



School Nutrition Programs

# Instructions for Submitting the Verification Collection

This publication is available from:

School Nutrition Team  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53703  
(608) 267-9228  
<https://dpi.wi.gov/school-nutrition>

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Wisconsin Department of Public Instruction

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**Wisconsin Department of Public Instruction**  
**Jill K. Underly, PhD, State Superintendent**  
**Madison, Wisconsin**

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## Additional Information

Information such as State Agency Name; SFA Name, ID Number, Type, City, Zip Code; and School Year is not requested on the online version of the VCR because the information is retrieved when you log in.

There is a 15-minute time out when submitting this report online. It is recommended to enter the data manually on a printed copy of this document, or a [printed version of the report](#) to assist in submitting online (<https://dpi.wi.gov/school-nutrition/program-requirements/verification>).

## Accessing the Verification Collection Report (VCR)

Go to the [School Nutrition Team website](http://dpi.wi.gov/nutrition) (<http://dpi.wi.gov/nutrition>).

### Select “School Nutrition”



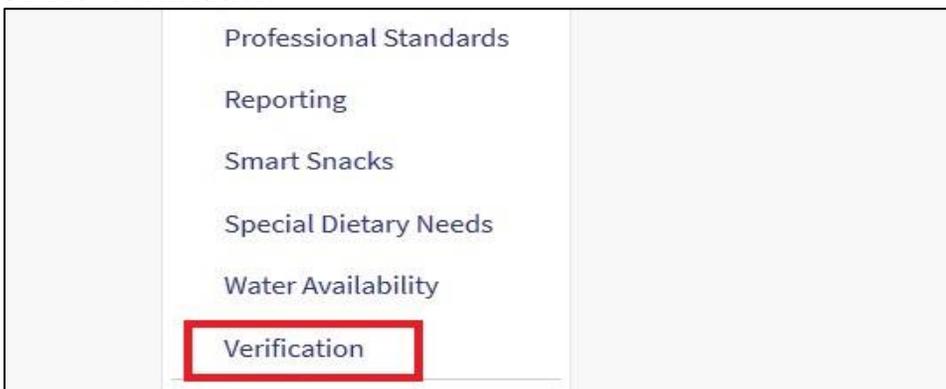
The screenshot shows the homepage for Wisconsin Child Nutrition Programs. On the left is a navigation menu with the following items: "Wisconsin Child Nutrition Programs" (highlighted), "Online Services", and "Community Nutrition". The main content area features the title "Wisconsin Child Nutrition Programs" and a welcome message. Below the text are two large buttons: "Community Nutrition" and "School Nutrition", with the latter highlighted by a red border.

### Select “Program Requirements”



The screenshot shows the "School Nutrition Programs" page. The left navigation menu includes: "School Nutrition" (highlighted), "Staff Directory", "Administrative Review (AR)", "Communications", "Disaster Relief", "Farm to School (F2S)", "Grant Opportunities", "Programs", and "Program Requirements" (highlighted with a red border). The main content area displays "Latest School Meals News" with a list of bulletins: "May 16 School Nutrition Bulletin 1819-18", "Apr 24 School Nutrition Bulletin 1819-17", "Apr 22 School Nutrition Bulletin 1819 Special Edition #3", and "Apr 09 School Nutrition Bulletin 1819-16". A "View All School Meals News" link is at the bottom.

### Select “Verification”



The screenshot shows a vertical menu with the following items: "Professional Standards", "Reporting", "Smart Snacks", "Special Dietary Needs", "Water Availability", and "Verification" (highlighted with a red border).

Select "Submit Your Verification Collection Report"



**Submit your Verification Collection Report**

- [Instructions to Complete your Verification Collection Report](#)
- [Copy of FNS-742 Verification Collection Report](#)



WISCONSIN DEPARTMENT OF  
**PUBLIC INSTRUCTION**

Welcome to Wisconsin Child Nutrition Programs On-line Services

Submit Claims for Home Sponsor, National School Lunch Program, School Breakfast Program, Summer Food Program, Child and Adult Care Food Program, Special Milk Program & Revise Programs Contracts Informations.



LOG IN

Agency Code

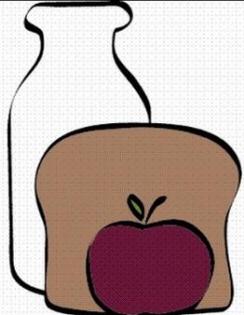
Password

Log in using your SFA's Agency Code and Password



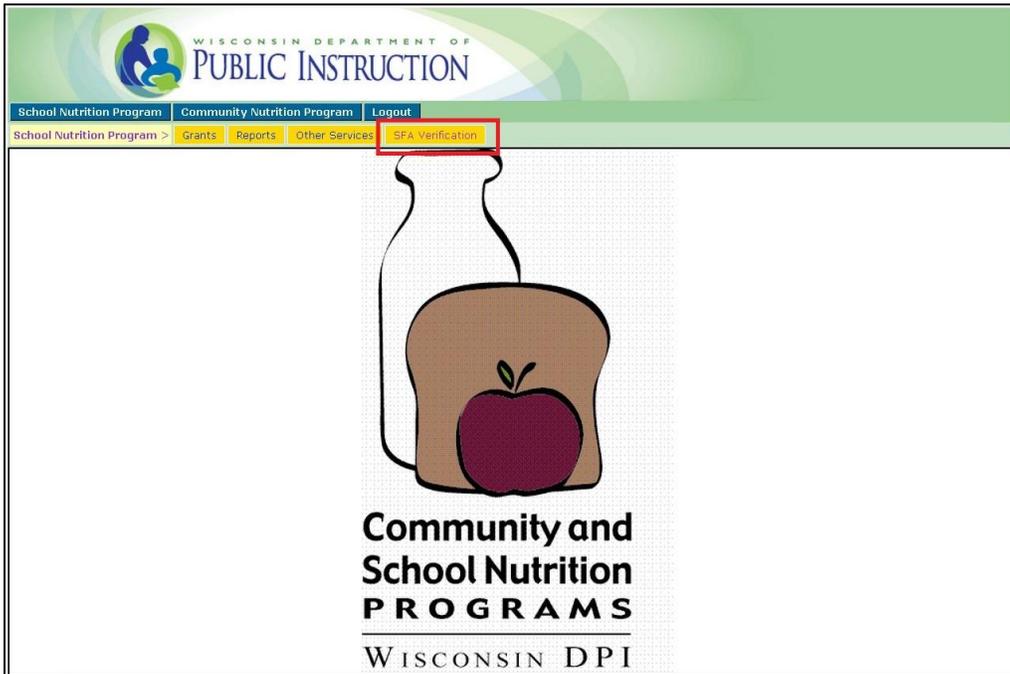
WISCONSIN DEPARTMENT OF  
**PUBLIC INSTRUCTION**

[School Nutrition Program](#) [Community Nutrition Program](#) [Logout](#)

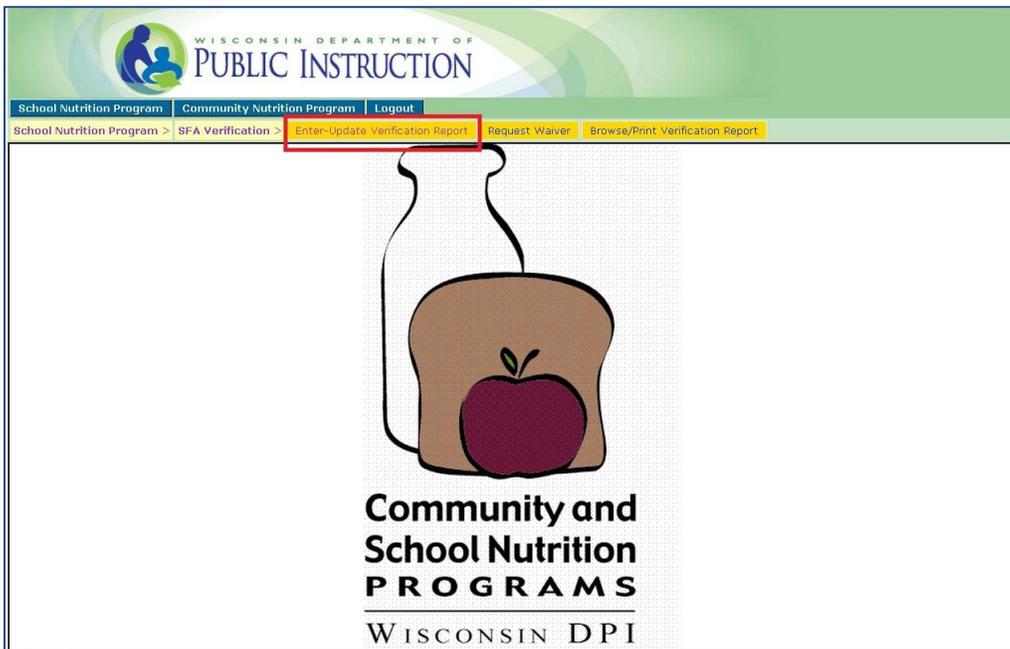


**Community and  
School Nutrition**

Select "School Nutrition Program"



Select "SFA Verification"



Select "Enter-Update Verification Report"

## Section 1 – Total Schools, RCCIs, and Enrolled Students

Section 1 Total Schools, Residential Child Care Institutions(RCCIs) and Enrolled Students	**All SFAs must report Section 1**	A.Number of Schools OR Institutions	B.Number of Students
	<b>1-1: Total schools (Do not include RCCIs):</b>		
	<b>1-2: Total RCCIs (Do not include schools counted in 1-1):</b>		
	1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):		
	1-2b: RCCIs with NO day students:		

### Section 1 – Total Schools, RCCIs, and Enrolled Students

All SFAs with schools or Residential Child Care Institution (RCCIs) operating in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must complete this section regardless if all schools are exempt from verification. Report the number of schools or institutions operating the NSLP and/or SBP and the number of enrolled students with access to the NSLP and/or SBP as of the **last operating day in October**.

#### All SFAs must complete Section 1-1

**1-1A:** Total number of schools (not including RCCIs) operating in the NSLP and/or SBP

**1-1B:** Total number of enrolled students with access to the NSLP and/or SBP

#### All RCCIs must complete Section 1-2

**1-2A:** Total number of RCCIs operating in the NSLP and/or SBP

**1-2B:** Total number of enrolled students with access to the NSLP and/or SBP in RCCIs only

- **1-2aA:** Of the RCCIs reported in 1-2A; enter the number of RCCIs with **day students**
- **1-2aB:** Total number of **day students** with access to the NSLP and/or SBP

(Day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable.)

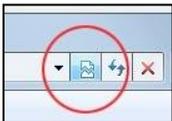
- **1-2bA:** Of the RCCIs reported in 1-2A; enter the total number of RCCIs with NO day students
- **1-2bB:** Total number of students at the RCCIs that DO NOT have day students

Any RCCI that has both day students and non-day students, please contact Karrie Isaacson at [karrie.isaacson@dpi.wi.gov](mailto:karrie.isaacson@dpi.wi.gov) or 608-266-2416 for assistance in completing this report.

## Section 2 – For Reporting Community Eligibility Provision (CEP) Schools

**ONLY SFAs with alternate provisions must report Section 2**	A.Number of Schools AND Institutions	B.Number of Students
<input type="checkbox"/> Check if SFA does not operate under CEP or Provision 2		
2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		
2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		
2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		
2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
2-3: Operating the Community Eligibility Provision:		
2-4: Operating Other alternatives for NSLP and SBP:		
2-5: Operating an alternate provision(s) for only SBP or only NSLP:		

**NOTE:** If your SFA does not operate the **Community Eligibility Provision (CEP)**, check this box and move on to section 3.



If you check this box, you will get a pop-up message. The pop-up must be answered for you to continue to the next section. If you do not see the pop-up: Turn off your pop-up blocker OR if you are using Internet Explorer 10, click on the “Compatibility View” icon.

### **Section 2 – SFAs operating an alternate provision, which in Wisconsin includes Community Eligibility Provision (CEP), must complete this section.**

Report the number of students with access to the NSLP and/or SBP as of the last operating day in October.

### **Provision 2/3 - Wisconsin does not have any Provision 2 or 3 schools skip 2-1 and 2-2.**

#### **Community Eligibility Provision (CEP) Schools**

**2-3A&B:** Enter the number of schools operating the CEP and number of enrolled students in these schools with access to NSLP and/or SBP as of the last operating day in October. If your agency is CEP district wide, enter the total number of schools in your district and total enrollment (only including students who have access to a meal). If your agency has some schools in CEP, but not all, enter the number of CEP schools and the total enrollment for those schools only in this section. All other non-CEP schools will be reported in sections 3 through 5.

**Questions 2-4 and 2-5 will not apply to any Wisconsin schools. If you have questions about these options please contact the School Nutrition Team.**

## Section 3 – Eligibility Based on Direct Certification

	**All SFAs must report Section 3 or check box 3-1 if applicable**	B.Number of FREE Students
Section 3 Students approved as FREE eligible NOT subject to verification	<input type="checkbox"/> 3-1: check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification <b>with FoodShare</b> (i.e.NON BASE year Provision 2/3 for all schools)	
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (FoodShare) : Do <b>not</b> include students certified with FoodShare through the letter method.	
	3-3: Students directly certified through other programs: include those directly certified through Temporary Assistance for Needy Families ( <b>W2 Cash Benefits</b> ), Food Distribution Program on Indian Reservations ( <b>FDPIR</b> ) or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-k Even Start, or non-applicant but approved by local officials. <b>DO NOT include FoodShare students already reported in 3-2.</b>	
	3-4: Students certified categorically FREE eligible through FoodShare letter method: include students certified for free meals through the family providing a letter from the FoodShare agency.	

### Section 3 – Students Approved as FREE Eligible by Direct Certification (DC) and not subject to verification.

**3-1:** Check this box only if all schools in the SFA or RCCIs were not required to perform direct certification. This includes the following:

#### Community Eligibility Provision (CEP):

- For SFAs in CEP, only check box 3-1 if the entire SFA is participating in CEP.
- Direct Certification data for CEP students reported in the “*Special Provision Match Report*” submitted separately to the School Nutrition Team is **NOT** included in this report. CEP students are only reported in section 2-3 of this report.
- If only some schools in the SFA are participating in CEP, complete the remaining fields in Section 3 and all other sections of this report **only for the schools NOT participating in CEP.**

**RCCIs:** RCCIs that only have non-day students should check this box.

**Note:** If a student was on an application and matched on the DC list, that student must be counted in this section as directly certified and their application is not subject to verification. Additionally, if a student is extended eligibility based on a sibling or household member matching on DC, they would also be included in this section.

**3-2:** Report the number of enrolled students with access to NSLP and/or SBP that were directly certified through FoodShare as of the last operating day in October. **ONLY** include students with DC Codes S and O in box 3-2.

DC Code	Program
S	FoodShare
O	FoodShare and W-2 Cash Benefits

**3-3:** Report the number of enrolled students with access to NSLP and/or SBP who were directly certified through any of the following programs as of the last operating day in October. The DC codes for these programs are the following:

DC Code	Program	Other source categorical
T	W-2 Cash Benefits	Homeless, Migrant, Runaway (Documentation required)
E	Foster	Head Start or Pre-K Even Start (Documentation required)
G	FDPIR	Local Official Determination (Documentation required)
M	Medicaid - Free	

\*\*DO NOT include students with S or O codes or Medicaid-Reduced (Z code) in box 3-3.

Foster children who do not match on DC but are eligible for free benefits based on information from a local agency should also be included in box 3-3. Foster students who qualify for free benefits based on an application must be counted in box 4-1.

**3-4:** Wisconsin *does not* use the FoodShare letter method. Leave box 3-4 blank.

## Section 4 – Eligibility Based on Applications

	**All SFAs collecting applications must report Section 4**	A.Number of Applications	B.Number of Students
Section 4 Students approved as FREE or REDUCED PRICE eligible through a household application	4-1: Approved as categorically FREE eligible: Based on those providing documentation (e.g. a case number for FoodShare, W2 Cash Benefits, FDPIR on an application)		
	4-2: Approved as FREE eligible: Based on household size and income information		
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		
T-1: Total FREE Eligible Students Reported:		T-2: Total REDUCED PRICE Eligible Students Reported:	

### Section 4 – Students Approved as Free and Reduced Eligible through a Household Application

All SFAs with schools or RCCIs collecting and processing USDA Free and Reduced Price School Meal Applications must report this section.

- Report number of applications in Column A approved as of **October 1** (Exclude carry-over applications from previous SY).
- Report number of enrolled students with access to NSLP and/or SBP in Column B **as of the last operating day in October**

#### Categorically Free Eligible

**4-1A:** Number of **applications** approved as categorically FREE eligible based on documentation submitted on an application (i.e., case number for FoodShare, W-2 Cash Benefits, or FDPIR on an application or Foster Child box checked on app) on file as of **October 1** (excluding carry-over applications from previous SY).

**4-1B:** Number of **students enrolled with access to NSLP and/or SBP as of the last operating day in October** approved as categorically FREE eligible based on documentation submitted on an application (i.e., case number for FoodShare, W-2 Cash Benefits, or FDPIR number).

#### Free Eligible based on Income

**4-2A:** Number of **applications** approved as FREE eligible based on income information submitted by the household on file as of **October 1** (excluding carry-over applications from previous SY).

**4-2B:** Number of **students enrolled with access to NSLP and/or SBP as of the last operating day in October** approved as FREE eligible based on income information submitted by the household.

#### Reduced Price Eligible based on Income

**4-3A:** Number of **applications** approved as REDUCED PRICE eligible based on income information submitted by the household on file as of **October 1** (excluding carry-over applications from previous SY).

**4-3B:** Number of **students enrolled with access to NSLP and/or SBP as of the last operating day in October** approved as REDUCED PRICE eligible based on income information submitted by the household.

\*For a mixed household application that includes both a foster child(ren) who is **not directly certified** and income eligible students, **do not** report the application in two places. Further instructions on reporting mixed household incomes can be found on page 15 of this manual, Attachment A – “Special Situation”.

T-1 and T-2 will automatically populate based on the number of students listed in section 3 and 4. USDA had not updated the VCR to collect Medicaid reduced data, since not all states match with Medicaid, so Z codes are NOT currently collected in box 3-3, and will not be reflected in the total reduced students.

## Section 5 – Results of Verification

<p><b>**All SFAs must report Section 5 or check box 5-1 if applicable**</b></p>		
<p><input type="checkbox"/> 5-1: Check the box only if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). if 5-1 is checked, no further reporting in Section 5 is required.</p>		
<p><b>5-2: Was verification performed and completed?</b></p>	<p><b>5-3: Type of Verification process used:</b></p>	
<p><input type="checkbox"/> 1. Yes, completed by November 15th</p>	<p><input type="checkbox"/> 1. Standard (Lesser of 3% or 3,000 error-prone)</p>	
<p><input type="checkbox"/> 2. Yes, completed after November 15th</p>	<p><input type="checkbox"/> 2. Alternate one (Lesser of 3% or 3,000 selected randomly)</p>	
<p><input type="checkbox"/> 3. No, verification was NOT performed or the process was not completed.</p>	<p><input type="checkbox"/> 3. Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with FoodShare/W2 Cash Benefits/FDPIR case numbers)</p>	
<p>If 1 or 3 is checked in 5-3, report 5-4.</p>	<p><b>5-4: Total ERROR PRONE applications:</b> Report all applications as of October 1st considered error prone</p> <p style="background-color: #92d050; width: 100px; height: 20px;"></p>	<p><b>5-5: Number of applications selected for verification sample:</b></p> <p style="background-color: #f4a460; width: 100px; height: 20px;"></p>

### Section 5 – (5-1 through 5-5)

All SFAs must report Section 5 or check box 5-1, if applicable.

**5-1:** Only the SFAs and RCCIs that are exempt from verification should check box 5-1.

Verification activities are NOT required for:

- No USDA Free and Reduced Price School Meal Applications for the current school year were received as of October 1;
- Schools/RCCIs in which all children eligible for free meals have been certified under direct certification procedures including documented as eligible foster, migrant, runaway or homeless;
- RCCIs which do not have day students;
- Schools participating only in the Special Milk Program;
- Schools in which all children are served with no separate charge for food service and no special cash assistance is claimed (i.e., non-pricing programs claiming only the paid rate of reimbursement);
- SFAs in which ALL schools participate in CEP;
- Schools which do not have any free or reduced price eligible students;
- Other Food and Nutrition Service determined exemptions, on a case-by-case basis.

**5-2:** Indicate whether the verification activities were performed and completed by the deadline of November 15.

**5-3:** Check the type of verification process used to comply with the requirements of 7 CFR 245.6a. Please note the qualification requirements in 7 CFR 245.6a(d) must be met to use the two alternate sample sizes.

- *Standard:* Verify 3% or 3,000 of approved applications, whichever is less, selected from error prone applications on file as of October 1. If there are not enough error prone applications, LEAs must select at random additional applications to complete sample size.
- *Alternate One:* Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of October 1.
- *Alternate Two:* Verify the lesser of 1% or 1,000 approved applications as of October 1 selected from error prone applications PLUS the lesser of one-half of one percent or 500 applications approved as of October 1 that provided a case number in lieu of income.

**5-4:** If *Standard or Alternate Two* was selected in 5-3, list the total number of **error prone applications as of October 1** in section 5-4. Error prone applications are household applications approved as of October 1 indicating monthly income within \$100 of the monthly limit or annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

**5-5:** Enter the total number of applications selected for the verification sample. If any applications were verified for cause, do not include them in this total, they will be recorded in VC-1, at the end of Section 5.

**5-6 and 5-7: Direct Verification** – Verifying Official requests records *directly from public agency* to verify income and/or program participation, rather than requesting documentation from families. This is an optional way to verify case number applications or foster child status that did not show up on any DC run. **Note: THIS IS NOT DIRECT CERTIFICATION. These numbers will not be included in section 5-8**

<b>**All SFAs must report 5-7 or check box 5-6 if applicable**</b>		
<input type="checkbox"/> <b>5-6:</b> Check the box if direct verification was not conducted in the SFA, (i.e., not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.	<b>A. Number of Applications</b>	<b>B. Number of Students</b>
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with FoodShare/W2 Cash Benefits/FDPIR/MEDICAID as November 15h	<b>5-7: Confirmed through direct verification:</b>	

**5-6:** Check this box if direct verification was not conducted by the Verifying Official.

**5-7A&B:** If direct verification was conducted, only report applications and students if free and/or reduced price eligibility was confirmed through this method. Remember, this is different from DC. Do not include any applications for students directly verified in section 5-8.

**5-8: Recording the Results of Verification**

This section reports the outcome of the verification process.

<b>5:8 Results of Verification by Original Benefit Type</b>								
For each original benefit type (A, B & C), report the number of applications and students as of November 15th for each result category (1, 2, 3 & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.								
<b>A. FREE-categorically Eligible</b> Certified as FREE based on FoodShare/W2 Cash Benefits/FDPIR documentation (e.g case number) on application			<b>B. FREE-Income</b> Certified as FREE based on income/household size application			<b>C. REDUCED PRICE-Income</b> Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

**Responded is defined as:** The household provided sufficient documentation of income or categorical eligibility.

**Not responded is defined as:** The household did not provide sufficient documentation, or the household did not provide a response.

**Results Categories** – Only applications chosen for verification should be recorded in this section.

### **Results of Verification by Original Benefit Type**

For each original benefit type in the following sections (**A - Categorically Free; B - Free based on Income; C - Reduced based on Income**), report the number of applications and students for each result category (1, 2, 3, and 4).

Do NOT include students and applications that were already reported in box 5-7A or box 5-7B.

**A1, B1, and C1:** Number of applications with no change and the number of students on these applications.

**A2 and B2:** Number of applications changed to REDUCED PRICE based on sufficient documentation provided by the household and the number of students on the applications.

**C2:** Number of applications changed to FREE based on sufficient documentation provided by the household and the number of students on the applications.

**A3, B3, and C3:** Number of applications for which the eligibility was changed to PAID based on sufficient documentation by the household and the number of students on the applications.

**A4, B4, and C4:** Number of applications for which the eligibility was changed to PAID because documentation necessary to complete the verification process was NOT provided and list the number of students on the applications.

### **Questionable Applications Verified for Cause**

**VC-1: Total questionable applications verified for cause**

Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

**VC-1:** Any applications that were verified for cause outside of the required verification sample size must be recorded in VC-1. **The results of the applications verified for cause must also be reported in section 5-8, but they should NOT be included in the number of applications selected for the verification sample reported in section 5-5.**

The SFA has an obligation to verify all questionable applications (verification “for cause”). Such verification efforts cannot delay the approval of applications. If an application is complete and indicates that the child is eligible for free or reduced price benefits, the application must be approved. Only after the determination of eligibility has been made can the LEA begin the verification process.

Please refer to the current *Eligibility Manual for School Meals* for more information regarding when verification for cause should be conducted.

**When Section 5 is complete, select “Continue” button:**



## Submitting the Report

**Attestation**

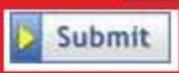
- I certify that I am the the individual authorized to represent the Local Education Agency (LEA) in matters pertaining to school nutrition program.

First Name  Last Name

Phone Number    Extension

Email Address

**I Agree**

 **BACK**  **Submit**

Enter contact information of the person submitting the report, check the “I Agree” box and select “Submit”

## Do NOT log off yet.

Make sure this message is received and a copy of the report is printed before logging off.

**You have successfully submitted the Verification Report to DPI.**

Please print a copy of report for your record by clicking "SFA Verification" and selecting "**Browse/Print Verification Report**". Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

 **HOME**

# Printing Instructions

School Nutrition Program | Community Nutrition Program | Logout

School Nutrition Program > SFA Verification > Enter-Update Verification Report

Enter Update Verification Collection Report  
Submit Report

**You have successfully submitted the Verification Report to DPI.**

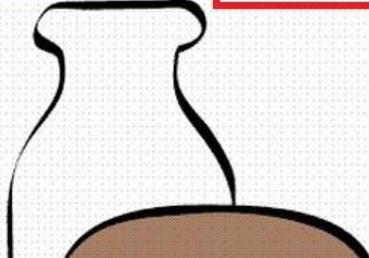
Please print a copy of report for your record by clicking "SFA Verification" and selecting "**Browse/Print Verification Report**". Click Home page button to go back to home page or **click logout at top right corner to exit application completely.**

 HOME

Select "SFA Verification"

School Nutrition Program | Community Nutrition Program | Logout

School Nutrition Program > SFA Verification > Enter-Update Verification Report | Request Waiver | Browse/Print Verification Report



Select "Browse/Print Verification Report"

[Select Year]

Select Year from the list to view the application for that year  
*[No Year in List Box mean Agency does not have approved Application]*

Select Year:

 RETRIEVE

Click the "Retrieve" Button

**Print the 2 pages of the report** and keep on file for three years plus the current year. This report, along with the applications verified, proof of income from households and any correspondence with households, will be reviewed during an Administrative Review.

## Attachment A – Special Situation

Multiple eligibility types on one application due to foster and non-foster students in same household.

For applications that include both a foster child(ren) who is not directly certified and income eligible students **DO NOT REPORT THE APPLICATION IN TWO PLACES.**

- **Report the foster child in box 4-1B:** Number of students approved as categorically FREE eligible based on documentation, for example, on a case number from FoodShare/W2 Cash Benefits/FDPIR on the application.
- **Do not include the application in box 4-1A:** (Number of applications approved as categorically FREE eligible based on documentation for FoodShare/W-2 Cash Benefits/FDPIR).
- For the other income eligible student(s) on the same application as the foster child, the income eligible student(s) **AND** the application must be reported in the appropriate free and reduced price income eligible box.
- Students:
  - Free: box **4-2B:** Number of students approved as FREE eligible based on income/household size information submitted on an application
  - Reduced price: box **4-3B:** Number of students REDUCED PRICE eligible reported based on income/household size information submitted on an application
- Applications:
  - Free: box **4-2A:** Number of applications approved as FREE eligible based on income/household size information submitted on an application
  - Reduced price: box **4-3A:** Number of applications approved as REDUCED PRICE eligible based on household information submitted on an application
- If the other children on the application are determined to be ineligible due to not meeting the income requirements, then the foster child must be reported in the following boxes:
- **Box 4-1B:** Number of students approved as categorically FREE eligible based on FoodShare/W-2 Cash Benefits/FDPIR
- **Box 4-1A:** Number of applications approved as categorically FREE eligible based on FoodShare/W-2 Cash Benefits/FDPIR

Since the other children on the application do not qualify for benefits, the application is only tied to the foster child.