

## Instructions for Completing the Verification Report in the SN Technology System

**PLEASE NOTE:** The Verification Report must be completed by a School Food Authority (SFA) with Application security rights in the 2015-16 School Year.

For **ALL SFA Types** except Special Milk:

Step 1: Log into the SN Technology System at <https://www.ncchildnutrition.org>

Step 2: Select "Application" tab.

Step 3: Select "Verification Report".

Step 4: Select "Modify".

Step 5: Confirm "General Information" in questions 1-4 is correct. Make any changes necessary.

Step 6: Complete **Section 1**

For all SFA types except RCCI with or without day students, complete question 1-1

For RCCI with day students, complete questions 1-2 and 1-2a

For RCCI without day students, complete questions 1-2 and 1-2b

Step 7: Complete **Section 2**

For all SFAs offering Community Eligibility Provision (CEP) complete question 2-3

Step 8: Complete **Section 3**

For all SFAs offering CEP district-wide (all sites) and RCCI without day students check box in question 3-1 (**Skip to Section 5**)

For all other SFAs, complete questions 3-2 and 3-3. Question 3-4 will be "0".

Step 9: Complete **Section 4**

Provide the number of applications in column A and number of students in column B for questions 4-1, 4-2 and 4-3 as applicable.

*\*Helpful hint: The number of applications cannot exceed the number of students.*

Step 10: Complete **Section 5**

For all SFAs offering CEP district-wide (all sites) and RCCI without day students check box in question 5-1. Scroll to bottom and press "**Save**". Verification report is complete.

For all other SFAs, complete questions 5-1 through 5-8 and VC-1. Scroll to bottom and press "**Save**". Verification report is complete.

*\*Helpful hint: If verification was completed by November 16, 2015, please select "Yes, completed by November 15<sup>th</sup>" in question 5-2.*

If the system indicates that the report is saved with "**errors**", contact your Zone Consultant for assistance.

If the SFA did not complete verification before November 16<sup>th</sup>, 2015 (did not request extension), over verified, or under verified, a Corrective Action Plan must be submitted to the Compliance Consultants.