

**Sponsors- Community Eligibility Provision (CEP) only  
Completing FNS 742 – Verification Collection Report**

Submit one FNS-742 report per sponsor annually by February 1. 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 annually by February 2, *Claims for Reimbursement* will be withheld until it is completed.

**Sponsor Summary**

Packet	Applications	Activity	Claims	Payments	Users
Claim Month	Revision	Status	Claim Amount	Action	
Form Name	Revision	Status	Date Approved	Action	
FNS 742-Verification Collection Report	0	Approved	12/24/2018	<a href="#">View</a> <a href="#">Revise</a>	

Sponsor contact information is prepopulated..

2019-2020 Program Year  
Approved  
Revision 0

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State Agency Name: Oregon Department of Education      SFA ID#: [REDACTED]      Type of SFA:  Public  Nonprofit/Private      School Year: From 2019 To: 2020

SFA Name: [REDACTED]      SFA City: [REDACTED]      SFA Zip Code: 97071

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

Section 1 Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students		
<b>**All SFAs must report section 1**</b>		
	A. Number of schools OR Institutions	B. Number of Students
(1) 1-1: Total Schools (Do not include RCCIs):	13	5666
(2) 1-2: Total RCCIs (Do not include schools counted in 1-1):		
(3) 1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):		
(4) 1-2b: RCCIs with NO day students:		

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

Section 2 SFAs with schools operating alternate provisions		
<b>**ONLY SFAs with alternate provisions must report section 2**</b>		
	A. Number of schools AND Institutions	B. Number of Students
(5) 2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		
(6) 2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		
(7) 2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		
(8) 2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
(9) 2-3: Operating the Community Eligibility Option:	13	5666
(10) 2-4: Operating other alternatives for NSLP and SBP:		
(11) 2-5: Operating an alternate provision(s) for only SBP or only NSLP:		

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

Section 3 Students approved as FREE eligible NOT subject to verification	
<b>**All SFAs must report Section 3 or check box 3-1 if applicable**</b>	
(12) 3-1 <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	Number of FREE Students
(13) 3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <u>not</u> include students certified with SNAP through the letter method.	<input type="text"/>
(14) 3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. <b>DO NOT include SNAP students already reported in 3-2.</b>	<input type="text"/>
(15) 3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text"/>

5 -1 Check the box

Section 5	
<b>**ALL SFAs must report Section 5 or check box 5-1 if applicable**</b>	
(19) 5-1: <input checked="" type="checkbox"/> Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.	

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

(42) VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement.	<input type="text" value="N/A"/>
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Scroll to the bottom and check I certify box #43, then click "Submit."

(43) <input checked="" type="checkbox"/> I 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.
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