

# *Step by Step Instruction:* How to Submit the Second Review of Applications Report in CNP Verification Reporting

Professional Standards Learning Code: 3110  
Length: 30 minutes



*Revised December 2019*

*"Step by Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification Reporting"* is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

# *Step by Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification Reporting*

## **Intended Audience and Content**

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to conduct a second review of the initial eligibility determinations for all household applications.
- The following slides provide guidance on how to submit the results of the second review of applications in CNP Verification Reporting. This report is also referred to as the FNS 742-A Report.
- Attendees are expected to already understand how to process school meal applications for meal benefits prior to reviewing this How-To-Guide. ***Please refer to the ADE Online Training Library and review the How-To-Guide below before continuing:***
  - *How to Process Household Applications*

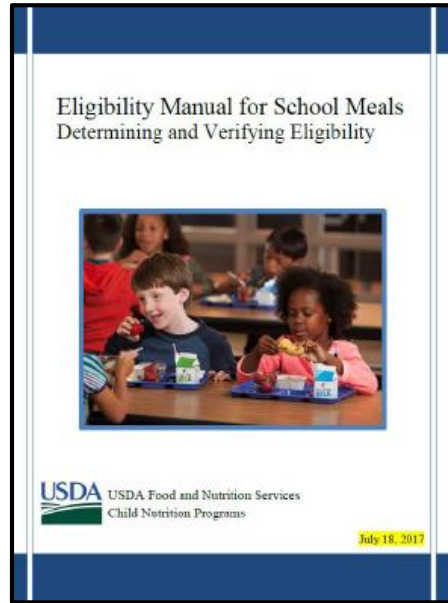
# *Step by Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification Reporting*

## **Objectives**

At the end of this training, attendees should be able to:

- know why certain LEAs are required to complete the second review of applications;
- comprehend what the second review of applications entails and how to conduct the second review activities;
- implement best practices on how to obtain second review documentation;
- be able to successfully log in to CNP Verification Reporting; and
- understand how to submit the Second Review of Applications Report in CNP Verification Reporting.

# *Step by Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification Reporting*



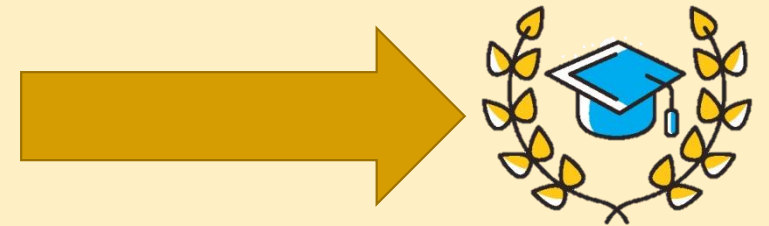
The instruction within this How-To-Guide is based on guidance from USDA's Eligibility Manual for School Meals, 2017.

- Section 3 – Processing Applications (page 51)

*It is recommended to review the USDA's Eligibility Manual for School Meals in addition to reviewing this course for complete guidance on processing household applications. Click [here](#) to access the USDA's Eligibility Manual for School Meals.*

## *Comprehension Check*

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.
- Be sure to review these quiz questions and the answers, available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be a light mustard like you see on this slide.



## *The Step by Step Instruction will review:*

The Second Review of Applications	Slides 7 – 18
Documenting Changes and Application Counts	Slides 19 – 21
Completing the Second Review of Applications Report	Slides 22 – 34

# The Second Review of Applications

## *The Second Review of Applications*

### **High Administrative Risk and Error**

The second review of applications is required for LEAs who have demonstrated a high amount of errors or risk during an Administrative Review (AR) in areas of eligibility determinations on household applications, certification, and/or verification.

The Healthy, Hunger-Free Kids Act of 2010 adapted this final rule in hopes to aid in the integrity of the Child Nutrition Programs and reduce future potential administrative errors.



## *The Second Review of Applications*

### **Conducting the Second Review**

LEAs who are required to conduct the second review of applications will be contacted by the Arizona Department of Education (ADE) at the beginning of the school year via e-mail.

When LEAs are required to conduct the second review, they must perform a re-evaluation of the initial eligibility determinations made by the original determining official on all household applications that were processed as free, reduced-price, and paid.

- The **confirming official** or the person who conducts this re-evaluation, must be someone other than the original determining official and is required to be trained on how to process household applications.
- Please note that re-evaluations of household applications must be done using the current year's Income Eligibility Guidelines (IEGs).

## *The Second Review of Applications*

### **Re-Evaluation of Applications**

The confirming official must confirm that the following have been completed on the initial application determination:

- Signature of an adult household member
- Last four digits of a Social Security Number (or an indication of “none”)
- Names of all household members, including the children for whom the application is made
- Indication of:
  - the income received by the household as a whole; or
  - the applicable Assistance Program and case number; or
  - the applicable program, for applications based on Other Source Categorical Eligibility.

## *Comprehension Check*

### **What is the Second Review of Applications?**

- A. An extra review that the State agency is required to conduct for LEAs who have demonstrated a high level of error associated with eligibility benefits.
- B. When the LEA is required to conduct a second review of applications using the previous year's IEGs.
- C. A review conducted by the LEA that requires a re-evaluation of the initial eligibility determinations.

## *Comprehension Check*

### **What is the Second Review of Applications?**

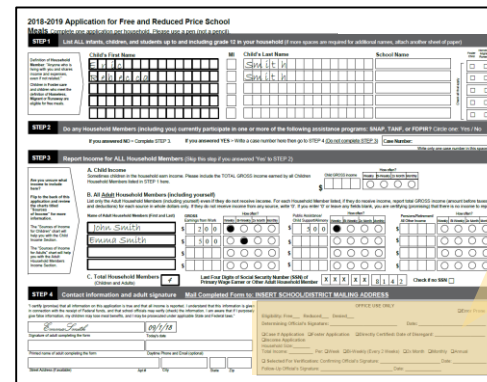
- A.** An extra review that the State agency is required to conduct for LEAs who have demonstrated a high level of error associated with eligibility benefits.
- B.** When the LEA is required to conduct a second review of applications using the previous year's IEGs.
- C.** **A review conducted by the LEA that requires a re-evaluation of the initial eligibility determinations.**

**The Second Review of Applications is completed by LEAs who are required to conduct a re-evaluation of applications after the initial eligibility determinations have been made. This re-evaluation must be done using the current year's IEGs and is required to be done prior to informing the household of their eligibility benefits.**

## The Second Review of Applications

### Applications Certified Correctly

For applications that were found to be certified correctly as either free, reduced-price, or paid during the re-evaluation will simply need to be signed and dated by the confirming official. Please see the highlighted fields in the example below:



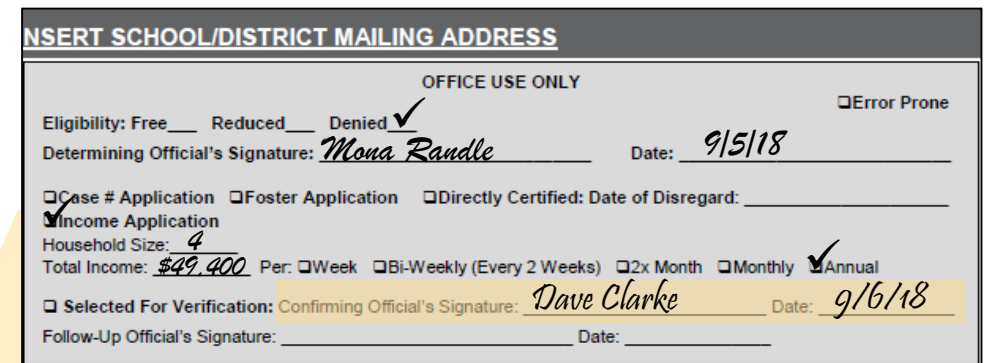
2018-2019 Application for Free and Reduced Price School Lunch

STEP 1: Complete this form and attach to your application. Please print clearly and legibly. Do not write in the spaces provided for the school or district to use.

STEP 2: Do any requested Members (including and currently participate in one or more of the following assistance programs: SNAP, TANF, or FIP/AFDC) who are not currently receiving benefits from any of these programs, please check the appropriate box.

STEP 3: Report Income for ALL Household Members (list the day if you answered "Yes" to STEP 2).

STEP 4: Complete this form and attach to your application. Please print clearly and legibly. Do not write in the spaces provided for the school or district to use.



INSERT SCHOOL/DISTRICT MAILING ADDRESS

OFFICE USE ONLY

Eligibility: Free \_\_\_ Reduced \_\_\_ Denied ☒ Error Prone

Determining Official's Signature: Mona Randle Date: 9/5/18

☐ Case # Application ☐ Foster Application ☐ Directly Certified: Date of Disregard: \_\_\_\_\_

☒ Income Application

Household Size: 4

Total Income: \$49,400 Per: ☐ Week ☐ Bi-Weekly (Every 2 Weeks) ☐ 2x Month ☐ Monthly ☒ Annual

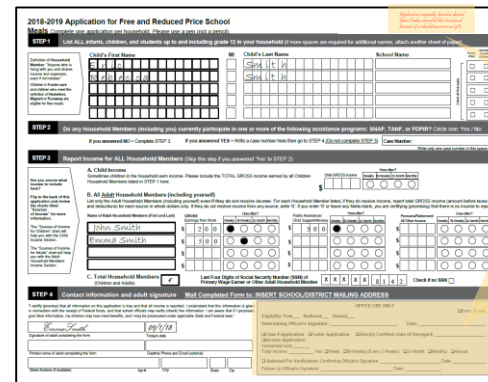
☐ Selected For Verification: Confirming Official's Signature: Dave Clarke Date: 9/6/18

Follow-Up Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The Second Review of Applications

## Applications Certified Incorrectly

Applications that were found to be certified incorrectly as either free reduced-price, or paid during the re-evaluation will still need to be signed and dated by the confirming official, but the change in eligibility status will need to be documented and corrected. Please see the highlighted fields in the example below:



INSERT SCHOOL/DISTRICT MAILING ADDRESS	
OFFICE USE ONLY	
Eligibility: Free <input type="checkbox"/> Reduced <input checked="" type="checkbox"/> Denied <input checked="" type="checkbox"/>	<input type="checkbox"/> Error Prone
Determining Official's Signature: <u>Mona Randle</u>	Date: <u>9/5/18</u>
<input type="checkbox"/> Case # Application <input type="checkbox"/> Foster Application <input type="checkbox"/> Directly Certified: Date of Disregard: _____	
<input checked="" type="checkbox"/> Income Application	
Household Size: <u>4</u>	
Total Income: <u>\$49,400</u>	Per: <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly (Every 2 Weeks) <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annual
<input type="checkbox"/> Selected For Verification: Confirming Official's Signature: <u>Dave Clarke</u> Date: <u>9/6/18</u>	
Follow-Up Official's Signature: _____ Date: _____	

Application originally certified as denied, but was found incorrect because of a calculation error. Application was changed to reduced on 9/6.

*Dave Clarke 9/16/18*

## *The Second Review of Applications*

### **General Requirements of the Second Review**

- All applications regardless of their original eligibility determination, received on or prior to October 31<sup>st</sup>, are required to be re-evaluated.
- The second review must be conducted prior to the household being notified of their eligibility determination.
- The second review cannot delay the application from being processed in a timely manner.
- Regardless of the second review, the LEA is required to notify the household of the child's eligibility determination no later than 10 operating days after receiving the application.

## *The Second Review of Applications*

### **Reporting the Results of the Second Review**

- To fulfill all requirements of the second review process, the *Second Review of Applications Report* must be submitted to ADE.
- All applications that were submitted to the LEA on or before October 31<sup>st</sup> must be included in the report.
- The *Second Review of Applications Report* will be available for submission in CNP Verification Reporting each year by November 16<sup>th</sup>.
- The final due date for the *Second Review of Applications Report* is February 1<sup>st</sup>.
  - It is recommended to submit the *Second Review Report* prior to the final due date to avoid a late submission.



## *Comprehension Check*

**Which applications are required to be included in the second review?**

- A. All applications that are reviewed on or prior to October 31<sup>st</sup> for the current school must be included.
- B. All applications that have been reviewed in past year must be included.
- C. Only 3% of applications that are reviewed on or prior to October 31<sup>st</sup> for the current school year must be included.

## *Comprehension Check*

**Which applications are required to be included in the second review?**

- A. All applications that are reviewed on or prior to October 31<sup>st</sup> for the current school must be included.**
- B. All applications that have been reviewed in past year must be included.**
- C. Only 3% of applications that are reviewed on or prior to October 31<sup>st</sup> for the current school year must be included.**

**It is important for LEAs to include all applications that are reviewed on or prior to October 31<sup>st</sup> in the second review. This should aid LEAs who have demonstrated a high level of error to increase their accuracy of certifying meal benefits.**

# Documenting Changes and Application Counts



## *Documenting Changes and Application Counts*

### **Data Collection Checklist**

To successfully submit the *Second Review of Applications Report*, ensure that the following information is collected throughout the year when household applications are being processed and certified:

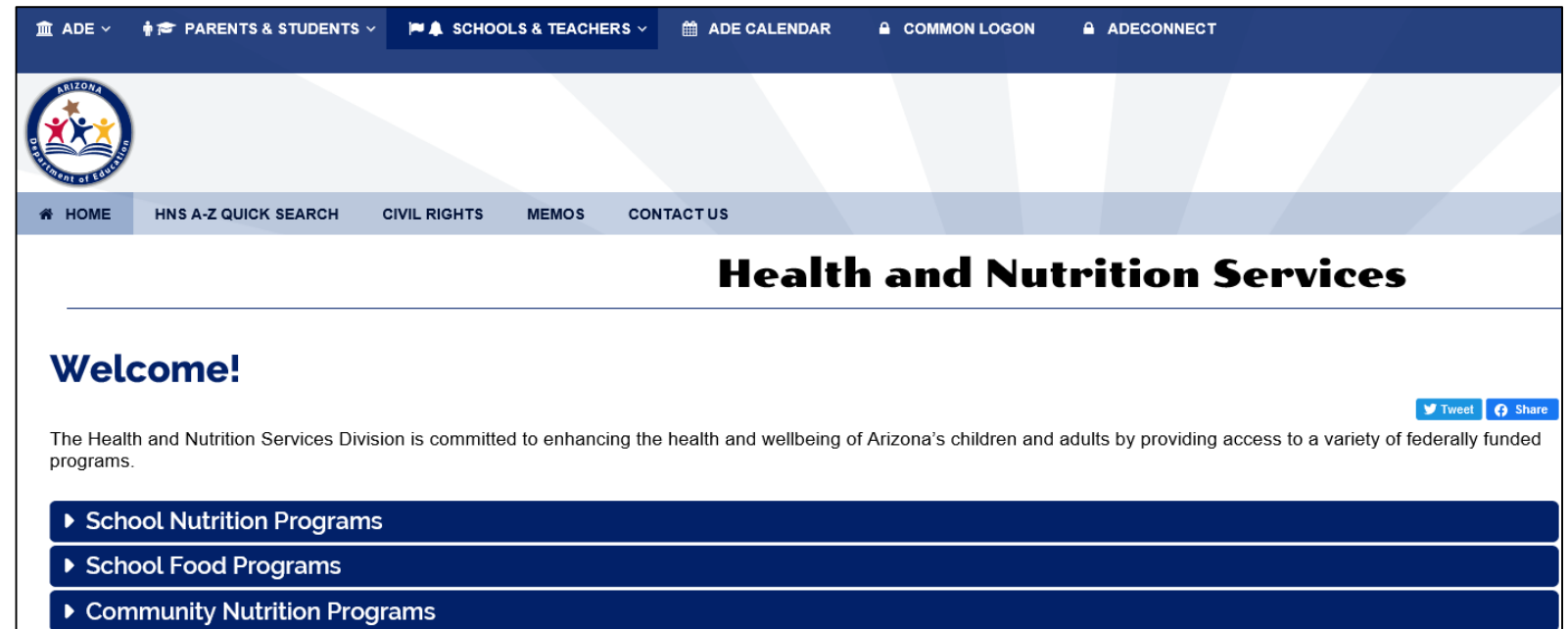
- ✓ Total number of applications
- ✓ Total number of applications that changed eligibility determinations by category of free, reduced, and paid (if any)
- ✓ The reason for the change in eligibility; ex: incomplete application, income calculation error, etc.

Regardless of how this information is collected, LEAs will want to keep track of this information while each household application is processed to ensure that submitting the *Second Review of Applications Report* is simple and organized.

# Completing the Second Review of Applications Report

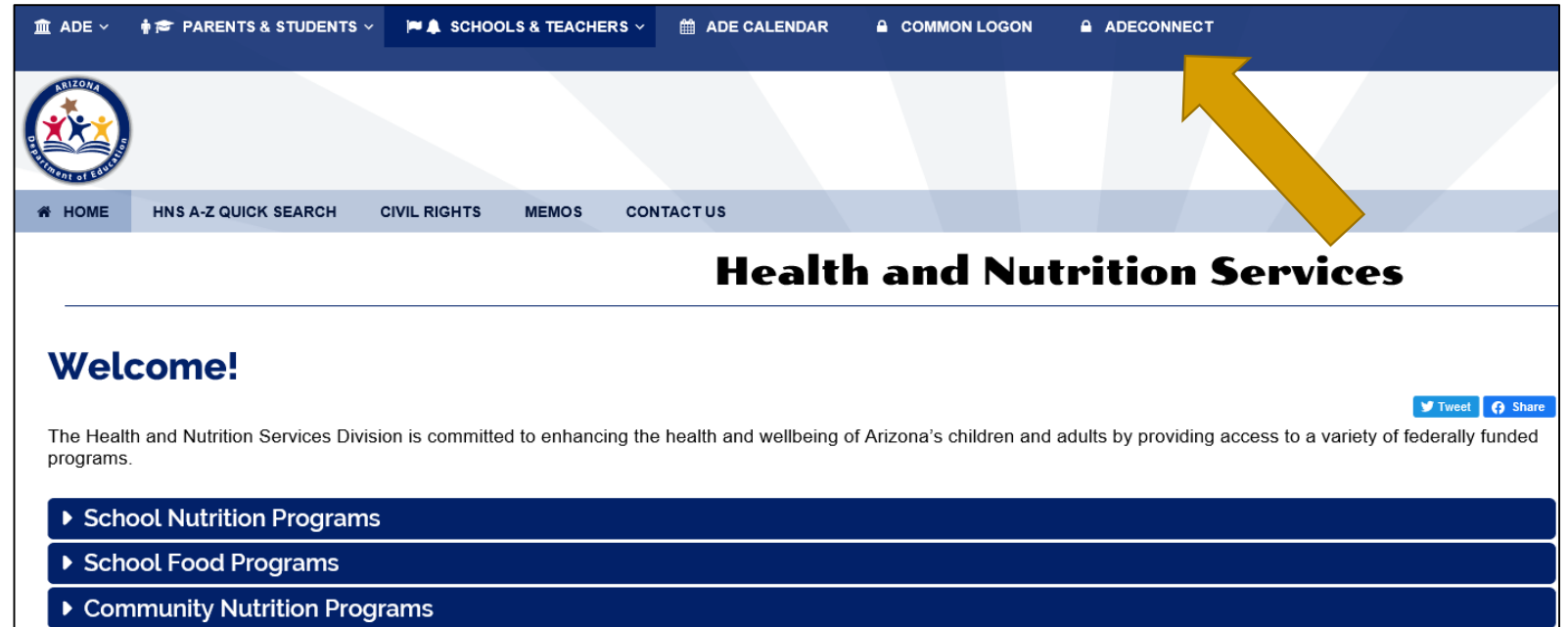
# Completing the Second Review of Applications Report

1. Go to the ADE Health and Nutrition Webpage:  
<http://www.azed.gov/hns/>.



# Completing the Second Review of Applications Report

2. Click on **ADECONNECT** found on the top of the webpage.





# Completing the Second Review of Applications Report

*A new webpage will load. It should look like this screen:*


The screenshot shows the Arizona Department of Education login page. At the top is the Arizona Department of Education logo. Below it, the text "Sign in with your organizational account" is displayed. There are two input fields: one for the username and one for the password. A blue "Sign in" button is located below the password field. Below the button is a link for "Forgot Password?". Further down, there is a note about the organizational account used for sign in being the email address. There are also instructions for users who have forgotten their ADEConnect password, including a link to reset it. A note mentions that the reset of ADEConnect password does not update the SIS or Common Logon passwords. Finally, there is a link for users to contact the Entity Administrator for questions regarding their entity and application access via ADEConnect.


**You must have a username and password in order to access ADEConnect\***

*\*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

# Completing the Second Review of Applications Report

## 3. Enter your username and password.





Sign in with your organizational account

Password

[Forgot Password?](#)

Your organizational account used for sign in is your email address.

If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.

If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.

Reset of ADEConnect password does not update your SIS or Common Logon passwords.

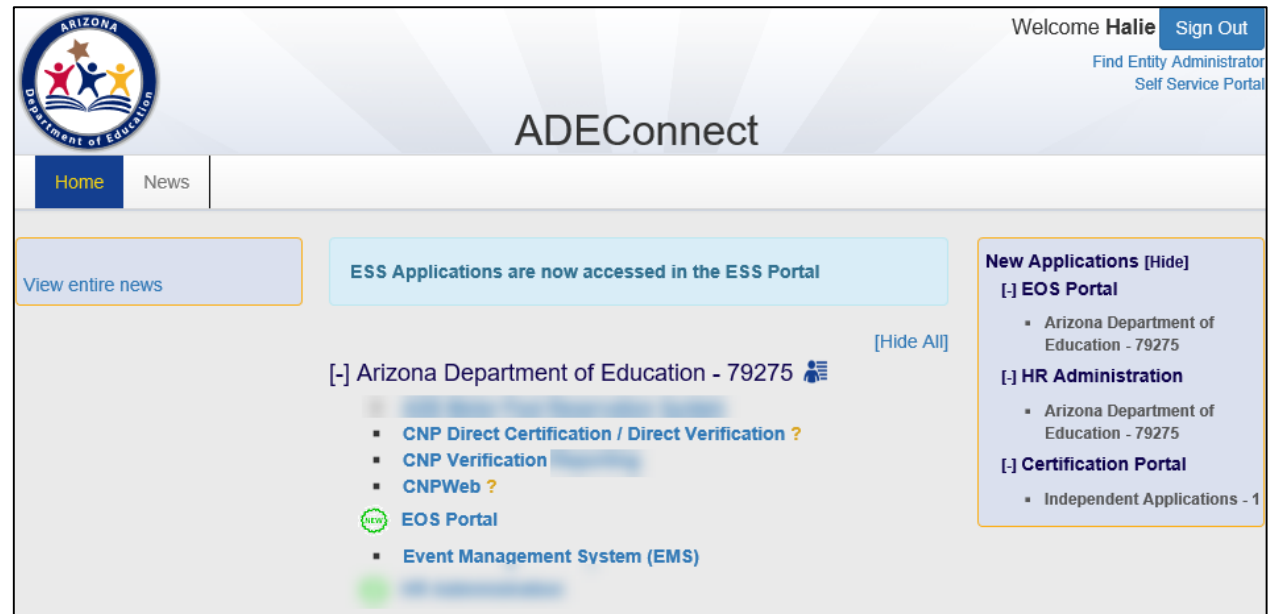
For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#).

*\*Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

# Completing the Second Review of Applications Report

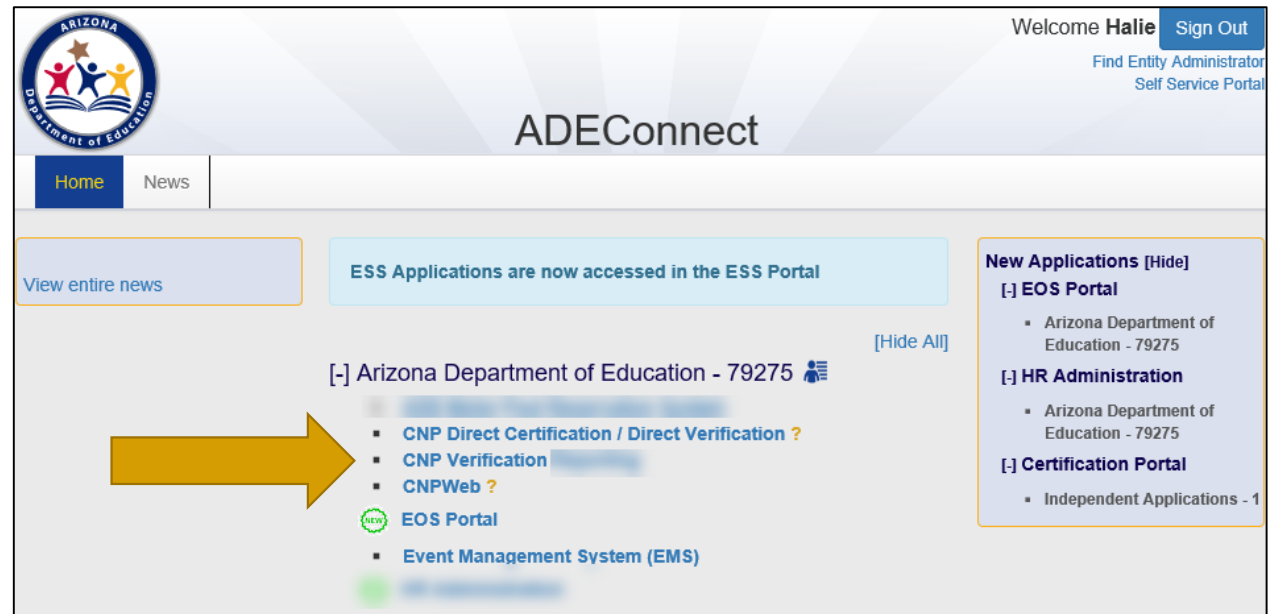
You have successfully logged into ADEConnect.

*After logging in, your webpage will show all ADEConnect applications you have access to.*



# Completing the Second Review of Applications Report

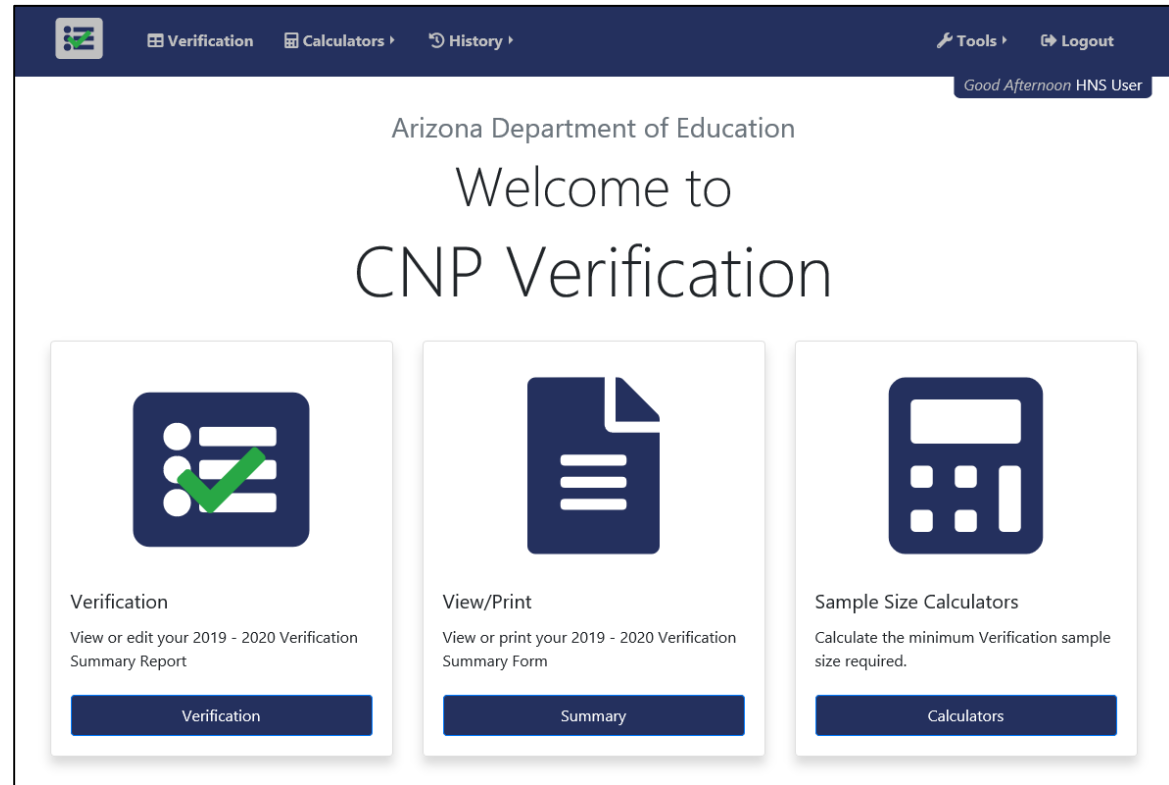
4. Click on CNP Verification.



# Completing the Second Review of Applications Report

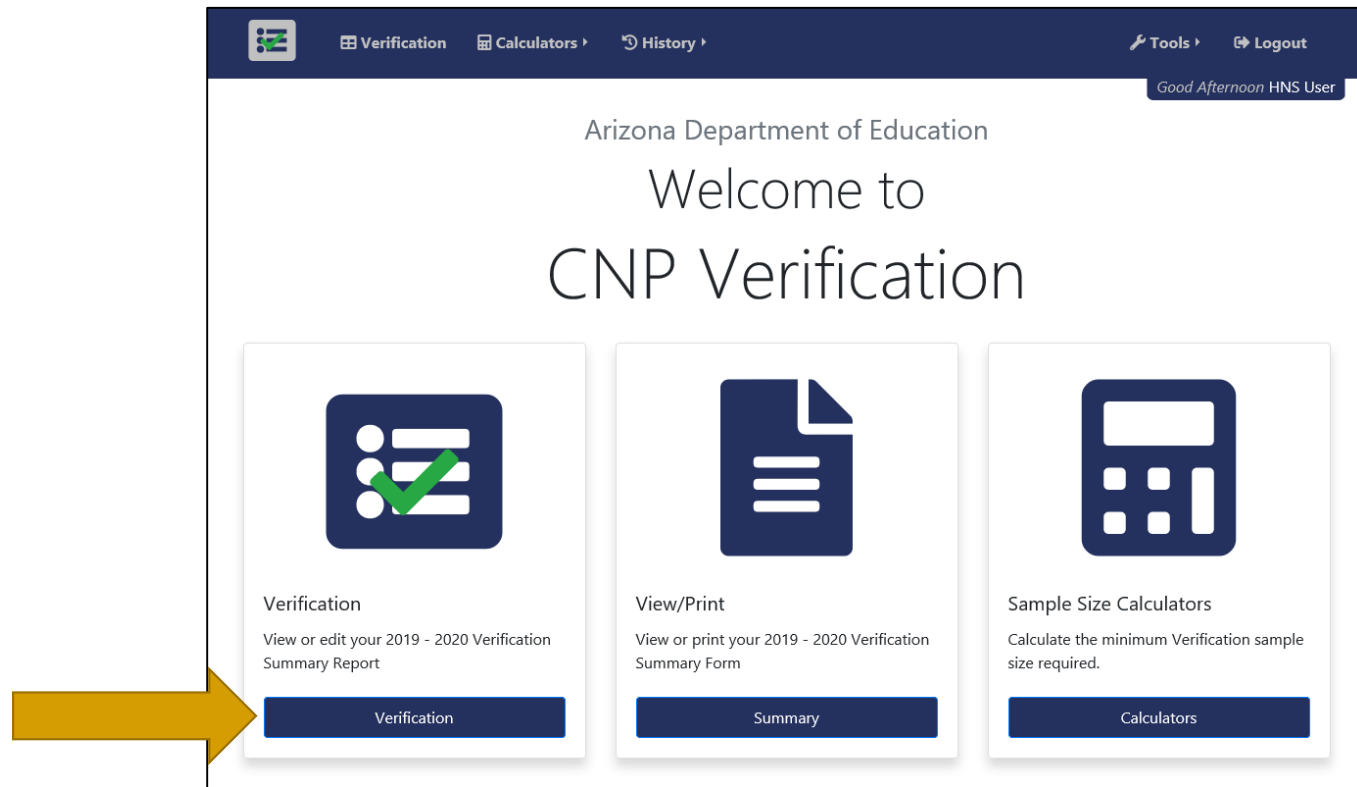
You have successfully logged into CNP Verification.

*A new screen will load. It should look like this:*



# *Completing the Second Review of Applications Report*

## 5. Click Verification.



# Completing the Second Review of Applications Report

*A new webpage will load. It should look like this screen:*

The screenshot shows a web application titled "CNP Verification 2019-2020". At the top right, a user status bar says "Good Afternoon HNS User". Below the title, a green banner indicates the status is "Pending". The main content area displays the following information:

- Sponsor Name:** Ash Fork Joint Unified District (13-02-31-000)
- Status:** Pending
- Description:** CNP Verification for All Sponsors
- Instructions:** Enter all data requested.

Below this, a progress bar shows "Step 1 of 23: Total Schools and RCCI's" with a red "Step Is Required" label. The description for this step is "Total Schools and Residential Child Care Institutions (RCCIs)". The instructions are "View and confirm the number of NSLP Schools. Click 'Next' after you've verified or updated the numbers."

A progress bar at the bottom of the form shows steps 1 through 23. Below the progress bar, there are four buttons: "View Summary Report", "Back", "Save & Continue", "Save", and "Submit to ADE".

The main data entry table has the following structure:

Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools/sites (non-RCCI's) that operate NSLP under your SFA, please confirm <small>Enter the number of non-RCCI school or sites that operate NSLP under your SFA</small>	<input type="text"/>	3
1-2A	Per CNPWeb, this is the number of RCCI's that operate NSLP under your SFA, please confirm	<input type="text"/>	0

*\*Please note, this is the same page that will load when you are submitting the Verification Summary Report (VSR). Ideally, the user will complete the VSR with the*

# Completing the Second Review of Applications Report

6. Page by page, answer the fillable questions in the VSR.



Good Afternoon HNS User

## CNP Verification 2019-2020

**Pending**

**Sponsor Name** Ash Fork Joint Unified District (13-02-31-000) **Status** Pending

**Description** CNP Verification for All Sponsors

**Instructions** Enter all data requested.

**Step 1 of 23:** **Step Is Required** **Total Schools and RCCI's**

**Description:** **Total Schools and Residential Child Care Institutions (RCCIs)**

**Instructions:** **View and confirm the number of NSLP Schools. Click 'Next' after you've verified or updated the numbers.**

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Save & Continue](#) [Save](#) [Submit to ADE](#)

Number	Question	Value	CNPWeb
1-1A	Per CNPWeb, this is the total number of schools/sites (non-RCCI's) that operate NSLP under your SFA, please confirm <small>Enter the number of non-RCCI school or sites that operate NSLP under your SFA</small>	<input type="text"/>	3
1-1A	Per CNPWeb, this is the total number of schools/sites (non-RCCI's) that operate NSLP under your SFA, please confirm	<input type="text"/>	3
1-2A	Per CNPWeb, this is the number of RCCI's that operate NSLP under your SFA, please confirm	<input type="text"/>	0



# Completing the Second Review of Applications Report


7. The Second Review of Applications Report will be completed on pages 19 through 22.

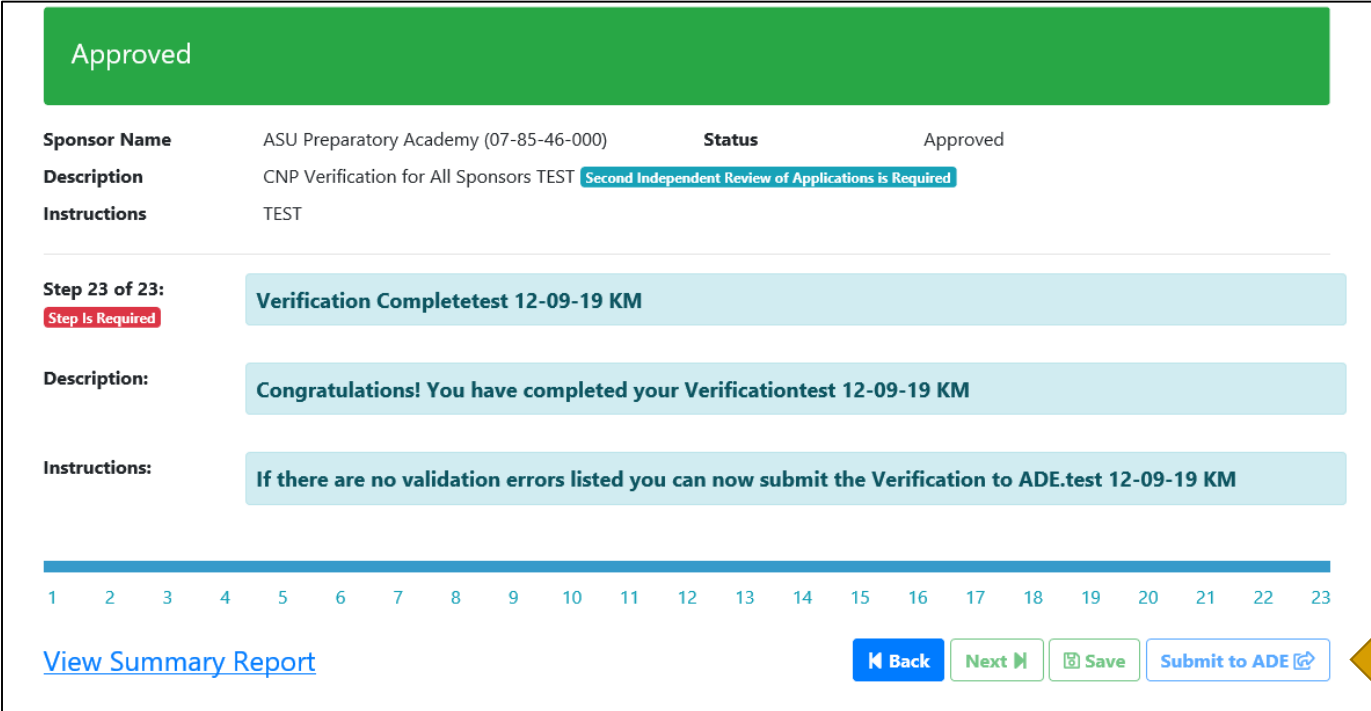
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#) [Back](#) [Next](#) [Save](#) [Submit to ADE](#)

Number	Question	Value	CNPWeb
SR1-1	Total number of schools in LEA	6	
SR1-2	Total number of enrolled students in LEA	1764	
SR1-3	Total number of applications <a href="#">Report all applications subject to second review</a>	404	
SR1-4	Total number of applications with changed eligibility determinations <a href="#">Report all applications resulting in a changed determination due to the second review process</a>	23	

## Completing the Second Review of Applications Report

8. Once you have completed all required pages within both reports, click [Submit to ADE](#) .



The screenshot shows a web interface for a report review. At the top is a green bar with the word 'Approved'. Below this is a table with the following information:

<b>Sponsor Name</b>	ASU Preparatory Academy (07-85-46-000)	<b>Status</b>	Approved
<b>Description</b>	CNP Verification for All Sponsors TEST <a href="#">Second Independent Review of Applications is Required</a>		
<b>Instructions</b>	TEST		

Below the table, it indicates 'Step 23 of 23:' with a red 'Step Is Required' label. The main content area has three sections:

- Verification Completestest 12-09-19 KM**
- Description:** Congratulations! You have completed your Verificationtest 12-09-19 KM
- Instructions:** If there are no validation errors listed you can now submit the Verification to ADE.test 12-09-19 KM

At the bottom, there is a progress bar with numbers 1 through 23. Below the progress bar is a 'View Summary Report' link and four buttons: 'Back', 'Next', 'Save', and 'Submit to ADE' (with an external link icon). A large yellow arrow points to the 'Submit to ADE' button.

*\*Please note, the user has the option to either save or submit their report to ADE. The user can save their work and come back to the report to make edits on any pages at a later date if need be.*

# Technical Assistance

If you have any questions about processing household applications, use:

- The Eligibility Manual for School Meals at:

<https://cms.azed.gov/home/GetDocumentFile?id=595e4a163217e115acbc32bd>

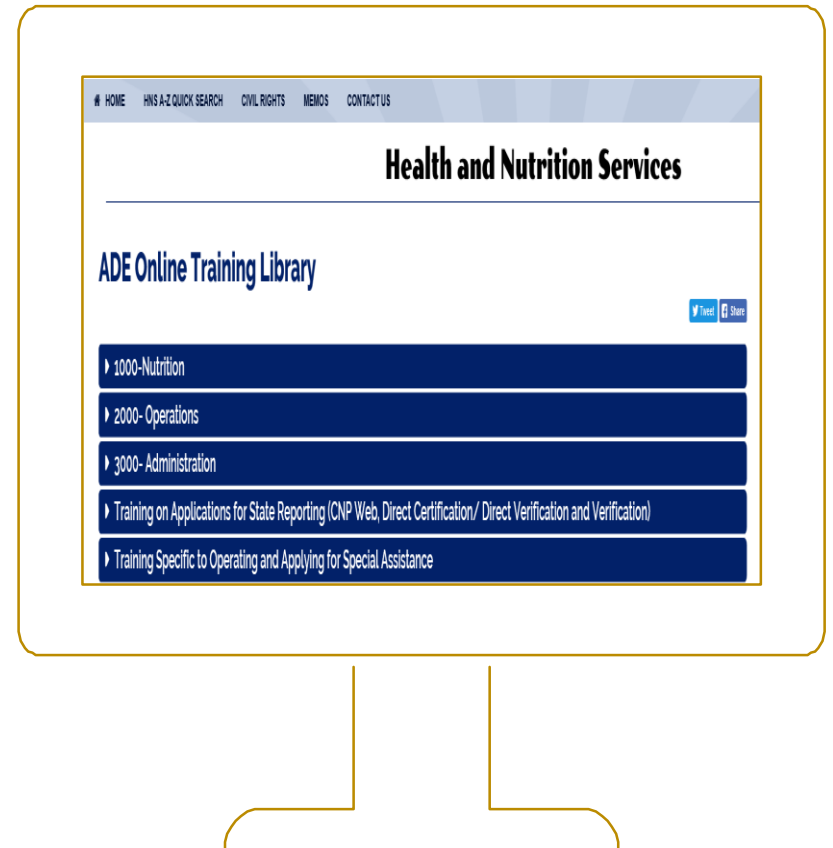
*For other questions about the Second Review of Applications, please contact your School Nutrition Programs Specialist.*

## *End of Training*

### ADE Online Training Library

Online trainings are easy to use and available year round. Directors and staff are encouraged to complete these trainings as a way to review previously learned subjects, or as an introduction to a regulation. Most guides are also available in Spanish.

Please take some time to browse through the [ADE Online Training Library](#) to review additional resources.



## *End of Training*

# Congratulations!

You have completed the ***Step by Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
  - Training Title: ***Step by Step Instruction: How to Submit the Second Review of Applications Report in CNP Verification***
  - Learning Code: 3110
  - Key Area: 3000- Administration
  - Length: 30 minutes
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

**Request a  
Certificate**

*End of Training*

# Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. *This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

**The information below is for your reference when completing the survey.**

Training Title: ***Step by Step Instruction: How to Submit the Second Review of Applications in CNP Verification***

Professional Standards Learning Code: **3110**

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*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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