



Illinois State Board of Education

Verification Summary Report (VSR) School Year 2021-2022

VSR Step 2 Instructions

Districts with NO

Household Eligibility Applications

Equity • Quality • Collaboration • Community

Verification Process Timeline SY21-22

Sponsors with no HEAs approved between July 1- Oct. 1, 2021

Report opens November 1, 2021:

Step 2 is available in WINS to submit direct certification data and submit report

Report Due by December 15, 2021:

Submit Verification Summary Report in WINS

Simplified VSR Steps 2 and Step 5

Sponsors who did not receive or approve any Household Eligibility Applications(HEA) for SY21-22 must complete the simplified VSR.

- USDA requires collection of direct certification data from all* sponsors participating in National School Lunch/Breakfast Program (NSLP/SBP) or Seamless Summer Option (SSO).

*Sponsors previously approved district wide for Community Eligibility Provision (CEP) for SY 21-22 who are operating SSO or NSLP/SBP do not have to complete the VSR.

Simplified VSR Steps 2 and Step 5

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

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

Sponsors with no HEAs, select no to access the Simplified Verification Summary Report

VSR Close

Did this district receive and approve any Household Eligibility Application(s) for School Year 2021-2022?

Yes, one or more Household Eligibility Applications were received and approved between July 1 and Oct. 1, 2021

No Household Eligibility Applications were approved for benefits between July 1 and Oct. 1, 2021.



Optional- 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.

Using this form is optional and may be used to collect data for Steps 2 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 _____

Runaway 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

Total Student Count
Enter this number for Column 3



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"/>
<hr/>	<hr/>
38	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

VSR- Step 5 Submit Report

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.

Previous Submit

Before submitting review Step 2 data. VSR locks upon submission and will require ISBE assistance to edit.

VSR- Submitted

Verification Summary Report

Application Submitted successfully



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.



Illinois
State Board of
Education

Equity • Quality • Collaboration • Community

Contact Information

Nutrition Programs

800.545.7892 or 217.782.2491

cnp@isbe.net

