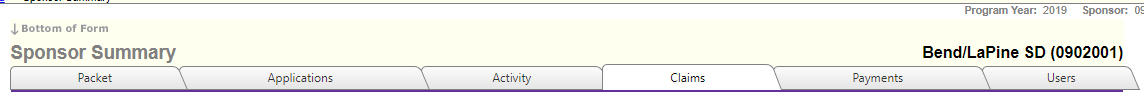
***Sponsors Conducting a Verification Process***

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

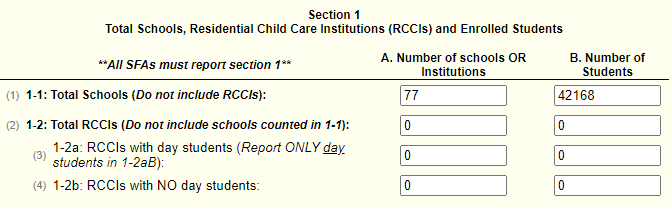
**Submit one FNS-742 report per sponsor by February 1, 2020. The report is in CNPweb, on the Claims tab, click on “Add” under Action to open the report.**

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 is a picture of where FNS - 742 Verification Collection Report is in CNPweb on the claims tab.

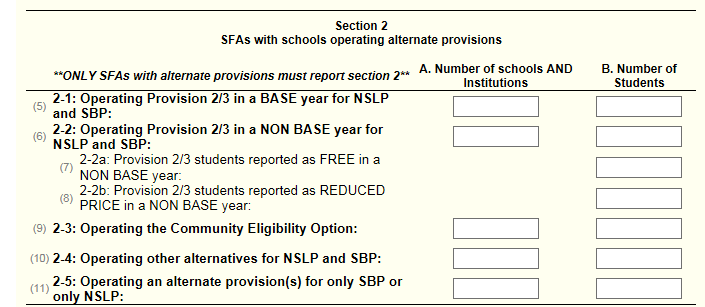
**Sponsor contact information is prepopulated.**



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

****

**Section 2 - Leave blank unless you have CEP or Provision 2 Schools**



**Section 3 –Student counts as of the last operating day in October.**

This snippet records the number of students who are directly certified through SNAP, TANF, FDPIR, Head Start, Even Start or non-applicant approved by local officials.
It includes students certified via a SNAP letter.

**Section 4:**

**Report number of applications (A) approved as of October 1.**

**Report number of students (B) as of the last operating day in October.**

**4-1A & B:**

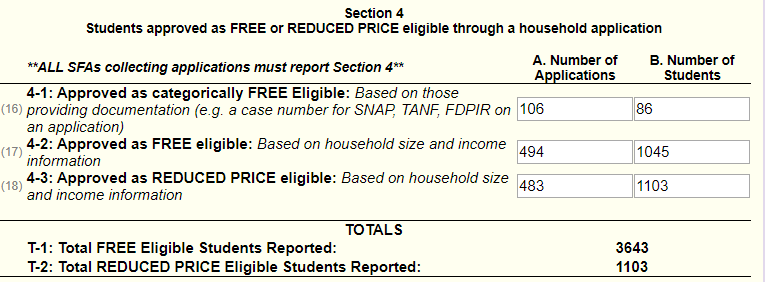
* **Number of applications approved FREE eligible based on a case number for SNAP, TANF, or indication of participation in FDPIR on file as of October 1.**
* **The number of students on these applications as of the last operating day in October.**

**4-2A & B:**

* **Number of applications approved FREE eligible based on file as of October 1.**
* **The number of students on these applications as of the last operating day in October.**

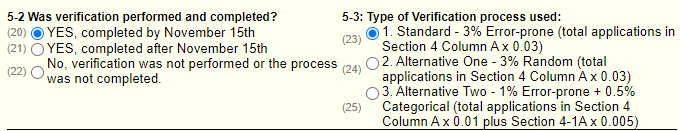
**4-3A & B:**

* **Number of applications approved REDUCED PRICE eligible on file as of October 1.**
* **The number of students on these REDUCED PRICE as of last operating day in October.**



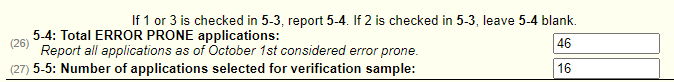
**5-2:** Indicate whether verification was performed and completed by the deadline of November 15

**5-3:** Check the type of verification process used



**5-4:** Error-prone applications are household applications approved as of **October 1** indicating monthly income within $100 of the monthly limit or annual income within $1,200 of the annual limit of the applicable income eligibility guidelines.

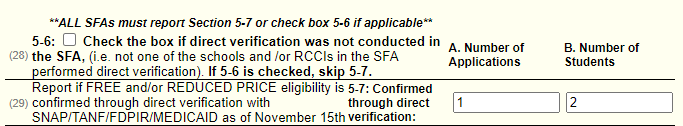
**5-5:** Enter the total number of applications initially selected for the verification process**.**

******

**5-6:** Check if direct verification was not conducted in the SFA. Direct verification is using Medicaid records on the secure Direct Certification website to verify income and/or program participation.

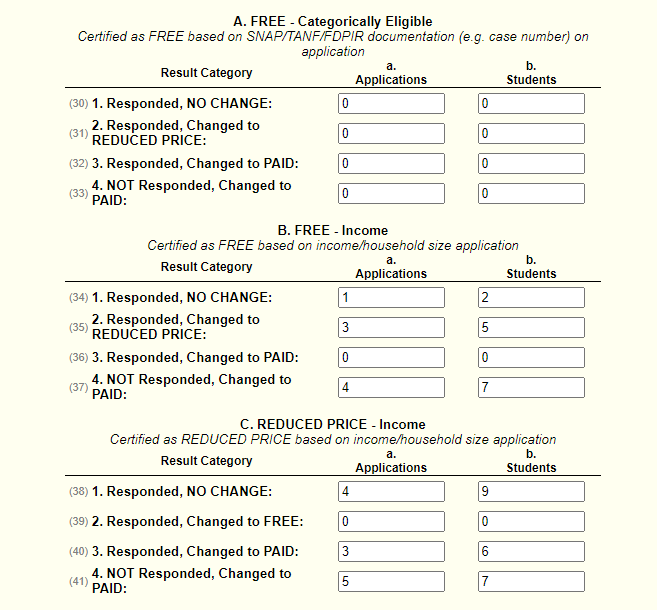
**5-7A & B:** Only report applications and students if FREE and/or REDUCED

PRICE eligibility is confirmed through direct verification.



**5–8 -Results of Verification by Original Benefit Type**

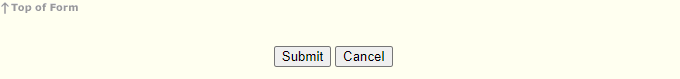
**For each original benefit type (A, B & C) report the number of application and students as of November 15th for each result category (1, 2, 3, & 4)**

****

***VC–1 Verification for Cause***

Report all applications verified for cause outside of the verification process as of November 15th. Applications verified for cause are NOT considered part of the required sample size. If none were selected enter N/A. **Include the results of verification for cause by original benefit type in the appropriate category in 5-8**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.”** 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.   
 

**For additional information, refer to *Verification at a Glance* at:**

[**http://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Verification.aspx**](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Verification.aspx)