

**October 1, 2021:** Verification Process begins and VSR Step 1 opens in WINS

**November 1, 2021:** Steps 2-5 open in WINS

**November 15, 2021:** Verification Process must be complete

**By December 15, 2021:** Verification Summary Report due

# Step 1 Training Available:

Sponsors who have not completed the Verification Process or Step 1 on the Verification Summary Report, please access the training below prior to beginning Steps 2-5.



[www.isbe.net/Pages/School-Based-Child-Nutrition-Documents.aspx](http://www.isbe.net/Pages/School-Based-Child-Nutrition-Documents.aspx)

# Optional- Step 2 Data Collection Form

*Step 2 Collects the number of students found in the direct certification files and students directly certified based upon an extension of benefits.*

*Optional for may be used to collect data for Steps 2-5 of the VSR.*

<https://www.isbe.net/Documents/VSR-data-collection-form.pdf>

## Verification Summary Report Data Collection Form: Step 2

By answering the following questions, you will be collecting the data that is required for Step 2, Questions 1-5.  
Data collection: Answer the following questions as of the last operating day of October for each site.  
Complete one worksheet for each site and enter total student count for Columns 1, 2, and 3.

Site Name \_\_\_\_\_

### Step 2: Direct Certification – Student Count by Site

#### COLUMN 1: ELECTRONICALLY DIRECT CERTIFIED

##### STUDENT COUNT SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP)

Number of students identified by electronic Direct Certification receiving

Individual Supplemental Nutrition Assistance Program (SNAP) benefits student count \_\_\_\_\_

Extension of SNAP benefits from household member student count \_\_\_\_\_

Total number of student direct certified SNAP benefits **Total student count**   
Enter this number for Column 1

#### COLUMN 2: ELECTRONICALLY DIRECT CERTIFIED or DOCUMENTATION OF BENEFITS

##### Number of students identified by electronic direct certification receiving:

Individual Temporary Assistance for Needy Families (TANF) benefits student count \_\_\_\_\_

Extension of TANF benefits from household member student count \_\_\_\_\_

Individual Medicaid benefit student count \_\_\_\_\_

Extension of Medicaid benefits from household member student count \_\_\_\_\_

Individual Foster child directly certified student count \_\_\_\_\_

##### Number of individual student(s) documented as:

Homeless by district Homeless liaison student count \_\_\_\_\_

Migrant by migrant coordinator student count \_\_\_\_\_

Runway student count \_\_\_\_\_

Foster child certified by Foster care agency student count \_\_\_\_\_

Head Start student count \_\_\_\_\_

Total number of students **Total Student Count**   
Enter this number for Column 2

#### COLUMN 3: STUDENT COUNT BASED ON WRITTEN DOCUMENTATION OF SNAP BENEFITS

A copy of the individual letter/documentation should be submitted to [cnj@isbe.net](mailto:cnj@isbe.net)

**Total Student Count**   
Enter this number for Column 3

# Simplified VSR Steps 2 and Step 5

**Beginning November 1, 2021,  
the link for Verification Summary Report  
Steps 2-5 will be available under  
Sponsor Tasks tab on the sponsor dashboard.**

Export

Sponsor Tasks | Sponsor Applications & Participation | Site Applications | C

Administrative

Sponsor Tasks

- Batch Daily Meal Counts
- Batch Participation Detail
- Add/Remove Detail Dates
- Batch Site Questionnaire
- Batch Site Participation
- FFVP Application
- Is Community Eligibility Provision (CEP) for you?
- + Add New Site
- x Deactivate/Re-activate Site(s)
- x Deactivate Sponsor
- Review Citation Responses
- Return to SSO Splash Page
- P-EBT Qualified Sponsor Survey
- P-EBT Upload

Reports

- Waiver Submissions
- Applications Not Received
- NSLP Verification Summary Report**
- Direct Certification
- Deleted Sites
- Claim Data Report
- Summary Reports - Applications Submitted for Sponsor
- Summary Reports - Applications Submitted for Sites
- Summary Reports - List of Sites and Applications Submitted

# Simplified VSR Steps 2 and Step 5

## Verification Summary Report



### Step 1: Application Count SY 2021-2022

#### Applications Approved for Free or Reduced Price Benefits

1	How many applications did the district have on file that were approved for FREE meal benefits based on providing a valid SNAP or TANF ID number; OR due to the foster child box being checked on the application?	4	Application(s)
2	How many applications did the district have on file that were approved for FREE meal benefits based on meeting household size and income guidelines?	12	Application(s)
3	How many applications did the district have on file that were approved for REDUCED PRICE meal benefits based on meeting household size and income guidelines?	16	Application(s)
4	TOTAL of all above applications	32	Application(s)
5	How many of the above applications are error prone income applications?	2	Application(s)

#### Verification Sample Size *(3% of Total Applications from Line 4)*

6	Number of Applications to be verified	1	Application(s)
---	---------------------------------------	---	----------------

Next

To access Step 2, use the Next link on Step 1



Illinois  
State Board of  
Education

# Step 2: SNAP Count

**Verification Summary Report**  
Application counts saved successfully

1 2 3 4 5

Step 2: Direct Certification - Student Counts by Site SY 2021-2022

Each directly certified student must only be counted once, and may be included in one box below.

All boxes must have a numeric character. Enter "0"(Zero) in any fields that do not apply.

How many students were electronically direct certified as receiving Supplemental Nutrition Assistance Program (SNAP)?	
	<input type="text" value="11"/>
	<input type="text" value="34"/>
	<input type="text" value="45"/>

**Column 1: SNAP only**  
Student count for each district site listed. Include students found on direct certification files as **SNAP** beneficiaries and those who receive **SNAP** benefits by extension of benefits.

Previous Next

# Step 2: Categorically Eligible

**Verification Summary Report**  
Application counts saved successfully

1 2 3 4 5

Step 2: Direct Certification - Student Counts by Site SY 2021-2022

Each directly certified student must only be counted once, and may be included in one box below.

All boxes must have a numeric character. Enter "0"(Zero) in any fields that do not apply.

Column 2: **TANF, Medicaid or Foster**  
Student count for each district site listed. Include students found on direct certification files as **TANF or extension of TANF, Medicaid or Foster, or documented as Homeless, Migrant, Runaway, Foster, or Head Start**

How many students were electronically direct certified as receiving Temporary Assistance for Needy Families (TANF), Medicaid or Foster, OR documented as being Homeless, Migrant, Runaway, Foster, Head Start?	How many students that were determined to be eligible for FREE meal benefits based on providing a SNAP benefits award letter or benefits statement from the SNAP agency? ⓘ
<input type="text" value="22"/>	<input type="text" value="0"/>
<input type="text" value="16"/>	<input type="text" value="0"/>
<input type="text" value="38"/>	<input type="text" value="0"/>
<input type="button" value="Previous"/>	<input type="button" value="Next"/>





# Step 2: SNAP Letters

**Verification Summary Report**  
Application counts saved successfully

1 2 3 4 5

Step 2: Direct Certification - Student Counts by Site SY 2021-2022

Each directly certified student must only be counted once, and may be included in one box below.

All boxes must have a numeric character. Enter "0"(Zero) in any fields that do not apply.

## Column 3: SNAP Letters

Student count for each district site listed. Include student count for those who provided a **SNAP** benefits award letter or benefit statement from IL Department of Human Services. These are students who do not appear on the direct certification files as SNAP benefit recipients. This column will likely be zeros.

How many students that were determined to be eligible for FREE meal benefits based on providing a SNAP benefits award letter or benefits statement from the SNAP agency? 6

0
0
0

Previous Next

# Step 3 Data Collection Form

## Verification Summary Report Data Collection Form: Step 3

By answering the following questions, you will be collecting the data that is required for Step 3, Questions 1-16.

### Step 3: Standard Verification Summary Report

#### Section 1: Total Schools, Residential Child Care Institutions (RCCIs) AND Enrolled Students. All SFAs, must report Section 1

##### Question 1:

Total school sites (including CEP sites) Do not include RCCI sites.

Total student enrollment (including CEP students, do not include RCCI students)

##### Questions 2-4 For RCCI ONLY (Non- RCCI enter zero)

##### Question 2:

Total number of RCCI sites ONLY (Do not include school sites from Question 1)

Total student enrollment of RCCI sites ONLY

##### Question 3:

Of the total RCCI sites from Question 2 above, how many have day students:

Total number of student(s) enrollment of RCCI sites with day students

##### Question 4:

Of the total RCCI sites from Question 2 above, how many do not have day students

Total number of student(s) enrollment of RCCI sites without day students

Question 5: Total number of enrolled students from Questions 1 and 2 auto

#### Section 2: For Community Eligibility Provision (CEP)

##### Question 6:

Total number of CEP site(s)

Total number of students enrolled in CEP site(s)

**Section 3:** Students Approved as FREE that were not subject to Verification. Questions 7-10 will autofill from Step 2, Column 1-3.

**Section 4:** Students approved as FREE or REDUCED PRICE eligible through use of a Household Eligibility Application. Questions 11-15 column (A) will autofill based on data entered on Step 1, Questions 1-5. Enter data below for students receiving benefits based on approved applications as of the last operating day of October.

##### Question 11-13:

Total number of student(s) approved as FREE eligible as of the last operating day of October

##### Question 11:

Number of students approved through use of a SNAP or TANF ID number being provided, and Foster child applications NOT electronically direct certified students.

##### Question 12:

Number of students approved as FREE based on household size and income information

##### Question 13:

Number of students approved as REDUCED based on household size and income information

##### Question 14:

Total number of application(s) autofill

##### Question 15:

Total number of students approved autofill

**Section 5:** Total number of students eligible for FREE or REDUCED-PRICE meals

##### Question 16: Total number of students from Section 3 and 4

Total number of students from section 3 and 4, lines 10 and 15, autofill

*Step 3 Collects student counts by enrollment and students on approved applications.*

*Districts with partial CEP, report site data.  
Districts with no CEP sites, report zeros.*



# Step 3: Sites and Enrollment

## Verification Summary Report



Step 3: Standard VSR SY 2021-2022



All boxes must have a numeric character. Enter "0" (Zero) in any fields that do not apply.

### Section 1: Total School Sites, Residential Child Care Institutions (RCCIs) AND Enrolled Students

All SFAs must report in Section 1

1. Total school sites (including CEP and Provisional sites. Additional Information related to CEP and other Provisions will be provided in Section 2). **Do not include RCCI sites.**
2. RCCI sites ONLY **Do not include school sites from Line 1.**
3. Of the Total RCCI sites listed on Line 2 above; How many have day students?
4. Of the Total RCCI sites on Line 2 above; How many do not have any day students?
5. Total Number of Enrolled Students on Line 1 and 2

A. Number of Sites

B. Number of Enrolled Students

<input type="text" value="5"/>	<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"/>	<input type="text" value="0"/>
	<input type="text" value="0"/>



# Step 3: CEP Site and Enrollment

Sponsors with some but not all sites approved in Community Eligibility Provision (CEP) provide the number of sites approved for CEP and the total enrollment for the site(s).

Provide this data if operating Seamless Summer Option or National School Lunch/Breakfast Program

## Section 2: Community Eligibility Provision (CEP)

Only SFAs Community Eligibility Provisions report in Section 2

A. Number of Sites

B. Number of Enrolled Students

6. Operating Community Eligibility Provision

0

0

# Step 3: Section 3 Auto Fills

**Section 3: Students Approved as FREE that were not subject to verification**

Auto-filled from counts provided in Section 2

7. Students **electronically** direct certified as receiving Supplemental Nutrition Assistance Program (SNAP) benefits. **Only students receiving SNAP benefits can be reported in this box.**

8. Students **electronically** direct certified as receiving:

- Temporary Assistance for Needy Families (TANF)
- Foster
- Medicaid
- Homeless

Or those documented as being:

- Homeless, Migrant, Runaway
- Head Start

9. Students certified to be FREE eligible based on providing SNAP award letter or benefit documentation from authorized SNAP agency.

Total number of STUDENTS directly certified.

**B. Number of Students**

45
38
0
83

# Step 3: Student Count on HEA

## Section 4: Students approved as FREE or REDUCED PRICE eligible through use of a Household Eligibility Application (HEA)

All SFAs that collected applications must report Section 4

11. Approved as FREE eligible through use of a SNAP or TANF ID number being provided, and Foster child applications **NOT electronically direct certified students**.

12. Approved as FREE eligible based on household size and income information being provided.

13. Approved as REDUCED PRICE eligible based on household size and income information being provided.

14. Total Number of Applications.

15. Total Number of Students.

A. Number of Applications (Count taken on October 1)

12

24

15

51

B. Number of Students (Count taken on last operating day of October)

17

33

24

74

## Section 5: Total Number of students eligible for FREE or REDUCED PRICE meals.

16. Total Number of STUDENTS from Sections 3 and 4, lines 10 and 15 shown above.

157

Previous

Next



# Step 4: Directly Verified

## Verification Summary Report

Sections 1-4 saved successfully



### Step 4: Verification Results SY 2021-2022

All boxes must have a numeric character. Enter '0' (Zero) in any fields that do not apply or when there is no data to enter.

1 Was the process of verifying household applications performed and completed by the USDA November 15 deadline?  
The process of verification includes the selection of the sample size, the verifying of meal benefit eligibility of the selected applications, and notifying families/households selected for verification of the results.

Yes, completed by November 15  
 Yes, but completed after November 15  
 No, verification was NOT performed; OR, the process was not completed.

2 Total number of applications that were required to be verified as part of the 3% sample size.

3 In addition to the applications listed on Line 2 that were required to be verified, how many applications were verified for cause on or before November 15?

4 Total number of applications from lines 2 and 3, verified on or before November 15.

5 Was the Direct Certification system accessed, and was the Direct Verification link used to attempt to directly verified applications?

Yes  No

**All SFAs are required to attempt to directly verify ALL applications selected for verification.**

6 How many of the applications from line 4 were able to be directly verified?

7 The total number of applications to be verified from line 4 is  . Of those,  were reported on line 6 as being directly verified

A. Number of Applications	B. Number of Students
<input type="text" value="0"/> Application(s)	<input type="text" value="0"/> Application(s)



# Step 4: Verification Results

**VSR Data Collection Form Step 4:  
Report results of verification on questions 9-13.  
The number of applications must be equal to the  
auto calculate number in line 8. All other boxes  
must contain a zero.**

## Verification Summary Report Data Collection Form: Step 4

### Step 4: Verification Results

#### Question 1:

Was the process of verifying household applications performed and completed by the U.S. Department of Agriculture's Nov. 15 deadline?

Select the correct response:

- Yes, completed by Nov. 15
- Yes, but completed after Nov. 15
- No, Verification was NOT performed; OR the process was not completed

Question 2: Autofill from Step 1 data reported

#### Question 3:

In addition to the applications listed on Question 2 above that were required to be verified, how many applications were verified for cause on or before Nov. 15?

Question 4: Autofill from Questions 2 and 3

#### Question 5:

Was the Direct Certification system accessed, and was the Direct Verification link used to attempt to directly verify applications?

- Yes
- No

All SFAs are required to attempt to directly verify ALL applications selected for Verification.

#### Question 6:

How many of the applications selected for Verification were able to be directly verified?

  

How many students were verified as a result of using direct Verification?

Lines 7-8 will autofill

#### Question 9-13:

Report results according to the outcome of verification of household eligibility applications. The number of applications must be equal to the auto calculated number in line 8. All other boxes must contain a zero.



# Step 4: Reporting Results

Do not include applications/students in this section that were able to be directly verified. Applications that were able to be directly verified were reported on line 2 above.

## Verification Results

		A. Applications originally approved as FREE-ELIGIBLE based on SNAP/TANF, AND applications that ONLY have a FOSTER CHILD(REN)	B. Applications originally approved as FREE-ELIGIBLE based on Income/Household Size	C. Applications originally approved as REDUCED-PRICE ELIGIBLE based on Income/Household Size
9. Responded - No Change	Number of applications	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="3"/>	<input type="text" value="0"/>
10. Responded - Changed to Free	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
11. Responded - Changed to Reduced Price	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
12. Responded - Changed to Paid	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="4"/>
13. Did Not Respond - Changed to Paid	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Previous](#) [Next](#)

# Step 5: Final Review

## Verification Summary Report

Section 5 & Verification Results information saved successfully



Step 5: Submit Application SY 2021-2022



**By clicking the Submit button, the NSLP Sponsor is stating that all steps of the verification process were completed correctly, and that all data entered on the online Verification Summary Report is accurate.**

Once the online Verification Summary Report is submitted, no further changes can be made. If changes need to be made after submission, please email the necessary changes to [cnp@isbe.net](mailto:cnp@isbe.net).

Previous Submit

Before submitting review steps 1-4 data. VSR locks upon submission and will require ISBE assistance to edit.

# VSR- Submitted

To print the report, use the icon located on each page.

**Verification Summary Report**  
Application Submitted successfully

1 2 3 4 5

Step 5: Submit Application SY 2021-2022

**VSR Submitted Successfully!**

Once the online Verification Summary Report is submitted, no further changes can be made. If changes need to be made after submission, please email the necessary changes to [cnp@isbe.net](mailto:cnp@isbe.net).



# Contact Information

Nutrition Programs

800.545.7892 or

217.782.2491

[cnp@isbe.net](mailto:cnp@isbe.net)

