



The Verification Reporting Process

Software and Reporting Instructions
For Nevada NSLP Sponsors

**Office of Child Nutrition and School Health
Revised October 2010**

School Food Authority Verification Report

Instructions for Completion

CONTENTS

CONTENTS	Page 47
GETTING STARTED	Page 48
ACCESSING THE CNP SYSTEM	Page 49
ACCESSING THE VERIFICATION SUBSYSTEM	Page 49
ACCESSING SPONSOR VERIFICATION	Page 51
SFA LEVEL RECORDS	Page 52
UPLOAD STUDENT APPLICATION RECORDS	Page 54
NEW STUDENT APPLICATION RECORDS	Page 55
EDIT OR DELETE STUDENT APPLICATION RECORDS	Page 55
VIEW/PRINT STUDENT APPLICATION RECORDS	Page 56
FINALIZE LEVEL RECORD	Page 56

Resources:

USDA's Eligibility Manual for School Meals - Federal Policy for Determining and Verifying Eligibility
- June 2008 , USDA - FNS

<http://www.fns.usda.gov/cnd/Governance/notices/iegs/EligibilityManual.pdf>

GETTING STARTED

Before a sponsor begins the Verification Reporting process, each sponsor must complete the following registration steps

1. Complete a Verification User Login Request form (Appendix 1)
 - a. Forward the form as indicated to the Office of Child Nutrition and School Health (OCNSH)
2. CAUTION: These passwords are secure entry protection for your reporting
 - a. DO NOT SHARE USER ID OR PASSWORDS WITH ANYONE
 - b. REQUEST NEW USE PASSWORDS AND IDS FOR ADDITIONAL USERS

ACCESSING THE CNP SYSTEM

Verification Subsystem

To request a USER PROFILE, complete the User Profile Application and fax the form to (775)687-9114. The User Profile Application can be found on the OCNSh website at <http://www.doe.nv.gov/NSLP.htm>

A sponsor must have access to the CNP software system to access verification. However, not all sponsors with access to the CNP software system have access to the verification system. The designated official must indicate that the individual is to have access to the verification system (see below) and the level of access desired on the CNP software system.

The sponsor profile develops the chronologic history of the program on the CNP software system. This includes a sponsor application, site applications for each feeding site or milk program type, and a food service management company profile, if required.

To request a **VERIFICATION USER PROFILE**, complete the Verification User Profile Application and fax the form to (775)687-9114. The Verification User Profile Application can be found in the CNP Software System Download Forms.

The Verification User Profile establishes authority to access the reporting system and establishes levels of access authority.

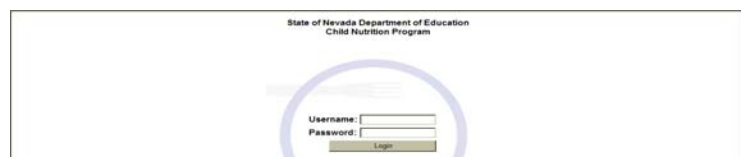
Log into the CNP SYSTEM

1. Once a sponsor has obtained a USER ID and PASSWORD from NDE, the sponsor can access the CNP software at: <http://nvcnp.doe.nv.gov/>
2. It is recommended that you use Internet Explorer only. Program standards were written to accommodate Internet Explorer only, and other browsers may have unresolved display errors.

Click > **Login**

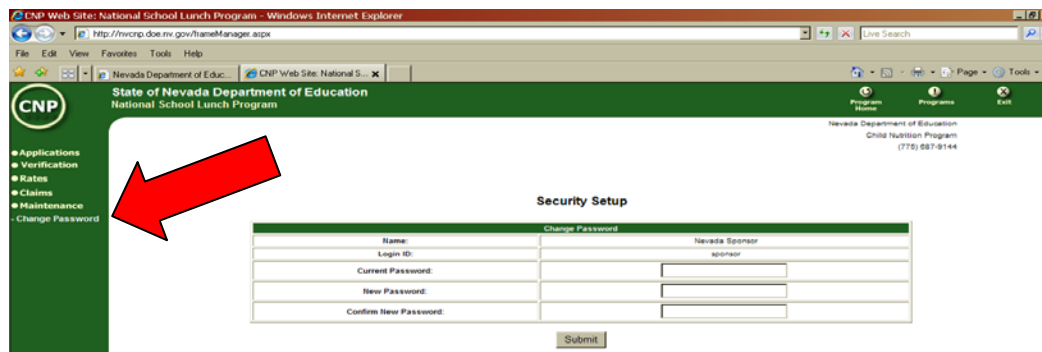


3. The following screen will appear, requesting the USER ID and Temporary PASSWORD provided by NDE.
 - The password must be changed once you access the program.



CHANGING YOUR PASSWORD

4. From the side bar menu click on Maintenance.
5. Click on the link to Change Password and the following screen will appear:



6. Enter the "Current Password." If this is the first time you are changing your password then the password will be the one that NDE gave you.

If you have forgotten your password, then contact the Administrator of the CNP system.

CNP Administrator	775-687-9144
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The password you choose MUST conform to NDE standards for password complexity.

The password must contain:

5. 6-20 characters
 6. at least one special character
 7. at least one capitalized letter
 8. at least one number
7. Choose > **Submit** (Only click once)
A message box will appear which confirms your password has been successfully changed. Click once on "Finish" to return to the home page.

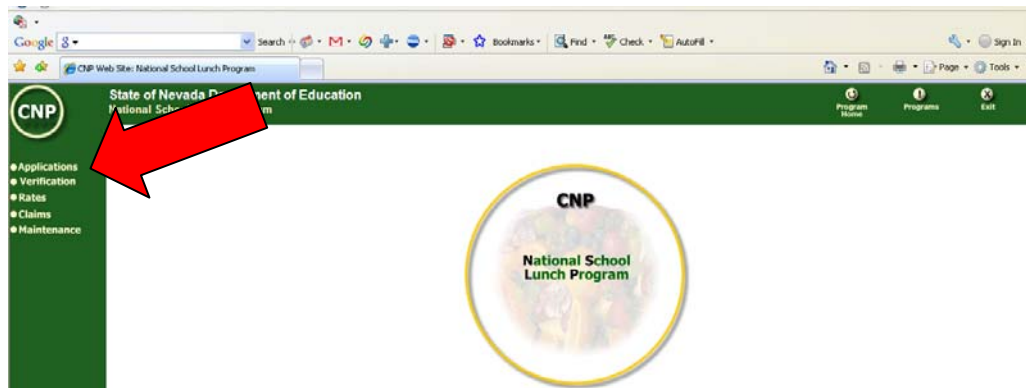
Special Note: Under no circumstances should the user ID and complex password be shared with another individual.

- The program records entries to all applications and claims by the User ID.
- CNP access will allow users to view their individual program data only.

The person who holds the User ID is legally responsible for any changes made under his/her User ID

ACCESSING SPONSOR VERIFICATION

1. Choose > **VERIFICATION**



2. Choose > **SPONSOR VERIFICATION**

- a. Enter Verification User ID
- b. Enter Verification Password
- c. Enter Security Code (all letters are capitals)

3. Utilize the main menu for all functions. Do not use the back-page arrow.

THE VERIFICATION PROCESS

1. Begin the verification process at the SFA LEVEL RECORD
 - a. Do not attempt to enter applications until a SFA LEVEL RECORD has been completed

SFA LEVEL RECORD

2. Gather your enrollment and application information as listed below
(DO NOT BEGIN THE REPORTING PROCESS UNTIL YOU HAVE THIS DATA AVAILABLE)
 - a. Number of schools or (Residential Child Care Institutions (RCCI) sites participating in National School Lunch Program (NSLP) /School Breakfast Programs (SBP) (SBP only Schools)
 - b. Number of enrolled students with access to NSLP or SBP (SBP only Schools) as of October 1
 - c. Number of approved applications – October 1 (Do not count carry over applications from previous school year)
 - d. RCCI Only – Number of students enrolled in the program October 1
3. Enter into the web environment by activating your internet browser (internet explorer is the only guaranteed browser for optimal performance)
4. Login to the CNP Software site as you normally do.
5. Choose the Verification application option on the left hand menu bar.
6. Choose the Sponsor Verification option.
 - a. Note - This function will take you to another site through a pop-up window.
 - b. YOU MUST SET YOUR POP-UP BLOCKER TO “ALWAYS ALLOW POP-UPS FROM THIS SITE” in order to see the software.
 - c. Always use the movement options within the software. DO NOT USE THE BACK ARROWS or other internet options to move around within this software. When you log-out you will see a blank screen. You will need to close the CNP Software and re-enter the software environment since the software will have timed-out.
7. Enter the user ID that was supplied by the administrative assistant from Office of Child Nutrition and School Health (OCNSH)
8. Enter the password that was supplied by the administrative assistant from OCNSH
9. Enter the security code viewed on the screen EXACTLY as it is viewed. All letters are CAPITAL letters. This number changes each time you open the program
 - a. If you forget either of these two required security features, you may activate the reminder system under Forgot your User ID or password function on the bottom left hand corner of the web screen

- b. If you need further assistance, please contact the administrative assistant from OCNSH listed on the web screen
10. Activate the School Food Authority (SFA) Level Record
11. Complete lines one (demographics), two (number of schools), and three (number of enrolled students) – columns A and B both
12. Complete lines 4 and 5, column A and B
- a. Column A will be revised when completing the student count on **the last business day of October**
 - b. You must at least estimate student counts in column A for the form to save
 - i. 4-2 and 4-3 column A must be equal to or greater in value than the number of applications reported in column B
 - ii. 4-1, 4-2, 4-3, and 4-4 column A must equal 4 column A
13. Complete line 6
- a. Basic is defined as 3% of the error prone applications
 - i. Error prone is defined as an application within \$100 of the income guideline eligibility level
 - ii. Verification results performed for “cause” is not part of this process and should not be included in this reporting process
 - iii. SFA’s may not perform verifications on more than 3% of the applications
 - 1. A sponsor will not be allowed by the software to enter more than 3% of the applications in the student application area.
 - iv. When computing the number of applications to be verified remember that you must ALWAYS round the number up, you can’t have a piece of an application
 - v. If you do not have enough error prone applications to complete the 3% requirement, you may randomly select applications based on a designated systematic selection policy
 - b. Alternate-Random – Contact your consultant for approval to use this option
 - c. Alternate-Focused – Contact your consultant for approval to use this option
 - d. No verifications performed – All RCCI sponsors choose this option
14. Click the save button
- a. Do not utilize the back arrow functions on this program unless specifically advised to activate the function
15. To correct an error, simply make the required change and re-save the page
16. MAKE SURE TO SAVE THE DOCUMENT BEFORE you click the Main Menu function key
17. Go to page 7 to complete the reporting process instructions

18. RCCI sponsors only -- Go to FINALIZE LEVEL RECORD – Page 9

19. SCHOOL sponsors only – Go to NEW STUDENT APPLICATION RECORD or UPLOAD STUDENT APPLICATION RECORDS

UPLOAD STUDENT APPLICATION RECORDS

1. Contact your consultant for the reporting format
 - a. This function is only for districts reporting large numbers of applications who utilize internal software to complete this function.
 - b. Software format issued by the Office of Child Nutrition School Health must be utilized to ensure data will upload appropriately
 - c. Sponsors are responsible for submission of an aggregate file that will upload the verification data in the format specific by OCNSH that will upload into the software system or hand enter all student application data
2. Enter student application data per the instructions for your software application
3. Select **UPLOAD STUDENT APPLICATION RECORDS**
 - i. A sponsor will not be allowed by the software to enter more than 3% of the applications in the student application area.
4. Select **DELETE ALL STUDENT APPLICATION RECORDS PRIOR TO UPLOAD** to
 - a. Completely update the entire student record submission
 - b. **CAUTION: THIS FEATURE COMPLETELY ERASES ALL DATA EXISTING**
 - i. **THERE IS NO RECOVERY FOR THIS FEATURE**
5. Select **ADD TO EXISTING STUDENT APPLICATIONS**
 - a. Add additional documents from an additional file only
 - b. **CAUTION: IF YOU ADD DOCUMENTS THAT PREVIOUSLY EXISTED THEY WILL BE DUPLICATED**
 - i. **THERE IS NO RECOVERY FOR THIS FEATURE** other than total deletion and reentry

NEW STUDENT APPLICATION RECORDS

RCCI sponsors do not participate in this process.

1. After selecting student applications that will be verified
 - a. Prepare/send letters to parents requesting verification data and social security numbers
 - b. A second contact must be made if verification has not been completed
 - c. The verification contact process must be completed no later than November 15, including changing the income eligibility status by the 15th of November
2. Access the New Student Application Record
 - i. A sponsor will not be allowed by the software to enter more than 3% of the applications in the student application area.
3. Enter Application ID
4. Enter School Name at which the student being verified is enrolled
5. Enter the number of students enrolled in the district's schools listed on the application
6. Designate how the application was originally approved
 - a. Normally you will not be checking Free eligible based on FS/TANF/FDPIR since the process is checking error prone applications
 - b. Applications that have been denied are not verified in this process
 - c. SAVE – Return to the Main Menu
7. Continue verifying household student applications

EDITING OR DELETING STUDENT APPLICATION RECORDS

1. Select Edit/Delete Student Application Record
2. Select the Application ID (App Id) that you wish to edit or delete
3. Make necessary changes and select UPDATE
4. Select ANOTHER APPLICATION to continue to make changes or MAIN MENU to exit the function
5. To delete the record in its entirety, select DELETE

VIEW/PRINT STUDENT APPLICATION RECORDS

1. This feature can be utilized to provide access to the verification process without the ability to make changes to data already processed.
 - a. View or Print a summary of all data processed for hard copy retention by student application ID
2. When authorizing view only processes, the distinction should be made to limit access when completing the Verification User Login Request form (Appendix 1)

FINALIZING THE VERIFICATION REPORTING PROCESS

1. On October 31, report data on the number of students in Column A,
 - a. All lines – 4
 - b. All lines - 5
2. The state agency will pull the reporting information on the morning of the Friday immediately preceding the 15th.
3. Reinstated student information is entered into the student application record between November 15th and February 15th.
4. The reporting data can be read in Finalize Level Record.
 - a. Print a copy for your records.
 - b. Email the confirmation completion record to the State Agency.
5. The state agency will pull the reporting information on the morning of the Friday immediately preceding the 15th of February.
6. The state agency will upload the reporting information to a designated website at the United States Department of Agriculture by the 15th of April annually .
7. After acceptance of the State Agency upload to USDA, the software is cleared and reset for the next school year.