

# Instructions for Completing the Verification Summary Report (Form # 122)

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## I. Enrollment, Application and Eligibility Information (Pre-Verification)

Report Items 1 through 4 as of October 1.

1. **COLUMN A:** Report the number of all schools and Residential Child Care Institution (RCCI's) sites operating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP).

**COLUMN B:** For Provision 2 Schools only: Report the number of schools and RCCI's operating in the NSLP and/or SBP under Provision 2, which are not operating in a base year (If not applicable, leave blank) .

2. **COLUMN A:** Report the number of all enrolled students with access to the NSLP (or SBP for SBP only schools).

**COLUMN B:** Report the number of all enrolled students with access to the NSLP (or SBP for SBP only schools under Provision 2), which are not operating in a base year (If not applicable, leave blank).

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**Please Note:** The total number of free and reduced price students is obtained from the Master Eligibility List (MEL) (Form #128).

3. **COLUMN A:** Report the total number of free eligible students (this includes Provision I students).

**3-1 Column A:** Report the total number of **students** approved as free eligible and not subject to verification. (This includes students who are directly certified, children on the homeless liaison list, runaway and migrant children, residential students in RCCI's, Provision I applicants in 2<sup>nd</sup> year, and non-applicants approved by local officials).

**3-2 Column A:** Report the total number of **students** approved as free eligible based on a Food Stamp (FS)/Temporary Aid for Needy Families (TANF) case number. (Categorically eligible applications).

**3-2 Column B:** Report the total number of approved categorically eligible **applications** on file. This includes newly enrolled applicants in Provision I schools.

**3-3 Column A:** Report the total number of students approved as free based on household size and income information submitted on the application (income eligible free application). This includes newly enrolled applicants in Provision I schools.

**3-3 Column B:** Report the total number of free approved income eligible applications on file.

**3-4 Column A:** Report the total number of free eligible students for the Provision 2 Schools, which are not operating in a base year. (If you do not have any schools participating in Provision 2, this number will be “zero”).

**4. COLUMN A:** Report the total number of students approved as reduced-priced eligible. This includes 2<sup>nd</sup> year Provision I applications.

**COLUMN B:** Report the total number of reduced priced applications on file. This includes newly enrolled applicants in Provision I schools.

**NOTE: WITH FEW EXCEPTIONS, COLUMN A (# OF STUDENTS) WILL ALWAYS EXCEED COLUMN B (# OF PAPER APPLICATIONS).**

**4-1 Column A:** For Provision 2 schools only: Report the total number of reduced priced eligible students for the Provision 2 schools, which are operating in a base year. (If you do not have any schools participating in Provision 2, this number will be “zero”).



In order to obtain sample size, add from Column B: 3-2, 3-3, and 4. Multiply this number by 3% and round up.

## **II. Results of Verification by Application Type (Post Verification)**

**IN SECTION II, RESULTS OF VERIFICATION, REPORT INFORMATION ONLY FOR THE APPLICATIONS THAT WERE VERIFIED. THIS DATA CAN BE OBTAINED FROM THE VERIFICATION CONSOLIDATION FORM (#243).**

### **5. No Change**

#### **COLUMN A:**

- Report the number of categorically eligible free applications with no change.
- Report the number of categorically eligible free students with no change.

#### **COLUMN B:**

- Report the number of free income eligible applications with no change.
- Report the number of free income eligible students with no change.

#### **COLUMN C:**

- Report the number of reduced applications with no change.
- Report the number of reduced price students with no change.

## 6. Responded, Changed to Free

### COLUMN C:

- Report the number of reduced price eligible applications changed to free.
- Report the number of reduced price eligible students changed to free.

## 7. Responded, Changed to Reduced Priced

### COLUMN A:

- Report the number of categorically free applications changed to reduced price.
- Report the number of categorically free students changed to reduced price.

### COLUMN B:

- Report the number of free income eligible applications changed to reduced price.
- Report the number of free income eligible students changed to reduced price.

## 8. Responded, Changed to Paid

### COLUMN A:

- Report the number of categorically free applications changed to paid.
- Report the number of categorically free students changed to paid.

### COLUMN B:

- Report the number of free income eligible applications changed to paid.
- Report the number of free income eligible students changed to paid.

### COLUMN C:

- Report the number of reduced price applications changed to paid.
- Report the number of reduced price students changed to paid.

## 9. Did Not Respond

### COLUMN A:

- Report the number of categorically free applications who did not respond.
- Report the number of categorically free students who did not respond.

### COLUMN B:

- Report the number of free income eligible applications who did not respond.
- Report the number of free income eligible students who did not respond.

### COLUMN C:

- Report the number of reduced price applications who did not respond.
- Report the number of reduced price students who did not respond.

## 10. Reapplied or Re-Approved on or Before February 15th

### **COLUMN A:**

- Report the number of categorically free **applications** who reapplied or were re-approved.
- Report the number of categorically free **students** who reapplied or were re-approved.

### **COLUMN B:**

- Report the number of free income eligible **applications** who reapplied or were re-approved.
- Report the number of free income eligible **students** who reapplied or were re-approved.

### **COLUMN C:**

- Report the number of reduced price **applications** who reapplied or were re-approved.
- Report the number of reduced price **students** who reapplied or were re-approved.

**Note:** The total number of applications selected for verification (the sample size and “for cause”) must equal the number of **applications** recorded in Columns A, B, and C of items 5-9.