# Verification Report
# Common Errors

## Section 1
### Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students
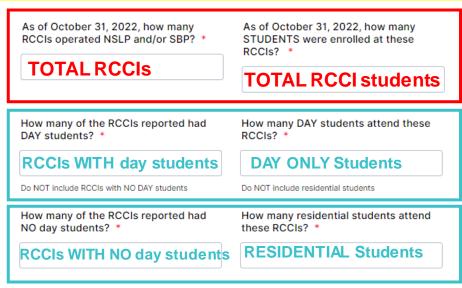
## Data Entry Errors

Data entry errors include mixing up school/RCCI and student data.

>>> PAY ATTENTION to where you enter your numbers.

As of October 31, 2022, how many SCHOOLS operated NSLP and/or SBP?

*

Do NOT include RCCIs

As of October 31, 2022, how many total STUDENTS were enrolled at these schools?

Do NOT include RCCI students

## Reporting RCCI Numbers

Errors in RCCI reporting occur when residential students are included in the day student count. After reporting total RCCI students, the DAY and RESIDENTIAL students that make up that total are reported. >>> The sum of DAY and RESIDENTIAL students should not be greater than total RCCI students.

As of October 31, 2022, how many RCCIs operated NSLP and/or SBP? *

**TOTAL RCCIs**

As of October 31, 2022, how many STUDENTS were enrolled at these RCCIs? *

**TOTAL RCCI students**

How many of the RCCIs reported had DAY students? *

**RCCIs WITH day students**

Do NOT include RCCIs with NO DAY students

How many DAY students attend these RCCIs? *

**DAY ONLY Students**

Do NOT include residential students

How many of the RCCIs reported had NO day students? *

**RCCIs WITH NO day students**

How many residential students attend these RCCIs? *

**RESIDENTIAL Students**

## Section 2
SFAs with schools operating alternative provisions
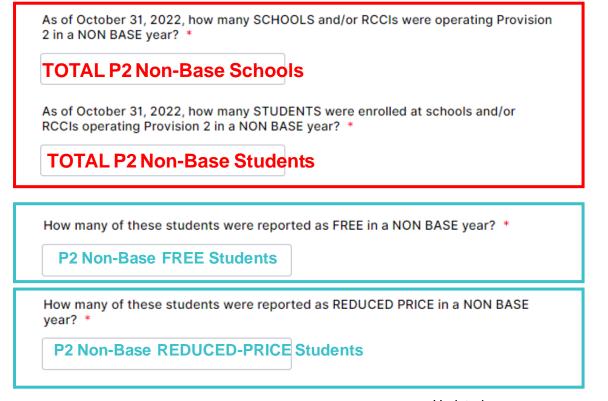
## Data Entry Errors

Data entry errors include mixing up school/RCCI and student data.
>>> PAY ATTENTION to where you enter your numbers.

As of October 31, 2022, how many SCHOOLS and/or RCCIs were operating Provision 2 in a BASE year? *

As of October 31, 2022, how many STUDENTS were enrolled at schools and/or RCCIs operating Provision 2 in a BASE year? *

## Reporting NON-BASE Year Numbers

Errors in Provision 2 NON-BASE year reporting occur when reporting students. After reporting total students, the FREE and REDUCED-PRICE students that make up that total are reported. >>>The sum of FREE and REDUCED-PRICE NON-BASE year students should not be greater than total students.
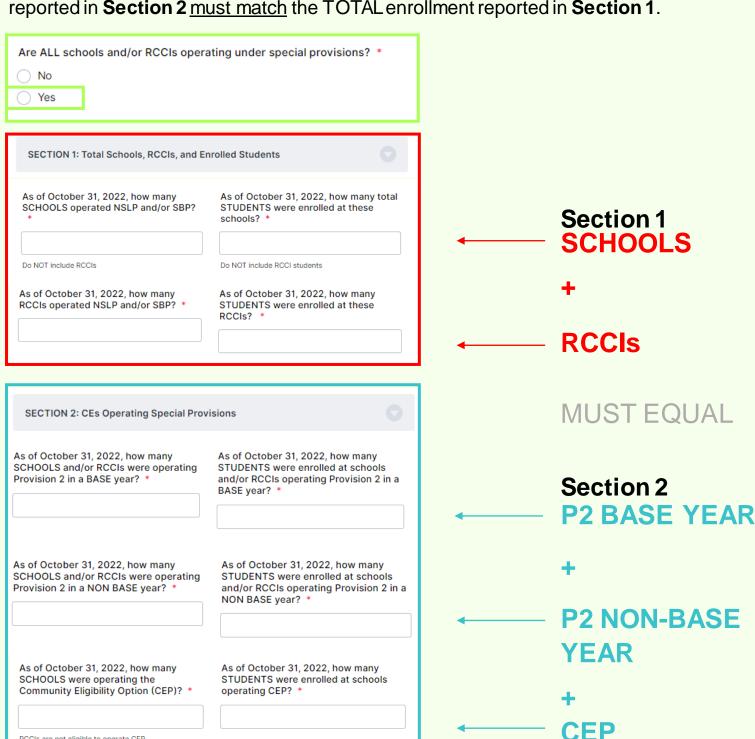
As of October 31, 2022, how many SCHOOLS and/or RCCIs were operating Provision 2 in a NON BASE year? *

**TOTAL P2 Non-Base Schools**

As of October 31, 2022, how many STUDENTS were enrolled at schools and/or RCCIs operating Provision 2 in a NON BASE year? *

**TOTAL P2 Non-Base Students**

How many of these students were reported as FREE in a NON BASE year? *

**P2 Non-Base FREE Students**

How many of these students were reported as REDUCED PRICE in a NON BASE year? *

**P2 Non-Base REDUCED-PRICE Students**

## Section 2
Students approved as FREE eligible NOT subject to verification

**Enrollment Total Errors**

>>>If ALL sites participate in an alternative provision program, the TOTAL enrollment reported in **Section 2** <u>must match</u> the TOTAL enrollment reported in **Section 1**.

Are ALL schools and/or RCCIs operating under special provisions? *

○ No

○ Yes

**SECTION 1: Total Schools, RCCIs, and Enrolled Students**

As of October 31, 2022, how many SCHOOLS operated NSLP and/or SBP? *

Do NOT include RCCIs

As of October 31, 2022, how many total STUDENTS were enrolled at these schools? *

Do NOT include RCCI students

As of October 31, 2022, how many RCCIs operated NSLP and/or SBP? *

As of October 31, 2022, how many STUDENTS were enrolled at these RCCIs? *

**Section 1**
**SCHOOLS**

**+**

**RCCIs**

**MUST EQUAL**

**SECTION 2: CEs Operating Special Provisions**

As of October 31, 2022, how many SCHOOLS and/or RCCIs were operating Provision 2 in a BASE year? *

As of October 31, 2022, how many STUDENTS were enrolled at schools and/or RCCIs operating Provision 2 in a BASE year? *

As of October 31, 2022, how many SCHOOLS and/or RCCIs were operating Provision 2 in a NON BASE year? *

As of October 31, 2022, how many STUDENTS were enrolled at schools and/or RCCIs operating Provision 2 in a NON BASE year? *

As of October 31, 2022, how many SCHOOLS were operating the Community Eligibility Option (CEP)? *

RCCIs are not eligible to operate CEP

As of October 31, 2022, how many STUDENTS were enrolled at schools operating CEP? *

**Section 2**
**P2 BASE YEAR**

**+**

**P2 NON-BASE YEAR**

**+**

**CEP**
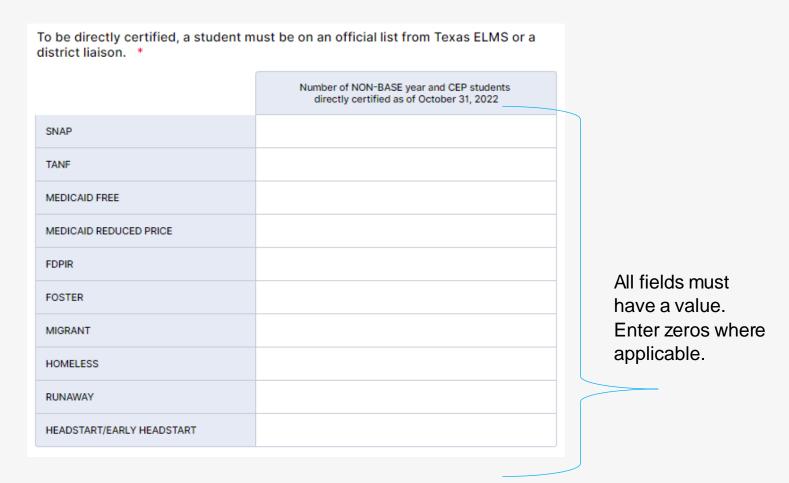
## Supplementary Section 2
Breakout of directly certified students in CEP and NON-BASE YEAR special provision schools

**CE Reporting Errors**
ONLY students enrolled at schools and/or RCCIs operating CEP or Provision 2 in a NON-BASE year

*Direct certification for students enrolled at Provision 2 BASE year schools will be reported in Supplementary Section 3.*

To be directly certified, a student must be on an official list from Texas ELMS or a district liaison. *

| | Number of NON-BASE year and CEP students directly certified as of October 31, 2022 |
|---|---|
| SNAP | |
| TANF | |
| MEDICAID FREE | |
| MEDICAID REDUCED PRICE | |
| FDPIR | |
| FOSTER | |
| MIGRANT | |
| HOMELESS | |
| RUNAWAY | |
| HEADSTART/EARLY HEADSTART | |

All fields must have a value. Enter zeros where applicable.

**The total of all fields must NOT be greater than:**
* the total number of students reported in Section 1
* the total number of CEP and P2 Non-Base year students in Section 2

## Section 3
SFAs with schools operating alternative provisions

### CE Reporting Errors

➡ **Only Check Box 3-1 if:**
- <u>ALL sites</u> are Provision 2 Non-Base Year or CEP
- **OR** ALL sites are RCCIs with <u>residential students only</u>

➡ **Only report student counts from schools/institutions that** are operating Provision 2 in a BASE year or are NOT operating under alternative provisions.

### Direct Certification Reporting Errors
The Texas ELMS report **"Data for TX-UNPS SFA Verification Report"** documents direct certification numbers as of October 31. This report will provide you with a list of students and the type of direct certification. It can be used to calculate the totals needed for Section 3, if applicable.

**NOTE:** The CE must ensure that students on this list were enrolled the last operating day in October and identify any extended eligible students in the household to add to the list.

| Direct Certification Match Reports | Data for TX-UNPS SFA Verification Report Direct Certification matches based on enrollment for the last operating day of October used to complete the TX-UNPS Verification Report | CE: Upload current enrollment October 31st. Run report October 31st, Internal State: Run Nov 5th - June 30th - Ad hoc |
|---|---|---|

**Medicaid Reduced-Price is NOT reported in Section 3**. DO NOT include Medicaid Reduced-Price students in the count of students directly certified as FREE through a program other than SNAP.
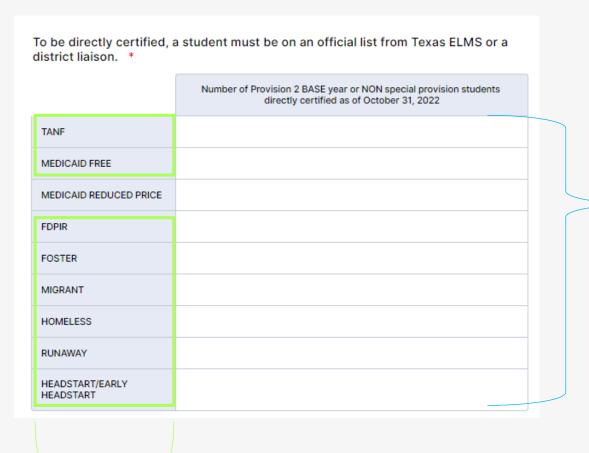
> As of October 31, 2022, how many students approved as FREE were directly certified through a program other than SNAP? *

## Supplementary Section 3
Breakout of students directly certified at schools/RCCIs operating Provision 2 in a BASE YEAR or NOT operating special provisions

### CE Reporting Errors
ONLY students enrolled at schools and/or RCCIs operating Provision 2 in a BASE year or NOT operating special provisions

To be directly certified, a student must be on an official list from Texas ELMS or a district liaison. *

| | Number of Provision 2 BASE year or NON special provision students directly certified as of October 31, 2022 |
|---|---|
| TANF | |
| MEDICAID FREE | |
| MEDICAID REDUCED PRICE | |
| FDPIR | |
| FOSTER | |
| MIGRANT | |
| HOMELESS | |
| RUNAWAY | |
| HEADSTART/EARLY HEADSTART | |

All fields must have a value. Enter zeros where applicable.

The total of all fields must NOT be greater than the total number of students reported in Section 1.

The total number of students reported as FREE eligible through other programs in Section 3 must equal the sum of values reported in FREE categories in this section.

FREE categories are all fields EXCEPT Medicaid Reduced Price.

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

## Data Entry Errors

Data entry errors include mixing up school/RCCI and student data.

>>> PAY ATTENTION to where you enter your numbers.

As of October 1, 2022, how many APPLICATIONS were approved as categorically FREE eligible? *

As of October 31, 2022, how many STUDENTS were approved as categorically FREE eligible? *

**NOTE:** The number of APPLICATIONS should be less than or equal the number of STUDENTS, unless students on approved applications as of October 1st were then directly certified during the month of October.

## Total Eligible Students Errors

A common error in Section 4 occurs when students approved as FREE or REDUCED PRICE are reported in multiple sections on the Verification Report.

**Each student approved as FREE or REDUCED PRICE should be reported only once in the appropriate section.**

- **Section 2:** Total students at schools/institutions operating ALTERNATE PROVISIONS.
- **Section 3:** Total students approved as free through DIRECT CERTIFICATION.
- **Section 4:** Total students approved as free or reduced price through HOUSEHOLD APPLICATION.

The number of students reported in Sections 2, 3, and 4 should not be more than the TOTAL number of students reported in Section 1.

## Section 5
The results of verification for SFAs with household applications

### Sample Size Errors
One of the most common errors in Section 5 is the Sample Size reported is incorrect based on the number of approved applications reported in Section 4 and sample method selected in Section 5.

If your sample size is incorrect, determine why it is incorrect.

#### Did you calculate the sample size correctly?
If using the **Standard Method or Alternate One**,
- 1. Multiply the total number of approved applications by 0.03.
- 2. ROUND UP the result to determine the number applications that need to be verified.

If using the **Alternate Two**,
1. Multiply the total number of approved applications by 0.01.
2. Multiply the number of categorically-eligible approved applications by 0.005.
3. Add the two numbers together.
4. ROUND UP the result to determine the number applications that need to be verified.

#### Did you use the the number of approved applications as of October 1st?
Some POS systems pull the number from the end of October. This is incorrect.

#### Did you round up?
Always round up!

### Verification Results Reporting Errors
The **total number of APPLICATIONS** reported in the results of verification should equal the total number of APPLICATIONS reported in the sample size to be verified **PLUS** any applications verified for cause reported.

**IMPORTANT:** If you verified any applications **for cause** as of November 15th, the results of those verifications for cause should be included in the results by original benefit type in the appropriate category.

## Supplementary Section 5
Breakout of directly verified applications

### CE Reporting Errors
ONLY CEs that used DIRECT VERIFICATION to verify household applications should report this section.

To be directly verified, a student must be on an official list from Texas ELMS.  *

| | Number of Applications | Number of Students |
|---|---|---|
| SNAP | | |
| TANF | | |
| Medicaid Free | | |
| Medicaid Reduced Price | | |
| CHIP Free | | |
| CHIP Reduced Price | | |

The total of all fields must NOT be greater than the total number of applications and students reported as verified by direct verification.

All fields must have a value.
Enter zeros where applicable.