***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.** 



**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.**



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



