



Verification Summary Report

Nutrition Department
Illinois State Board of Education



Who is Exempt from submitting the Verification Summary Report?

- All Sites are only operating Special Milk Program
- All sites are in Community Eligibility Provision
- ALL sites are RCCIs with NO day students



Verification Timelines

- October 1st – November 15th – Perform verification of household application.
- By December 15th Verification Summary Report must be submitted in WINS to ISBE.



WINS-Sponsor Dashboard

Sponsor Tasks	Sponsor Applications & Participation	Site Applications	C
Administra			
Sponsor Tasks			
	Batch Daily Meal Counts		
	Batch Participation Detail		
	Add New Site		
	Deactivate/Re-activate Site(s)		
	Deactivate Sponsor		
	Review Citation Responses		
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		



Verification Summary Report- Step 1

Using the October 1st application count, complete Step 1 of the VSR.

Verification Summary Report



Step 1: Application Test Count SY 2019-2020



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?
- 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?
- 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?
- 4 TOTAL of all above applications
- 5 How many of the above applications are error prone income applications?

 Application(s) Application(s) Application(s) Application(s) Application(s)

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

- 6 Number of Applications to be verified

 Application(s)

Save



Verification Summary Report- Step 1

Step 1

#1-3, provide the approved **application** data as of the October 1st.

#4 will calculate and auto-fill.

#5 provide the number of error prone income applications.

#6 will calculate 3% of total application and display the required number to be verified by November 15th.

Verification Summary Report



Step 1: Application Test Count SY 2019-2020

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?	12	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?	22	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?	42	Application(s)
4	TOTAL of all above applications	76	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	3	Application(s)
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Save



VSR- Step 2 SNAP Count

SNAP data:

Report for each site listed the total number of students directly certified as SNAP beneficiaries, including students receiving benefits by extension.

Verification Summary Report

Application counts saved successfully



Step 2: Direct Certification - Student Counts by Site SY 2019-2020

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)?	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="11"/>	<input type="text" value="22"/>	<input type="text" value="0"/>
<input type="text" value="34"/>	<input type="text" value="16"/>	<input type="text" value="0"/>
45	38	0

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VSR- Step 2 Categorically Eligible

TANF, Medicaid, Foster and Categorically eligible data:
Report for each site listed the total number of students directly certified, including students receiving benefits by extension.

Verification Summary Report

Application counts saved successfully



Step 2: Direct Certification - Student Counts by Site SY 2019-2020

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)?	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="11"/>	<input type="text" value="22"/>	<input type="text" value="0"/>
<input type="text" value="34"/>	<input type="text" value="16"/>	<input type="text" value="0"/>
45	38	0

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VSR- Step 2 Letters

**SNAP, TANF, Medicaid, Foster and Categorically eligible data:
Report for each site the total number of students determined eligible based on an award letter. In Illinois this rarely occurs.**

Verification Summary Report

Application counts saved successfully



Step 2: Direct Certification - Student Counts by Site SY 2019-2020

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)?	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="11"/>	<input type="text" value="22"/>	<input type="text" value="0"/>
<input type="text" value="34"/>	<input type="text" value="16"/>	<input type="text" value="0"/>
45	38	0

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VSR- Step 3 Sites and Enrollment

Step 3, Section 1:
#1-4 will be auto-filled
with the number of sites in NSLP and or SBP and number of students
enrolled in those sites. Edit the numbers if they are incorrect.

Step 3: Standard VSR SY 2019-2020

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

Section 1: Total Schools, 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="2"/>	<input type="text" value="785"/>
<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="785"/>



VSR- Step 3 CEP Site and Enrollment

Step 3, Section 2:

#6 will be auto-filled with the number of sites in enrolled in Community Eligibility Provision and number of students enrolled in those sites. Edit the numbers if they are incorrect.

Section 2: Community Eligibility Provision (CEP)

Only SFAs Community Eligibility Provisions report in Section 2

6. Operating Community Eligibility Provision

A. Number of Sites

0

B. Number of Enrolled Students

0



VSR- Step 3 Step 1 Responses

Step 3, Section 3:

#7-9 will be auto-filled with information provided in step #2.

To edit the numbers return to step #2.

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



VSR- Step 3 STUDENT Counts on Applications

Step 3, Section 4:

#11-15 Column (A) will be auto-filled with information provided in step #1. To edit the numbers return to step #1.

Column (B) please provide the number of students approved for benefits in each category as of the last operating day in October.

#16 Will be auto-filled with information provided in step #1.

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.

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VSR- Step 4 Timeline

Step 4, #1 Indicate if your district was able to accomplish the verification process by the November 15th deadline.

Step 4, #2 Will auto-fill based on information provided in step 1, #6.

Verification Summary Report

1 2 3 4 5

Step 4: Verification Results SY 2019-2020

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.

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 verify applications?

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 2. Of those, 0 were reported on line 6 as being directly verified.

8 The remaining applications unable to be directly verified that are to be reported below on lines 9 through 12 is:

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

2 Application(s)

0 Application(s)

2 Application(s)

Yes No

A. Number of Applications
0 Application(s)

B. Number of Students
0 Application(s)

2 Application(s)



VSR- Step 4 Verified For Cause

Step 4, #3

Provide the number of applications verified for cause, or zero if none were selected.

Step 4, #4

Will auto-fill based on information provided in #2 and #3.

Verification Summary Report

1 2 3 4 5

Step 4: Verification Results SY 2019-2020

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.

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 verify applications?

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 2. Of those, 0 were reported on line 6 as being directly verified.

8 The remaining applications unable to be directly verified that are to be reported below on lines 9 through 12 is:

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

2 Application(s)

0 Application(s)

2 Application(s)

Yes No

A. Number of Applications
0 Application(s)

B. Number of Students
0 Application(s)

2 Application(s)



VSR- Step 4 Directly Verified Applications

Step 4, #5 Indicate if the direct verification system was accessed.

Step 4, #6 Indicate how many if any applications and students were directly verified.

Step4, #7-8 Will auto-fill with data from line #4 and #6.

Verification Summary Report

1 2 3 4 5

Step 4: Verification Results SY 2019-2020

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.

2 Application(s)

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?

0 Application(s)

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

2 Application(s)

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?

0 Application(s)

7 The total number of applications to be verified from line 4 is 2. Of those, 0 were reported on line 6 as being directly verified

8 The remaining applications unable to be directly verified that are to be reported below on lines 9 through 12 is:

2 Application(s)

A. Number of Applications	B. Number of Students
0 Application(s)	0 Application(s)



VSR- Step 4 Reporting Results

Step 4, #9-13 Report results of verification for 3% of application and any selected to verify for cause. All boxes are pre-populated with zeros.

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"/>

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VSR- Step 5 Final Review

Review report prior to submission, after submission the report will lock.

Verification Summary Report

Section 5 & Verification Results information saved successfully



Step 5: Submit Application SY 2019-2020

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



VSR- Step 5 Submitted

Verification Summary Report

Application Submitted successfully



Step 5: Submit Application SY 2019-2020

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 snp@isbe.net.



Contact Information

Illinois State Board of Education

Nutrition

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