



United States  
Department of  
Agriculture

Food and  
Nutrition  
Service

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Alexandria, VA  
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DATE: January 6, 2012

MEMO CODE: SP 09-2012

SUBJECT: Early Submission of School Year (SY) 2011-2012 Verification  
Summary Report data (FNS-742)

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The importance of receiving timely Verification Summary Report data for direct certification awards and continuous improvement plans was discussed during the Direct Certification Webinar, held on December 6, 2011. We are encouraging State Agencies (SAs) to collect data from school food authorities (SFAs) for the SY2011-2012 Verification Summary Report in an earlier timeframe to facilitate with the implementation of the new direct certification performance requirements in Section 101(b) of Public Law 111-296, the Healthy Hunger-Free Kids Act of 2010.

SAs should make every effort to collect SY2011-2012 annual verification data by February 1, 2012 from SFAs and submit the data to the Food and Nutrition Service (FNS) preferably no later than March 15, 2012. 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 SY2011-2012 Ameliorative Action Report in lieu of reporting this item on the FNS-742.

Additionally, we encourage SAs to collect and report applicable SY2011-2012 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.

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 SY2011-2012 Verification Summary Report data. FNS is working with the contractor to enhance the system and provide instructions to facilitate the data submission process. The system should be accessible in mid-January for SY2011-2012 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