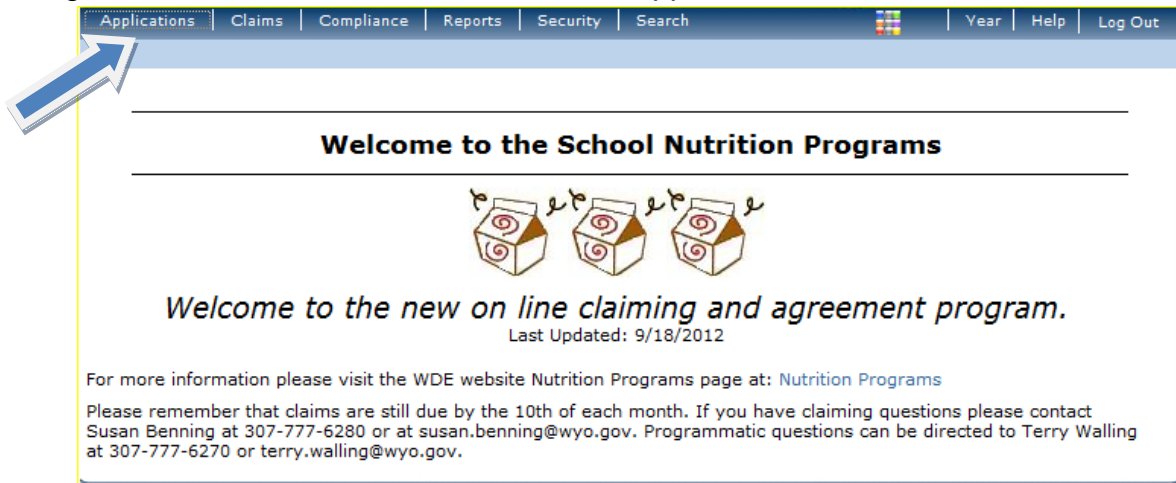


Verification Instructions

NOTE - If you are a provision school, private school or RCCI, call Tamra Jackson at 777-6263.


In August schools and agencies are sent which type of verification you will do for the current year. This determination is based on your non-response rate last year. If you do not have this information, call Tamra Jackson at 777-6263.

Log onto the CNP on line site and click on Applications:



Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Welcome to the School Nutrition Programs

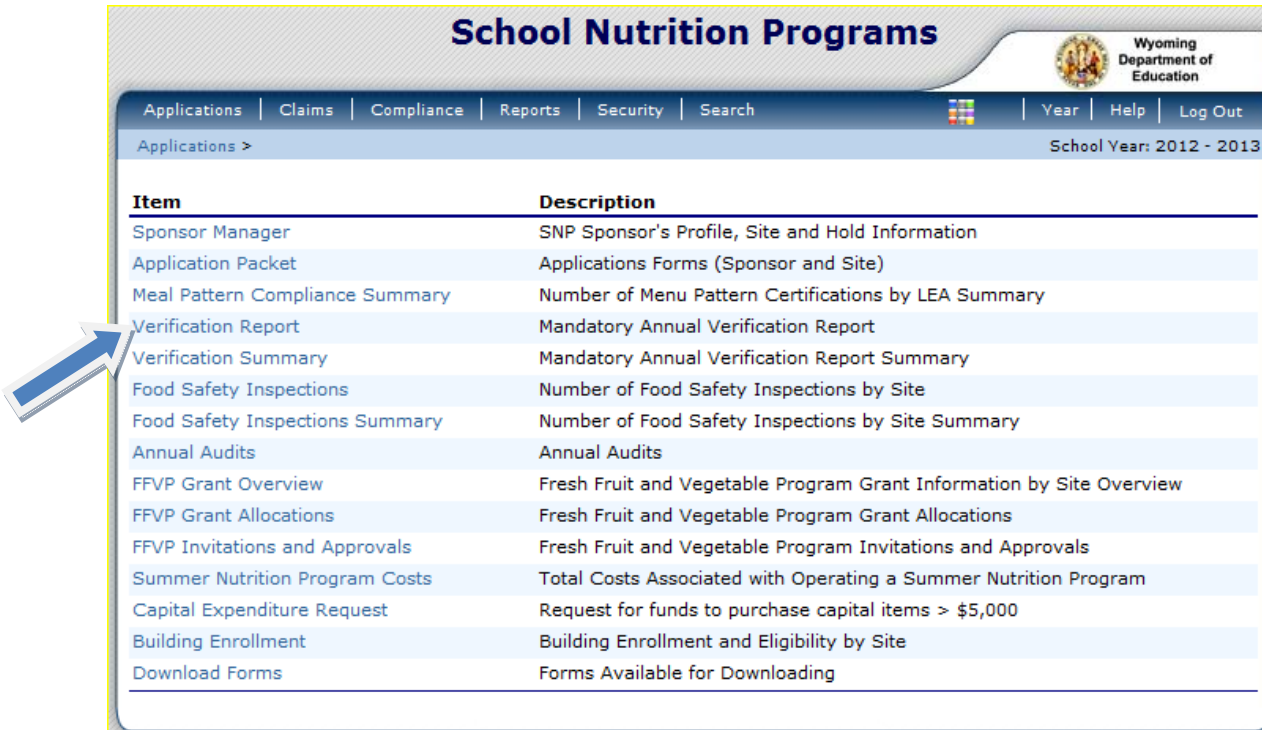


Welcome to the new on line claiming and agreement program.
Last Updated: 9/18/2012

For more information please visit the WDE website Nutrition Programs page at: [Nutrition Programs](#)

Please remember that claims are still due by the 10th of each month. If you have claiming questions please contact Susan Benning at 307-777-6280 or at susan.benning@wyo.gov. Programmatic questions can be directed to Terry Walling at 307-777-6270 or terry.walling@wyo.gov.

Open the Verification Report Item:



School Nutrition Programs Wyoming Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > School Year: 2012 - 2013

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by LEA Summary
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items > \$5,000
Building Enrollment	Building Enrollment and Eligibility by Site
Download Forms	Forms Available for Downloading

Choose school year 2012-2013

School Nutrition Programs

Wyoming Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > School Year: 2012 - 2013

Verifications

0101000 Status: Active
Albany CSD #1
 1948 Grand Avenue
 Laramie, WY 82070-4317

Action	School Year	Received Date	Status
View Modify	2012 - 2013		Not Started
View Modify	2011 - 2012		Not Started

[< Back](#)

Complete the Verification Contact Information. (1-4)

School Nutrition Programs

Wyoming Department of Education

Applications | Claims | Compliance | Reports | Security | Search | Year | Help | Log Out

Applications > Verification Report > School Year: 2012 - 2013

VIEW | MODIFY | INTERNAL USE ONLY

2012 - 2013 Verification Report

0101000 Status: Active
Albany CSD #1
 1948 Grand Avenue
 Laramie, WY 82070-4317

I. General Information

Verification Contact Information

1. Name: Salutation First Name Last Name

2. Email Address:

3. Phone: Ext: Fax:

4. Title:

Due Date: 12/15/2012

Schools and Enrollment

5. Sites Operating NSLP and/or SBP: As of **October 1, 2012**, enter the number of sites that collect Applications for free and reduced-price meals.

6. Enrollment of Sites Operating NSLP and/or SBP: As of **October 1, 2012**, enter the total student enrollment of sites that collect Applications.

7. Provision 1, 2, or 3 Sites Not Operating a Base Year: As of **October 1, 2012**, enter the total number of sites operating under provisions 1, 2 or 3.

8. Enrollment of Provision 1, 2, or 3 Sites Not Operating a Base Year: As of **October 1, 2012**, enter the total student enrollment of sites operating under provisions 1, 2 or 3.

Type of Application Used

9. This indicates that your agency used the **Household Application** during the 2012 - 2013 school year.

Number 5 is self populated.

Complete Number 6.

7 & 8 are for provision sites only.

Number 9 is self populated.

II. Eligibility Information

All Sponsors, including Provision Sponsors, must complete this section.

Complete 10 – 19. This form is the same as the hard copy form you used previously.

10. Number of Applications:

Number of total approved Applications on file as of October 1.

Free Eligible - Exempt Free

11. Number of Students:

As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income eligible Head Start, pre-K Even Start, migrant, RCCI residential students, special approved by local officials). DO NOT include free eligible students in non-base year Provision schools.

Free Eligible - Categorically Eligible

12. Number of Students:

As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE based on SNAP/POWER/FDPIR case number submitted on an Application (categorically eligible).

13. Number of Applications:

As of **October 1, 2012**, enter the number of Applications approved as FREE ELIGIBLE based on SNAP/POWER/FDPIR case number submitted on an Application (categorically eligible).

Free Eligible - Income Eligible Free

14. Number of Students:

As of **October 1, 2012**, enter the number of students approved as FREE ELIGIBLE based on income/household size information submitted on an Application.

15. Number of Applications:

As of **October 1, 2012**, enter the number of Applications approved as FREE ELIGIBLE based on income/household size information submitted on an Application.

Free Eligible - Free Count

16. Number of Students:

As of **October 1, 2012**, enter the number of students counted as approved for free meals in the non-base year Provision schools.

Reduced-Price Eligible - Income Eligible Reduce Price

17. Number of Students:

As of **October 1, 2012**, enter the number of students approved for reduced-price meals based on income/household size information submitted on an Application.

18. Number of Applications:

As of **October 1, 2012**, enter the number of Applications approved for reduced-price meals based on income/household size information submitted on an Application.

Reduced-Price Eligible - Reduced Price Count

19. Number of Students:

As of **October 1, 2012**, enter the number of students counted as approved for reduced-price meals in the non-base year Provision schools.

After you determine how many verifications to send to households, complete the “We Must Check Your Application” letter found in the Application Packet which can be found at: http://edu.wyoming.gov/Programs/nutrition/national_school_lunch_program.aspx Under Local Education Agency Forms.

III. Results Of Verification

20. Choose the type of verification method used:

Error Prone
 Alternate I (Random)
 Alternate II (Focused)
 No Verification Performed (Explain)

21. Number of Applications:

Number of Applications Verified (Not for Cause). Report results in questions 25a through 34c.

22. Number of Students:

Number of Students Verified (Not for Cause). Report results in questions 25a through 34c.

23. Number of Applications:

Number of Applications Verified (For Cause). Do not include in questions 25a through 34c.

24. Number of Students:

Number of Students Verified (For Cause). Do not include in questions 25a through 34c.

After you receive the requested information from the household you must now determine if there is a change in benefits and complete lines 25-35.

No Change

Enter the number of Applications and students, by type (categorically eligible free, income eligible free, or income eligible reduced-price), requiring no change in benefits (i.e., the Application was verified to be correct, and the students’ eligibility did not change as a result of Verification).

	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
25. Students:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="0"/>
26. Applications:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="0"/>

Changed To Free

Enter the number of Applications and students originally approved for reduced-price meal benefits, but determined eligible for free meal benefits based on documentation provided by the household during the Verification process (i.e., the students’ eligibility was changed from reduced-price to free status).

	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
27. Students:	a. <input type="text" value="N/A"/>	b. <input type="text" value="N/A"/>	c. <input type="text" value="0"/>
28. Applications:	a. <input type="text" value="N/A"/>	b. <input type="text" value="N/A"/>	c. <input type="text" value="0"/>

Changed To Reduced Price

Enter the number of Applications and students originally approved for free meal benefits, by type, but determined eligible for reduced-price meal benefits based on documentation provided by the household (i.e., the students’ eligibility was changed from free to reduced-price status).

	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
29. Students:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="N/A"/>
30. Applications:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="N/A"/>

Changed To Paid

Enter the number of Applications and students originally approved for free and reduced-price meal benefits, by type, but determined ineligible for either free or reduced-price meal benefits based on information submitted by the household during the Verification process (i.e., the students' eligibility was changed to paid).

	Free Eligible - Categorically Eligible	Free Eligible - Income Eligible Free	Reduced-Price Eligible - Income Eligible Reduced-Price
31. Students:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="0"/>
32. Applications:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="0"/>

Did Not Respond - (Changed To Paid)

Enter the number of applications and students, by type (categorically eligible free, income eligible free or income eligible reduced-price), that did not respond to verification efforts. The eligibility for these students are changed to paid.

	Changed to Paid, Free Eligible - Categorically Eligible	Changed to Paid, Free Eligible - Income Eligible Free	Changed to Paid, Reduced-Price Eligible - Income Eligible Reduced-Price
33. Students:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="0"/>
34. Applications:	a. <input type="text" value="0"/>	b. <input type="text" value="0"/>	c. <input type="text" value="0"/>

Percentage Verified

35. Percentage of Applications Verified (Not for Cause): 0.00 %

Percentage of Applications that Did Not Respond to Verification: 0.00 %

Reapplied and Reapproved on or Before February 15, 2013

(This section cannot be answered until February 15, 2013)

	Changed To Paid, Free Eligible - Categorically Eligible	Changed To Paid, Free Eligible - Income Eligible Free	Changed To Paid, Reduced-Price Eligible - Income Eligible Reduced-Price
36. Students:	a. <input type="text"/>	b. <input type="text"/>	c. <input type="text"/>
37. Applications:	a. <input type="text"/>	b. <input type="text"/>	c. <input type="text"/>

On February 15, complete lines 36 & 37.

When you are done completing all of the steps, click save, then e-mail Tamra Jackson to inform her of your completion so she can approve or deny it.

Internal Use Only

Exempt from completing form:

Basic Verification Required Current Year: No
Basic Verification Required Next Year: Yes

Date Received:

Date Closed: 12/01/2012

Status:

Date Approved:

Internal Comments:

Comments to Sponsor:

Save

Cancel

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