

# *OSPI CNS School Meal Programs Reference Sheet*

## **Verification Summary Report – CEP/Provision 2 District-Wide and RCCIs**

The Verification Summary Report (VSR) must be completed annually by all local education agencies (LEAs) participating in the National School Lunch Program and School Breakfast Program. The report compiles the results of the verification process. When the LEA does not collect free and reduced-price meal applications to determine eligibility for meals, the verification process is not required. However, these LEAs must report enrollment and certify that direct certification was conducted, and verification was not required.

### **Requirements**

- The Verification Summary Report process must be submitted in the Washington Integrated Nutrition System (WINS) by February 1<sup>st</sup> of each year.
- Complete the Verification Summary Report process, described in the *Other Details* section. This process includes:
  - Accessing the Verification Summary Report in WINS.
  - Reviewing and confirming enrollment data.
  - Attesting that direct certification was not required.
  - Attesting that the LEA is exempt from the Verification process.

### Other Details

#### **VSR Process for LEAs Operating CEP and Provision 2 District-Wide and RCCIs**

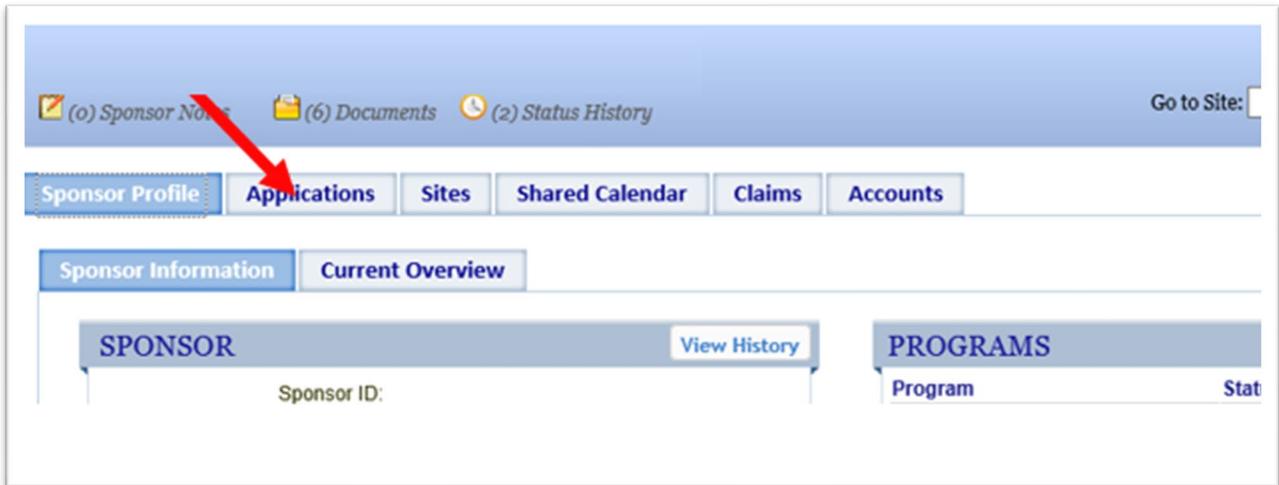
##### **Step 1**

Before accessing the verification summary report in WINS, ensure you have submitted your October claim for reimbursement and October Building Data.



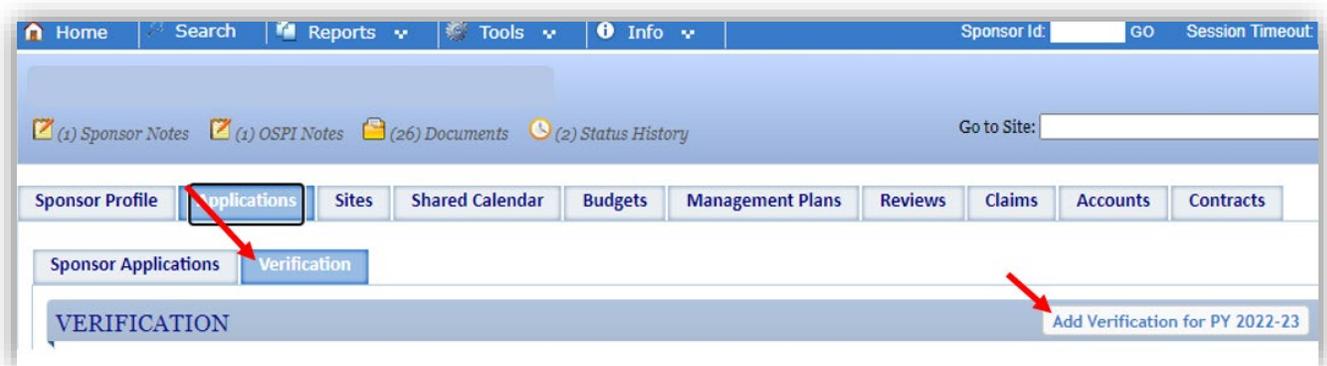
## Step 2

From the sponsor profile page, select the 'Applications' tab.



## Step 3

Select the 'Verification' tab and then "add



## Step 4

- Confirm the data in boxes 1-1A, 1-1B, 2-3A, 2-3B are correct.
  - This information is auto populated from the October claim,
- Attest that all sites are not required to perform direct certification and are exempt from the verification process.

Home Info Help Session Timeout: 16:34

Go to Sponsor Profile

(o) Sponsor Notes (o) Documents (o) Status History (o) Messages

Sites and Students

### Total Sites and Students

Status: Created on 10/04/2019 09:09 AM View History

1-1A. Total number of sites: 2 1-1B. Total number of enrolled students: 350

2-3A. Number of sites operating CEP: 2 2-3B. Number of students in sites operating CEP: 350

Confirm data is correct: Select \*

3-1. All sites are Not required To perform direct certification: Select \*

5-1. All sites are exempt from verification: Select \*

Save Submit to OSPI Close

## Step 5

Select the 'Submit to OSPI' button to submit the report.

Go to Sponsor Profile

(o) Sponsor Notes (o) Documents (o) Status History (o) Messages

Sites and Students

### Total Sites and Students

Status: Created on 10/04/2019 09:09 AM View History

1-1A. Total number of sites: 2 1-1B. Total number of enrolled students: 350

2-3A. Number of sites operating CEP: 2 2-3B. Number of students in sites operating CEP: 350

Confirm data is correct: Yes \*

3-1. All sites are Not required To perform direct certification: Yes \*

5-1. All sites are exempt from verification: Yes \*

Save **Submit to OSPI** Close

## Reference

- OSPI CNS [Free and Reduced-Price Information and Verification](#)
- [USDA Eligibility Manual for School Meals](#)

## Acronym Reference

- CNS - Child Nutrition Services
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI - Office of Superintendent of Public Instruction
- SBP – School Breakfast Program
- USDA - United States Department of Agriculture
- VSR – Verification Summary Report
- WINS – Washington Integrated Nutrition System