***Sponsors- Community Eligibility Provision (CEP) only***

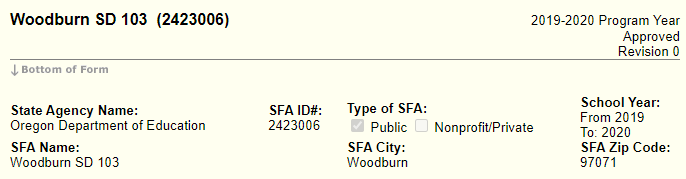
***Completing FNS 742 – Verification Collection Report***

**Submit one FNS-742 report per sponsor by February 1, 2023. The report is in CNPweb, on the Claims tab, click on “Add” under Action to open the report.**

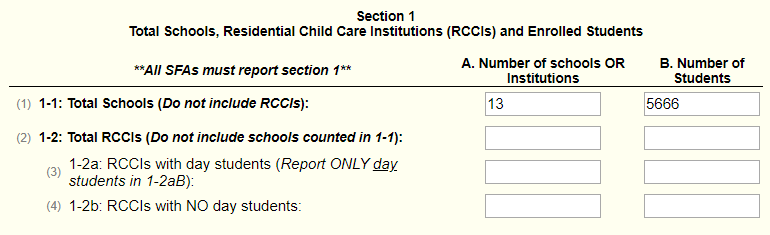
If the completed *FNS 742 Verification Collection Report* is not submitted in **CNPweb by February 2, 2023 *Claims for Reimbursement* will be withheld until it is completed.** 

This snippet shows the FNS- 742 Verification Collection Report in CNPweb on the claims tab.

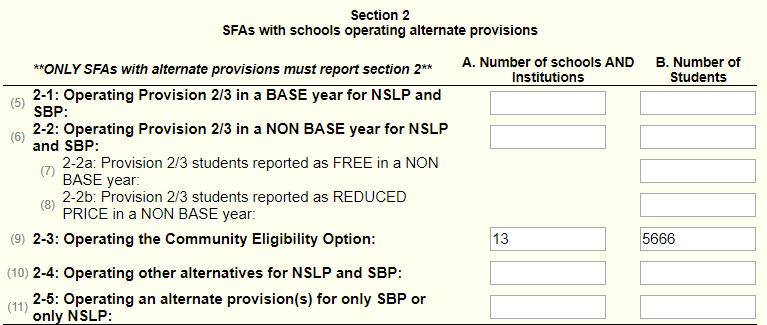
**Sponsor contact information is prepopulated..**



**1-1 #1 Column A & B as of the last operating day in October.**



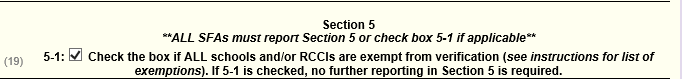
**Complete Section 2 -3 with the same numbers recorded in Section 1-1A and B:**



**3-1 #12 Check the box, the rest of the section is not applicable and will be grayed out.**



**5 -1 Check the box**



**VC-1 Enter N/A if no applications were verified for cause.**

VC-1:  where the total number of questionable applications verified for cause are entered. if no applications were verified for cause enter "N/A" if not applicable.

**Scroll to the bottom and check I certify box #43, then click “Submit.”**

By checking this box sponsors certify that the information submitted for the FNS 742-Verification Collection Report is true and correct. I am aware that deliberate misrepresentation or withholding of verification information may result in prosecution under applicable State and Federal statutes. I certify that records are available to support the Verification Collection Report data.   
 