



United States
Department of
Agriculture

Food and
Nutrition
Service

3101 Park
Center Drive
Alexandria, VA
22302-1500

DATE: December 14, 2012

MEMO CODE: SP 17-2013

SUBJECT: Early Submission of School Year (SY) 2012-2013 *Verification Summary Report* data (FNS-742)

TO: Regional Directors
Special Nutrition Programs
All Regions

State Directors
Child Nutrition Programs
All States

Receiving timely collection of *Verification Summary Report* data for direct certification awards and continuous improvement plans continues to be of high importance. We are strongly encouraging State agencies (SAs) to collect data from school food authorities (SFAs) for the SY 2012-2013 *Verification Summary Report* in an earlier timeframe in line with dates included within the proposed rule (*National School Lunch Program: Direct Certification Continuous Improvement Plans Required by the Healthy, Hunger-Free Kids Act of 2010*) regarding direct certification performance requirements, as stipulated in Section 101(b) of the Healthy Hunger-Free Kids Act of 2010.

In anticipation of the clearance of the final rule, SAs should make every effort to collect SY 2012-2013 annual verification data by February 1, 2013 from SFAs and submit the data to the Food and Nutrition Service (FNS) no later than March 15, 2013. The request for early data submissions does not apply to the *Ameliorative Action Reports*. Information pertaining to question 12 on the FNS-742, "Reapplied and Reapproved on or Before Feb 15" may be included in the SY 2012-2013 *Ameliorative Action Report* in lieu of reporting this item on the FNS-742.

Additionally, we encourage SAs to collect and report applicable SY 2012-2013 *Verification Summary Report* data from SFAs with all schools operating Provision 2/3 or the Community Eligibility Option to support the calculation of direct certification performance measures. Please note that not reporting this data could negatively impact a State's direct certification rate.

SFAs operating Provision 2/3 or the Community Eligibility Option for all schools should report data for the following fields on the FNS-742:

- STATE AGENCY NAME, SFA ID, SFA NAME, TYPE OF SFA and SCHOOL YEAR

- I: Enrollment, Application, and Eligibility Information (Pre-Verification)
 - **Question 2A:** Number of schools and RCCIs operating the NSLP and/or SBP
 - **Question 3A:** Number of enrolled students with access to the NSLP (or SBP for SBP only schools)

- The following fields should also be reported in I: Enrollment, Application, and Eligibility Information (Pre-Verification) *if applicable*:
 - **Question 2B:** Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR: Number of schools and RCCIs operating the NSLP and/or SBP
 - **Question 3B:** Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR: Number of enrolled students with access to the NSLP (or SBP for SBP only schools)
 - **Question 4A:** Total FREE ELIGIBLE reported
 - **Question 4-1A:** # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)
 - **Question 4-4A:** # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR
 - **Question 5A:** Total REDUCED PRICE ELIGIBLE reported
 - **Question 5-1A:** # reduced price eligibles reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR.

- II. Results of Verification, by Application Type:
 - **Question 6:** Type of Verification Used
 - Select: “No Verifications Performed”

FNS will continue to use the *Verification Data Reporting System (VDRS)* for reporting the SY 2012-2013 *Verification Summary Report* data. FNS is working with its contractor to make the system available for the data submission process. The system should be accessible in mid-December for SY 2012-2013 reporting. All users will be notified via email when the system is available.

State agencies should direct any questions to the appropriate FNS Regional Office.
Regional Offices with questions should contact the Child Nutrition Division.

Original Signed

Cynthia Long
Director
Child Nutrition Division