

Instructions for Completing the LEARS- Verification Summary Report

Local Educational Agencies (LEAs) participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are required to annually report their verification results of the Free and Reduced Price School Meals Program to the Michigan Department of Education (MDE).

Introduction to the LEARS Report:

The LEARS - Verification Summary Report is organized into two parts:

- Part I provides information about the number of students served by the LEAs and how the students were qualified for the meal benefits.
- Part II summarizes the results of the verification activities, which includes the number of students for whom benefits were decreased, maintained at current levels, or terminated.

LEA Type: Public Private

I. Enrollment, Application, and Eligibility Information (Pre Verification)

1. Type of Free/Reduced Price Application Used

Household

II. Results of Verification, by Application Type

6. Type of Verification Used

Alternate Random Alternate Focused Basic

Reminders before you get started:

1. If you need to leave the screen at any time while completing the information, **click the save button** at the bottom left of the screen. Please be sure to verify your current e-mail address in the boxes provided.

*** Click 'Save' button anytime to save the data entered***

Email:

Re-Type Email:

Save

2. If you need more information about the report, **click on the help button** located in the upper right hand corner of the form.

User Management Admin Report Status Report Analysis Report **Help**

LOCAL EDUCATIONAL AGENCY VERIFICATION SUMMARY REPORT

School Year: 2013 July 1, 2012 - June 30, 2013 Set

On the first line of the report, select public or private by clicking on the circle next to the LEA type.

LEA Type: Public Private 

Part I. Enrollment, Application, and Eligibility Information (Pre-Verification)

1. Only household/family applications may be used to determine eligibility for free and reduced price school meals.

1. Type of Free/Reduced Price Application Used
 Household

2. The total number of buildings operating the NSLP and SBP is taken directly from your October claim (SM-4012-SL) and shown in Column A. You will **not** be allowed to change this number.

	A. All Schools	
2. Number of Schools and RCCIs operating the NSLP and/or SBP	<input type="text" value="0"/>	

3. The total number of students with access to the NSLP or SBP (for SBP only schools) is also taken directly from your October claim (SM-4012-SL) and shown in Column B. You will **not** be allowed to change this number.

3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools) 

Part I. Columns A and B for Questions 4 and 5:

- Column A is for the number of eligible students as of October 31.
- Column B is for the number of household applications as of October 1.

	A. # of Students as of October 31	B. # of Approved Applications as of October 1
4. Total FREE ELIGIBLE reported	<input type="text" value="0"/>	
4-0. # Directly Certified	0	
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, Even start, residential students in RCCIs, non-applicants approved by local officials)	<input type="text" value="0"/>	
4-2. # approved as FREE ELIGIBLE based on FAP/FIP/FDPIR case number submitted on an application (Categorically Eligible)	<input type="text" value="0"/>	<input type="text" value="0"/>
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application	<input type="text" value="0"/>	<input type="text" value="0"/>
5. Total REDUCED PRICE ELIGIBLE reported	<input type="text" value="0"/>	<input type="text" value="0"/>

Part I. Question 4, Column A:

This is the total number of FREE ELIGIBLE **students** the LEA reported as of October 31. This number is taken from your October claim (SM-4012-SL). You will **not** be allowed to change this number.

Question 4-0, Column A is prepopulated with the number of students that are eligible for free meals from the Direct Certification Report. This number cannot be changed. The number in Question 4-1, Column A can either be the greater than or less than the number in Question 4-0, Column A.

Question 4-1, Column A can be used to add more students that are directly certified that may not have shown up on the direct certification report as of the last operating day of October. Examples of students that may not have shown up on the list are:

- foster children
- runaway and homeless children
- migrant children
- income eligible Head Start, Even Start,
- Residential students in RCCIs
- Non-applicants approved by local officials

Question 4-1, Column A:

There is a *new* section for LEAs participating in the *Community Eligibility Option*:

LEAs that are participating in Community Eligibility Option (CEO) will have additional sections in **Question 4-1, Column A**. These sections will **only** appear for districts with at least one CEO building.

- LEAs with some buildings participating in CEO record the numbers in both sections; the ***Students in Non-CEO Sites*** and the ***Students in CEO Sites***.
- If all schools in the LEA participate in CEO the number is recorded in the ***Students in CEO Sites*** section.

4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, Even start, residential students in RCCIs, non-applicants approved by local officials)		
Students in Non-CEO Sites	<input type="text" value="0"/>	
Students in CEO Sites	<input type="text" value="0"/>	

For LEAs **participating in CEO** for **all** schools and LEAs **participating in CEO** for **some** buildings, the sum of the three free eligibility categories reported on **Lines 4-1, 4-2, and 4-3** will not equal the total free eligible students reported in **Question 4, Column A**, as the CEO students will not be included in the October 2012 claim.

4. Total FREE ELIGIBLE reported	<input type="text" value="0"/>
4-0. # Directly Certified	<input type="text" value="0"/>
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, Even start, residential students in RCCIs, non-applicants approved by local officials)	<input type="text" value="0"/>
Students in Non-CEO Sites	<input type="text" value="0"/>
Students in CEO Sites	<input type="text" value="0"/>
4-2. # approved as FREE ELIGIBLE based on FAP/FIP/FDPIR case number submitted on an application (Categorically Eligible)	<input type="text" value="0"/>
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application	<input type="text" value="0"/>

LEAs/some CEO schools: 4-1,4-2,& 4-3
do not = 4, column A

If the LEA **does not** participate in the Community Eligibility Option, Question 4-1, Column A will be the same as in previous years.

4-0. # Directly Certified	<input type="text" value="0"/>	
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, Even start, residential students in RCCIs, non-applicants approved by local officials)	<input type="text" value="0"/>	

For the LEAS that are **not participating in CEO**, the sum of the three free eligibility categories reported on **Lines 4-1, 4-2, and 4-3, Column A** must equal the number of total free eligible students reported in **Question 4, Column A**.

4. Total FREE ELIGIBLE reported	<input type="text" value="0"/>	
4-0. # Directly Certified	<input type="text" value="0"/>	
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, Even start, residential students in RCCIs, non-applicants approved by local officials)	<input type="text" value="0"/>	
4-2. # approved as FREE ELIGIBLE based on FAP/FIP/FDPIR case number submitted on an application (Categorically Eligible)	<input type="text" value="0"/>	<input type="text" value="0"/>
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application	<input type="text" value="0"/>	<input type="text" value="0"/>

LEAs w/out CEO, 4-1,4-2,4-3, = 4, column A

Question 4-2, Column A: report the total number of students approved as FREE ELIGIBLE based on a Food Assistance Program/Family Independence Program/Food Distribution Program on Indian Reservation (FS/FIP/FDPIR) case number submitted on an application as of October 31.

Column B: report the total number of approved FREE ELIGIBLE applications based on a FAP/FIP/FDPIR case number on file as of October 1.

Question 4-3, Column A: report the total number of students approved as FREE ELIGIBLE based on household size/income as of October 31.

Column B: report the total number of applications approved as FREE ELIGIBLE based on household size/income as of October 1.

Question 5, Column A: report the total number of students approved as REDUCED PRICE ELIGIBLE based on household size/income as of October 31.

Column B: report the total number of applications approved as REDUCED PRICE ELIGIBLE based on household size/income on file as of October 1.

Part II. Results of Verification by Application Type

Part II reports the number of applications and the number of students for whom benefits were maintained at the same level, reduced, or terminated as a result of information submitted during verification.

Question 6: Report the type of verification process the LEA used to comply with 7 CFR 245.6a. Click on the method of verification sample selection used by the LEA. Note: The verification of *all applications* is now prohibited, and your sample selection is determined in accordance with your prior year response rate to verification, as well as eligibility status changes. (See Administrative Policy No. 5 School Year 2012-2013).

Questions 7 through 12: report the results of the verification process by type of application approval, categorically or income eligible.

For **Questions 7 through 11** the results are reported as of the date verification is completed. For the purpose of this report, verification is complete when an application has been processed and meets the following criteria:

- The household submits the required last 4 digits of social security numbers (income applications only) and there is either adequate written evidence or collateral contact corroboration of income or categorical eligibility. Verification is considered complete for this household.
- The household submits the required last 4 digits of social security numbers (income applications only) and there is either adequate written evidence or collateral contact corroboration of income which indicates that the child(ren) should receive either a greater or lesser level of benefits. Verification is

considered complete for this household when the notice of adverse reaction is sent or household is notified that its benefits will be increased.

- The household indicated, verbally or in writing, that it no longer wishes to receive free or reduced price benefits. Verification is considered complete when the notice of adverse action is sent.
- When it is determined that a child is not part of the household currently certified to receive SNAP, FAP, FIP, TANF or FDPIR. Verification is considered complete when the notice of adverse action is sent.

Note: Each question has a section for **application** (top row) and **students** (bottom row).

7. No Change	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Responded, Changed To Free	# applications			<input type="text"/>
	# students			<input type="text"/>
9. Responded, Changed to Reduced Price	# applications	<input type="text"/>	<input type="text"/>	
	# students	<input type="text"/>	<input type="text"/>	

Question 7: Report the number of applications with No Change in eligibility and the number of students on each of these applications, for each application type.

Question 8: Report the number of applications for which eligibility was changed to Free based on documentation provided by the household, and the number of students on these applications, for each application type.

Question 9: Report the number of applications for which the eligibility was changed to Reduced Price based on documentation provided by the household and the number of students on these applications, for each application type.

Question 10: Report the number of applications for which the eligibility was changed to Paid based on documentation provided by the household and the number of students on these applications, for each application type.

Question 11: Report the number of applications for which the eligibility was changed to Paid because the household did not respond, and the number of students on these applications, for each application type.

NOTE: Report *all* applications for which the household Did Not Respond, even if the students on the application continued to receive free or reduced price school meals while being claimed as paid. Report the number of students on these applications.

Question 12: Report the number of applications for households whose eligibility was changed to Paid as a result of verification and then resubmitted and approved for either

free or reduced price school meal benefits on or before February 15. Include the number of students on these applications for each eligibility category.

After you have verified that all data is correct, click the Certify button at the bottom right of the screen. There is an area for external comments which is used by the MDE reviewer, in case there are questions, comments or concerns that may involve editing your report. An e-mail will be sent requesting you to login to your report and view these comments. After you have certified your report, click on the Logout link in the upper left hand corner of the screen to safely leave LEARS.



Should you need further assistance in completing this report, send inquiries by e-mail to: MDE-Schoolnutrition@michigan.gov

- Please include the name of your school and/or agreement number, along with your name and a phone number where you can be reached.

IMPORTANT: Print at least one copy of the LEARS-Verification Summary Report to keep on file at the LEA.