Verification Summary Report Instructions
Community Eligibility Provision (CEP) and Residential Child Care Institutions (RCCI) with NO Day Students

If all sites within an SFA are CEP/RCCI sites, then there will be no need to report numbers related to applications, numbers related to directly certified students, or data related to verification results. SFAs in which all sites are CEP/RCCI will only report data for Steps 3 and 5 as follows:

Accessing the VSR – Log into IWAS; Click on System Listing on the left side of the screen; Click on Web-based Illinois Nutrition System (WINS); On the Sponsor Dashboard under Reports, click on the NSLP Verification Summary Report link.

Step 1 – Will not display.
Step 2 – Will not display
Step 3 – Complete sections 1 and 2.

Section 1 - All SFAs with schools or RCCIs operating the NSLP and/or SBP must complete this section regardless if all schools are exempt from verification. Report the number schools or institutions operating the NSLP and/or SBP, and the number of students with access to the NSLP and/or SBP as of the last operating day in October.

- Line 1: TOTAL number of schools (not including RCCIs) operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP.
- Line 2: TOTAL number of RCCIs operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP in RCCIs.
  - Line 3: Of the RCCIs reported on Line 2; enter the number of RCCIs with DAY students and ONLY the DAY students with access to the NSLP and/or SBP in RCCIs (day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable).
  - Line 4: Of the RCCIs reported on Line 2; enter the number of RCCIs with NO day students and the TOTAL number of institutionalized students.
- Line 5: This box auto-calculates based on data entered on Lines 1 and 2, Column B.

Section 2 - Only SFAs with some or all schools and/or RCCIs operating under an alternative provision must complete this section. For RCCIs operating an alternate provision, include both day and residential students. Report the number of students with access to the NSLP and/or SBP as of the last operating day in October.

- Line 6: Provision 2/3 information. BASE year is when certification procedures are conducted.
- Line 7: Provision 2/3 information. NON BASE year, no certification procedures are conducted.
  - Line 8 and 9: Multiply the most recent base year FREE percentage by the enrollment reported in Line 7 to determine Line 8. Multiply the base year REDUCED PRICE percentage by the enrollment reported in Line 7 to determine Line 9.
- Line 10: Number of schools operating CEP and the number of enrolled students in the schools with access to the NSLP and/or SBP.

Step 4 – Will not display
Step 5 – Submit VSR
SFAs that have a mix of:
- CEP/RCCI sites;
- non-CEP/RCCI sites; and
- RCCI sites with some or all students that only attend during the day will report as follows:

**Step 1** – Report number of applications for non-CEP/RCCI sites and RCCI sites with day students.

**Step 2** – Report number of directly certified students for non-CEP/RCCI sites and RCCI sites with day students.

**Step 3** – Report as appropriate for CEP/RCCI, non-CEP/RCCI sites, and RCCI sites with day students.

**Step 4** – Report as appropriate for non-CEP/RCCI sites and RCCI sites with day students sites.

**Step 5** – Submit the VSR

Please refer to standard VSR instructions for assistance.