

Verification Summary Report – Available November 7

By November 15 of each year, all sponsors participating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must have selected and verified a sample of applications approved for free and reduced-price meal benefits. For details on completing the verification process, go to http://www.isbe.net/nutrition/sbn_handbook/verification.pdf. By December 15 of each year, all sponsors are required to submit a summary of verification efforts electronically using the Verification Summary Report (VSR).

Instructions for Accessing the Verification Summary Report

STEP 1 - Login to the *IWAS* (ISBE Web Application Security) website, click on the *System Listing* link on the left side of the screen. Select *Child Nutrition—ACES* (Application and Claim Entry System), then click on *Applications and Claims*.

STEP 2 - **Set web browser to allow pop-ups.**

STEP 3 - Using the tan menu in the left margin, select: **Search Type = Application;** **Application/Claim Type = Sponsor;** **Program Type = NSL;** and **Program Year = 2012**, then click *Search*.

STEP 4 - In the main part of the screen, using the *Select a Link...* drop-down menu, click on the *Verification Summary* option.

STEP 5 - A new screen will open. **If a new screen does not open, return to Step 2.** Select verification entry method of **Sponsor Level** or **Site Level**.

Submitting the verification summary information at the **Sponsor Level** (district) is ideal for single site sponsors and districts that have all applications in one central location.

Submitting by **Site Level** is designed for sponsors (districts) with multiple sites, and each site completes all steps of the verification process at their site. When entering by **Site Level**, verification numbers will be submitted by site, and then consolidated into a sponsor (district) report that will need to be submitted.

After clicking on the chosen entry method, a new screen will open.

STEP 6 - For the 2012 program year, sponsors/sites are required to enter additional student counts as part of the verification process. These counts are in addition to the required counts for students on SNAP/TANF and income applications that are submitted as part of the VSR. **All fields must be filled with a numeric character, enter 0 (zero) where appropriate.**

The two new groups needing separate counts as of the last operating day in October are:

1. Students that were directly certified, and those students eligible for free meal benefits due to an extension of benefits from a directly student.
2. Students that are not subject to verification due to being documented as migrant, runaway, homeless, Head Start/Even Start participants, residential students in RCCI's, and students on applications submitted by LEAs on behalf of the student.

All Sponsors/Sites, including those participating in the Community Eligibility Option or Provision 2/3 will need to provide these student counts.

If **Sponsor Level** was chosen in **Step 5**, a screen listing all of the sponsor's sites will appear. By site, enter the counts for the two groups listed above. Once these numbers are entered and submitted, the standard VSR can be accessed and submitted.

If **Site Level** was chosen in **Step 5**, each site's individual VSR form will have fields to enter the data for the two groups listed above.

STEP 7 - Complete the standard VSR. **All fields must be filled with a numeric character, enter 0 (zero) where appropriate.**

If entering by **Sponsor Level**, enter information in the appropriate fields. After completing the form, click the *Submit* button. Clicking on *Submit* will automatically check the form for errors. If any errors are found, the VSR will not be accepted and a list of errors will be displayed. After correcting all errors, click on the *Submit* button again. If no additional errors are found, a *Form Submitted Successfully!* screen will be displayed.

If entering by **Site Level**, each site will be submitted separately. Sponsors that only have one site should submit by sponsor, not site. Sponsors submitting by site will have a list of all sites needing to be submitted in red. To complete a site's VSR, click on the site name. After completing a site's VSR, click *Submit*, if no errors are found, a *Form Submitted Successfully!* screen will be displayed. Click on the *Return to Main* button to complete the next site. As sites are completed the links for each site will go from **Red** to **Black**.

After all sites are completed click the *View and Submit Your Prepared Summary* link in the *Summary* box underneath the list of sites. This will open the consolidated numbers from all sites. Click on the *Submit* button to submit the consolidated VSR.

STEP 8 – When the form is successfully submitted, click the *Return to Main* button and a *Congratulations!* screen will open showing the date of submission. **Please print this screen as proof of submission.**

For technical assistance with IWAS, please call (217) 558-3600 or click *Contact Us* on the left side of the *IWAS homepage*.

For assistance completing this report or if an error is discovered after submission, please call (800) 545-7892 or (217) 782-2491 or send an email to cnp@isbe.net. Be sure to include the sponsor agreement number in all correspondence.