

Verification Reporting in MARS

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Overview

Annually, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All districts, please Complete entering Verification Report data in MARS **Wednesday, January 17, 2024**.

All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections of the form. This includes RCCIs, SFAs with Provision Schools in non-base years and SFAs with schools participating in the Community Eligibility Provision (CEP). Should you have questions, please contact the School Support Help Desk or your Program Specialist at 601-576-5000.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

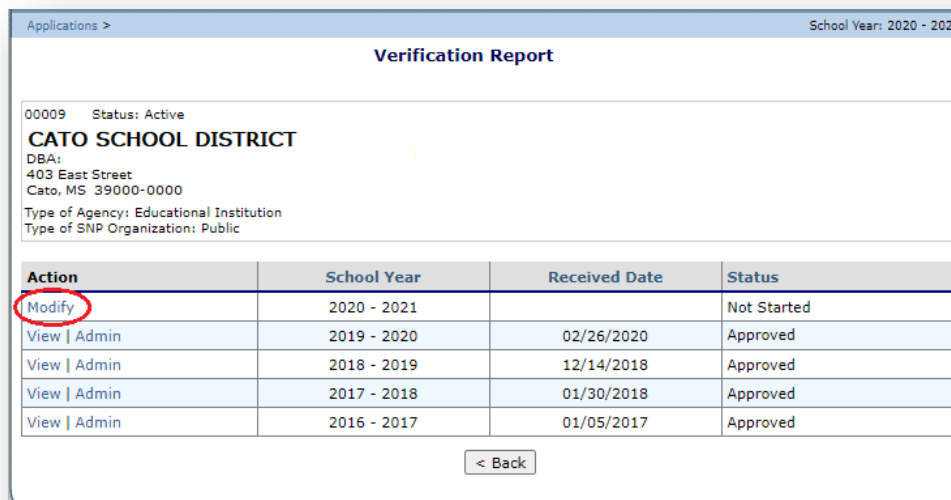
Complete the SFA Verification Collection Report online in [MARS](#). **Paper Versions Will Not Be Accepted.**

The electronic verification form will be available in MARS until **January 17, 2024**. Additional instructions can be found in the [USDA's Eligibility Manual](#).

Navigate to the Verification Report in MARS



Click *Applications*, then click *Verification Report*. This opens the *Verification Report Screen*



Click *Modify* in the table for the current school year, this opens the *SFA Verification Collection Report*.

General Information			
Type of Organization: Public			
Verification Contact Information			
1. Name:	Salutation	First Name	Last Name
	Ms. ▼	Sue	Smythe
2. Email Address:	ssmythe@cato.org		
3. Phone:	601-555-5555	Ext:	Fax: 601-555-4444
4. Title:	Child Nutrition Director		
Instructions			
ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections. NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.			

Review the information in the *Contact Information* and if updates are needed, complete them in the *Organization Application Packet*.

Completing SFA Verification Collection Report

Each district/organization must complete sections that apply to their structure. Click the link below that describes your district/organization for instructions specific to your structure

- [Pricing at all sites](#)
- [Pricing and Provision 2 Base Year](#)
- [Pricing and CEP](#)
- [CEP at all sites](#)
- [Provision 2 base year at all sites](#)
- [Provision 2 non-base year at all sites](#)
- [Provision 2 non-base year and CEP](#)

Pricing at All Sites

For those organizations where all sites are benefit issuance (Pricing Program), follow these steps to complete the Verification Collection Report in MARS:

- a. In Section 1, complete 1-1 A & B if non-RCCI's. Complete 1-2 A & B, 1-2a, 1-2b if RCCI's

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	7	5,177
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

NOTE: Number of Schools or Institutions is the number of sites in MARS for your SFA.

- b. SKIP SECTION 2

- c. In section 3:

- complete 3-2B, these are students that were directly certified, this information is provided to the district through MSIS
- Complete 3-3B if students were directly certified through Temporary Assistance for needy families (TANF)
- Complete 3-4, if the district was provided a letter from the SNAP agency (letter method)

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☐

	B. Number of FREE Students
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do <u>not</u> include students certified with SNAP through the letter method.	802
3-3 Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	1
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	0

- d. In section 4 complete 4-1 A & B, 4-2 A & B and 4-3 A & B. T-1 and T-2 populate automatically.

Section 4 – Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	140	251
4-2 Approved as FREE eligible. Based on household size and income information.	453	836
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	233	453
T-1 Total FREE Eligible Students Reported		1890
T-2 Total REDUCED PRICE Eligible Students Reported		453

- e. Complete section 5-2, 5-3, 5-4, 5-5*, and 5-6 (check 5-6 and skip 5-7)

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions). ☐

5-2 Was verification performed and completed?

☒ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

☒ Standard (Lesser of 3% or 3,000 error-prone)

☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.** ☒

A. Number of Applications	B. Number of Students
0	0

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

**NOTE: If “alternate one” is selected in 5-3, 5-4 is disabled.*

f. Complete section 5-8 (results of verification by original benefit type)

5-8 Results of Verification by Original Benefit Type
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	1	1	2	3
2. Responded, Changed to REDUCED PRICE / FREE:	0	0	2	2	1	1
3. Responded, Changed to PAID:	0	0	1	1	3	3
4. NOT Responded, Changed to PAID:	0	0	8	15	7	8
VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement.						0

g. Save to submit

Pricing and Provision 2 Base Year (Sites are a mixture of pricing and provision 2)

If your organization is benefit issuance (pricing program) *and* participating in Provision 2, follow these steps to complete the Verification Collection Report in MARS:

- a. In section 1, complete 1-1 A & B if non-RCCI's. Complete 1-2 A & B, 1-2a, 1-2b if RCCI's

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	8	4,090
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

- b. In section 2, complete 2-1 A & B in Section 2

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	8	4,090
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		0
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0
2-3 Operating the Community Eligibility Provision (CEP):	0	0
2-4 Operating other alternatives for NSLP and SBP:	0	0
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	0	0

- c. In section 3, complete section 3 -2B

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☐

B. Number of FREE Students

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do **not** include students certified with **SNAP** through the letter method.

3-3 **Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. **DO NOT include SNAP students already reported in 3-2.**

3-4 **Students certified categorically FREE eligible through SNAP letter method.** Include students certified for free meals through the family providing a letter from the **SNAP** agency.

- d. In section 4, complete section 4-1 A & B, 4-2 A & B, 4-3 A & B. T-1 and T-2 populate automatically.

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	42	56
4-2 Approved as FREE eligible. Based on household size and income information.	406	695
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	187	340
T-1 Total FREE Eligible Students Reported		2486
T-2 Total REDUCED PRICE Eligible Students Reported		340

- e. In section 5, complete section 5-2, 5-3, 5-4, 5-5*, and 5-6 (check 5-6 and skip 5-7)

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions). ☐

[Instructions](#)

5-2 Was verification performed and completed?

☒ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

☒ Standard (Lesser of 3% or 3,000 error-prone)

☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. ☒

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

A. Number of Applications	B. Number of Students
0	0

**NOTE: 5-5 Automatically populates based on that is selected in 5-3, however if your organization verified a different number you must update 5-5 with the number of applications selected for verification.*

f. Also, in section 5, complete 5-8 A, B & C.

5-8 Results of Verification by Original Benefit Type
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	1	1	2	3	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE 0 0		REDUCED PRICE 1 1		FREE 0 0	
3. Responded, Changed to PAID:	0	0	4	10	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0

NOTE: the numbers entered for "applications" must equal the number in 5-5.

g. Save to submit

Pricing and CEP (Sites are a mixture of pricing and CEP)

If your organization is benefit issuance (pricing program) and participating in CEP, follow these steps to complete the Verification Collection Report in MARS:

- a. In Section 1, complete 1-1 A & B if non-RCCI's. Complete 1-2 A & B, 1-2a, 1-2b if RCCI's

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students											
All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October .											
	<table><thead><tr><th>A. Number of Schools OR Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>5</td><td>1,583</td></tr><tr><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools OR Institutions	B. Number of Students	5	1,583	0	0	0	0	0	0
A. Number of Schools OR Institutions	B. Number of Students										
5	1,583										
0	0										
0	0										
0	0										
1-1 Total schools (Do not include RCCIs):											
1-2 Total RCCIs (Do not include schools counted in 1-1):											
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):											
1-2b RCCIs with NO day students:											

- b. In section 2, complete section 2-3 A & B (with information for CEP schools)

Section 2 - SFAs with schools operating alternate provisions																	
Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October .																	
	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td></tr><tr><td></td><td>0</td></tr><tr><td></td><td>0</td></tr><tr><td>3</td><td>1,289</td></tr><tr><td>0</td><td>0</td></tr><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students	0	0	0	0		0		0	3	1,289	0	0	0	0
A. Number of Schools AND Institutions	B. Number of Students																
0	0																
0	0																
	0																
	0																
3	1,289																
0	0																
0	0																
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:																	
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:																	
2-2a Provision 2/3 students reported as FREE in a NON BASE year:																	
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:																	
2-3 Operating the Community Eligibility Provision (CEP):																	
2-4 Operating other alternatives for NSLP and SBP:																	
2-5 Operating an alternate provision(s) for only SBP or only NSLP:																	

c. In section 3

- complete 3-2B, these are students that were directly certified, this information is provided to the district through MSIS
- Complete 3-3B if students were directly certified through Temporary Assistance for needy families (TANF)
- Complete 3-4, if the district was provided a letter from the SNAP agency (letter method)

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☐

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do **not** include students certified with **SNAP** through the letter method.

3-3 **Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. **DO NOT include SNAP students already reported in 3-2.**

3-4 **Students certified categorically FREE eligible through SNAP letter method.** Include students certified for free meals through the family providing a letter from the **SNAP** agency.

B. Number of FREE Students	
	183
	0
	0

d. In section 4 complete 4-1 A & B, 4-2 A & B and 4-3 A & B. T-1 and T-2 populate automatically.

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	24	50
4-2 Approved as FREE eligible. Based on household size and income information.	124	197
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	67	126
T-1 Total FREE Eligible Students Reported		430
T-2 Total REDUCED PRICE Eligible Students Reported		126

- e. In section 5, complete section 5-2, 5-3, 5-4, 5-5*, and 5-6 (check 5-6 and skip 5-7)

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions). ☐

5-2 Was verification performed and completed?

☒ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

☒ Standard (Lesser of 3% or 3,000 error-prone)

☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. ☒

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

A. Number of Applications	B. Number of Students
0	0

**NOTE: If "alternate one" is selected in 5-3, 5-4 is disabled.*

- f. Also in section 5, complete 5-8 A, B & C.

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	1	1	2	3	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	0	0	1	1	0	0
3. Responded, Changed to PAID:	0	0	4	10	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0

NOTE: the numbers entered for "applications" must equal the number in 5-5.

- g. Save to submit

CEP at All Sites

If all schools in your organization are operating CEP, follow these steps to complete the Verification Collection Report in MARS:

- a. In section 1, complete 1-1 A & B if non-RCCI's. Complete 1-2 A & B, 1-2a, 1-2b if RCCI's

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	2	1,058
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

- b. In section 2, complete 2-3 A & B

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	0	0
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		0
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0
2-3 Operating the Community Eligibility Provision (CEP):	2	1,058
2-4 Operating other alternatives for NSLP and SBP:	0	0
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	0	0

- c. In section 3, complete by selecting the checkbox in 3-1

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☒

	B. Number of FREE Students
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	0
3-3 Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	0
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	0

- d. SKIP section 4

- e. Complete section 5 by selecting the checkbox in 5-1 (this disables all of section 5 and VC-1)

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions).

Instructions

☒

5-2 Was verification performed and completed?

☐ Yes, completed by November 15th
 ☐ Yes, completed after November 15th
 ☐ No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

☐ Standard (Lesser of 3% or 3,000 error-prone)
 ☐ Alternate one (Lesser of 3% or 3,000 selected randomly)
 ☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.

0

5-5 Number of applications selected for verification sample:

0

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.

☒

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

A. Number of Applications

0

B. Number of Students

0

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
Result Category	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE 0	0	REDUCED PRICE 0	0	FREE 0	0
3. Responded, Changed to PAID:	0	0	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

0

f. Save to submit.

MARS Verification Report Instructions

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Provision 2 base year at all sites

If all schools in your organization are provision 2 only and operating in the base year (taking meal applications), follow these steps to complete the Verification Collection Report in MARS:

- a. In Section 1, complete 1-1 A & B if non-RCCI's. Complete 1-2 A & B, 1-2a, 1-2b if RCCI's

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	5	2,914
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

- b. In section 2, complete 2-1 A & B

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	5	2,914
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	0	0
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		0
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		0
2-3 Operating the Community Eligibility Provision (CEP):	0	0
2-4 Operating other alternatives for NSLP and SBP:	0	0
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	0	0

- c. In section 3, complete 3-2B

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☐

	B. Number of FREE Students
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	1,222
3-3 Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	0
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	0

d. In section 4, complete 4-1 A & B, 4-2 A & B, and 4-3 A & B. T-1 and T-2 populate automatically

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	51	73
4-2 Approved as FREE eligible. Based on household size and income information.	651	1,109
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	138	210
T-1 Total FREE Eligible Students Reported		2404
T-2 Total REDUCED PRICE Eligible Students Reported		210

e. In section 5, complete section 5-2, 5-3, 5-4, 5-5*, 5-6 (check 5-6 and skip 5-7)

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions). ☐

5-2 Was verification performed and completed?

☒ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

☒ Standard (Lesser of 3% or 3,000 error-prone)

☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.

5-5 Number of applications selected for verification sample:

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. ☒

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

A. Number of Applications	B. Number of Students
0	0

**NOTE: If "alternate one" is selected in 5-3, 5-4 is disabled.*

h. Also, in section 5, complete 5-8 A, B & C.

5-8 Results of Verification by Original Benefit Type
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	6	10	1	3
2. Responded, Changed to REDUCED PRICE / FREE:	0	0	6	9	0	0
3. Responded, Changed to PAID:	0	0	2	4	3	5
4. NOT Responded, Changed to PAID:	0	0	6	11	2	4
VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement.						0

NOTE: the numbers entered for "applications" must equal the number in 5-5.

i. Save to submit

Provision 2 Non-Base Year at All Sites

If all schools in your organization Provision 2 and operating in a non-base year is (when no certification procedures are conducted) follow these steps to complete the Verification Collection Report in MARS:

- a. In section 1, complete 1-1 A & B if non-RCCI's. Complete 1-2 A & B, 1-2a, 1-2b if RCCI's

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	3	1,689
1-2 Total RCCIs (Do not include schools counted in 1-1):	0	0
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	0	0
1-2b RCCIs with NO day students:	0	0

- b. In section 2, complete 2-2 A & B, 2-2a and 2-2b

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	0	0
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	3	1,689
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		1,411
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		107
2-3 Operating the Community Eligibility Provision (CEP):	0	0
2-4 Operating other alternatives for NSLP and SBP:	0	0
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	0	0

- c. In section 3, complete by selecting the checkbox for 3-1 (3-2 through 3-4 disables)

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☒

	B. Number of FREE Students
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	0
3-3 Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	0
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	0

- d. SKIP section 4

- e. In section 5, complete by selecting the checkbox in 5-1 (this disables the rest of section 5 and VC-1)

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL school and/or RCCIs are exempt from verification(See instructions for list of exemptions).

Instructions

☒

5-2 Was verification performed and completed?

☐ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

☐ Standard (Lesser of 3% or 3,000 error-prone)

☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.

0

5-5 Number of applications selected for verification sample:

0

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.

☒

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

A. Number of Applications0

B. Number of Students0

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE 0	0	REDUCED PRICE 0	0	FREE 0	0
3. Responded, Changed to PAID:	0	0	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

0

- f. Save to submit.

Provision 2 non-base year and CEP (Sites are a mixture of provision 2 and CEP)

If your organization has Provision 2 schools operating in a non-base year (when no certification procedures are conducted) *and* CEP schools, follow these steps to complete the Verification Collection Report in MARS:

- a. In Section 1, complete 1-1 A & B if non-RCCI's. Complete 1-2 A & B, 1-2a, 1-2b if RCCI's

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students					
All SFAs must report Section 1. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October .					
1-1 Total schools (Do not include RCCIs):	<table><thead><tr><th>A. Number of Schools OR Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>7</td><td>5,177</td></tr></tbody></table>	A. Number of Schools OR Institutions	B. Number of Students	7	5,177
A. Number of Schools OR Institutions	B. Number of Students				
7	5,177				
1-2 Total RCCIs (Do not include schools counted in 1-1):	<table><thead><tr><th>A. Number of Schools OR Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools OR Institutions	B. Number of Students	0	0
A. Number of Schools OR Institutions	B. Number of Students				
0	0				
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<table><thead><tr><th>A. Number of Schools OR Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools OR Institutions	B. Number of Students	0	0
A. Number of Schools OR Institutions	B. Number of Students				
0	0				
1-2b RCCIs with NO day students:	<table><thead><tr><th>A. Number of Schools OR Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools OR Institutions	B. Number of Students	0	0
A. Number of Schools OR Institutions	B. Number of Students				
0	0				

NOTE: Number of Schools or Institutions is the number of sites in MARS for your SFA.

- b. In section 2, complete 2-2 A & B and 2-2a, 2-2b.

Section 2 - SFAs with schools operating alternate provisions					
Only SFAs with alternative provisions must report Section 2. Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October .					
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students	0	0
A. Number of Schools AND Institutions	B. Number of Students				
0	0				
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>3</td><td>1,689</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students	3	1,689
A. Number of Schools AND Institutions	B. Number of Students				
3	1,689				
2-2a Provision 2/3 students reported as FREE in a NON BASE year:	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td></td><td>1,411</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students		1,411
A. Number of Schools AND Institutions	B. Number of Students				
	1,411				
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td></td><td>107</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students		107
A. Number of Schools AND Institutions	B. Number of Students				
	107				
2-3 Operating the Community Eligibility Provision (CEP):	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>4</td><td>1,970</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students	4	1,970
A. Number of Schools AND Institutions	B. Number of Students				
4	1,970				
2-4 Operating other alternatives for NSLP and SBP:	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students	0	0
A. Number of Schools AND Institutions	B. Number of Students				
0	0				
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<table><thead><tr><th>A. Number of Schools AND Institutions</th><th>B. Number of Students</th></tr></thead><tbody><tr><td>0</td><td>0</td></tr></tbody></table>	A. Number of Schools AND Institutions	B. Number of Students	0	0
A. Number of Schools AND Institutions	B. Number of Students				
0	0				

- c. In section 3, complete by selecting the checkbox in 3-1

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable. Report students approved FREE eligible as of the **last operating day in October**.

3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools) ☒

3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do **not** include students certified with **SNAP** through the letter method. **B. Number of FREE Students**

3-3 **Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families (**TANF**), Food Distribution Program on Indian Reservations (**FDPIR**), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. **DO NOT include SNAP students already reported in 3-2.**

3-4 **Students certified categorically FREE eligible through SNAP letter method.** Include students certified for free meals through the family providing a letter from the **SNAP** agency.

- d. SKIP section 4

- e. Complete section 5 by selecting the checkbox in 5-1 (this disables all of section 5 and VC-1)

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if **ALL school and/or RCCIs are exempt from verification**(See instructions for list of exemptions). ☒

[Instructions](#)

5-2 **Was verification performed and completed?**

☐ Yes, completed by November 15th

☐ Yes, completed after November 15th

☐ No, verification was NOT performed or the process was not completed

5-3 **Type of Verification process used:**

☐ Standard (Lesser of 3% or 3,000 error-prone)

☐ Alternate one (Lesser of 3% or 3,000 selected randomly)

☐ Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

5-4 **Total ERROR PRONE applications:** Report all applications as of October 1st considered error prone.

5-5 **Number of applications selected for verification sample:**

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if **direct verification was not conducted in the SFA**, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). **If 5-6 is checked, skip 5-7.** ☒

A. Number of Applications **B. Number of Students**

5-7 **Confirmed through direct verification:** Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE 0	0	REDUCED PRICE 0	0	FREE 0	0
3. Responded, Changed to PAID:	0	0	0	0	0	0
4. NOT Responded, Changed to PAID:	0	0	0	0	0	0
VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement.						0

f. Save to submit.