

Sponsor Summary screen: select Forms

Sponsor Summary Medway Public Schools (294)

Checklist Applications **Forms** Activities Claims Payments Users

Penobscot County

Number	Name	Revision	Status	Date Approved	Action
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Here you will see two options for Verification:

Form Name	Revision	Status	Date Approved	Action
FFVP Medway Middle School (295)	0	Approved	5/27/2021	
October Survey	0	Approved	8/18/2021	
Annual Financial Report	Report to be filed after final claims entered for 2022.			
Verification Summary		Complete	8/23/2021	
Verification Results		Complete	8/23/2021	

First select the Verification Summary by clicking on the pencil.

Enter data for the beginning of the Verification process:

Total Number of Error-Prone Applications:

Categorical Applications approved: number of students and applications

Income applications approved for reduced and free: number of students and applications

Check the Certification box then "Save"

Certification

6. Check here to Submit this form to the State for Approval

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims, or otherwise.

Created By: disadmin 8/23/2021 6:44:07 PM Date Modified:

Next select the "Verification Results" eye:

This will tell you the number of required applications to verify:

Results Summary

Verification Type: **Basic**

	Required	Entered	Remaining
Applications **Pull from error prone applications first**	2	0	2

This will not tell you which applications to select.

1st choose from any error prone applications you have. If none or not enough than it is a completely random sample of the approved applications.

Once you have completed the process you will enter the results under the “Verification Results” and

select the  icon.

Next will be to select “Results Entry”

Results Entry

Application ID:

Head of Household:

Number of Student on Application:

Original Benefits:

Verified Benefits on November 15th:

Verification Completion Date:

Verified for Cause? Yes No

Verified via **Direct Verification**?

This is the screen to enter the results of the verification process.

Application ID is default.

Head of Household: Adult name on the application

Number of Students of Application:

Original Benefits: Drop down to select either Free, Reduced or Categorical

Verified Benefits on November 15th: “No Change”, “To Paid”, “To Reduced”, “ To Free” or “No Response”

Verification Completion Date: When was the process for this application completed.

Verified for Cause? : this would have been completed for questionable applications verified in addition to the required number

Verified via **Direct Verification**? Student selected for verification was not on the DC list however is now.

If no more applications are being verified select

 Save

If more applications need to be entered select:

 Save & Next

When all applications selected have been completed and entered select the

Check here when all verifications have been entered and click on the **Certify Results** button to complete this process.

 Certify Results

 Certify Results

Check the box and click the

YOU ARE DONE!!!!!!!!!!!!!!