

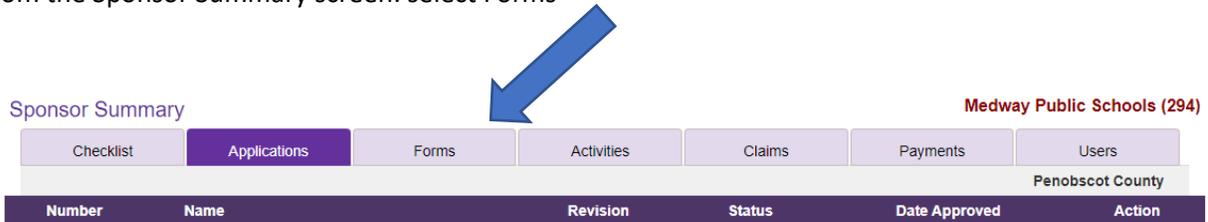
Completing the Verification Report in CNPweb Quick Reference Guide

Log into CNPweb

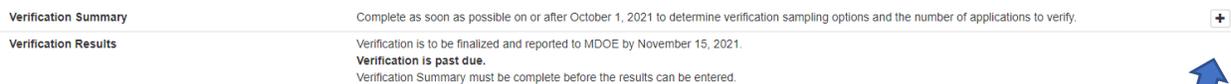
On the Program Selection page, Select SNP

Select the appropriate School Year

From the Sponsor Summary screen: select Forms



First Select  to the far-right line of “Verification Summary”



Next enter data for the beginning of the Verification process:

Total Number of Error-Prone Applications:

Categorical Applications approved: number of students and applications approved base on a Food Stamp number of the application.

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

Check the Certification box then “Save”



Next select the “Verification Results”



Verification Summary Complete 1/21/2022

Verification Results

Verification is to be finalized and reported to MDOE by November 15, 2021.
Verification is past due.
Verification Summary must be complete before the results can be entered.



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

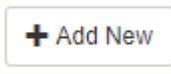


This will not tell you which applications to select.

1st choose from any error prone applications you have. If none or not enough then 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  to enter results for each application selected to be verified

Results Entry

Application ID:	<input type="text" value="2"/>
Head of Household:	<input type="text"/>
Number of Student on Application:	<input type="text"/>
Original Benefits:	<input type="text" value="v"/>
Verified Benefits on November 15th:	<input type="text" value="v"/>
Verification Completion Date:	<input type="text"/>
Verified for Cause?	<input type="radio"/> Yes <input type="radio"/> No
Verified via Direct Verification ?	<input type="checkbox"/>

 Save

 Save & Next

 Cancel

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 Price" or "Categorical Eligibility"

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!!!!!!!!!!!!!! This will be reviewed by Maine Child Nutrition and Certified.