FNS-742 Verification Collection Report
RCCI and CEP Schools
SY 2021-22
The FNS-742, also known as the **Verification Collection Report**, is an annual report submitted to the USDA.

It is a report that explains the results of verification for each participating SFA, and must be completed by **ALL** SFAs, including Community Eligibility Provision (CEP) Schools and Residential Child Care Institutions (RCCI).

As an SFA, you are responsible for completing the report and submitting it to HCNP for processing and forwarding.
FNS-742 Deadline

Submit Verification Collection Report (FNS-742) in HCNP Systems by **December 10, 2021**

MARK YOUR CALENDAR!
FNS-742 in HCNP Systems

- Log into HCNP Systems
  - [http://www.cnpweb.org/hawaii/Login](http://www.cnpweb.org/hawaii/Login)

- Go to the Forms tab
- Click the + symbol for the Verification Report (circled in red above)
## Section 1 – Sites and Students

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

- **CEP SFAs**: Complete 1-1A: Total Number of Schools/Sites and 1-1B: Total Number of Students (**red boxes**)
- **RCCIs ONLY**: DO NOT complete 1-1A or 1-1B. Instead, complete lines 1-2A, 1-2B, 1-2bA, and 1-2bB (**yellow boxes**)
- These numbers must be reflective of the **last operating day in October**
Section 2 – Alternate Provisions

- **CEP SFAs:** Complete both 2-3A and 2-3B (red boxes) entering the same numbers entered in Section 1
- **RCCIs:** Skip Section 2 and proceed to Section 3
Section 3 – Direct Certification

<table>
<thead>
<tr>
<th>Students approved as FREE eligible NOT subject to verification</th>
<th>ALL SFAs must report Section 3 or check box 3-1 if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B. Number of FREE Students</td>
</tr>
<tr>
<td>3-1: □ check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools).</td>
<td></td>
</tr>
<tr>
<td>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.</td>
<td></td>
</tr>
<tr>
<td>3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF) or Medicaid, and those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.</td>
<td></td>
</tr>
<tr>
<td>3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.</td>
<td></td>
</tr>
</tbody>
</table>

- **RCCIs and CEP SFAs:** check box 3-1, **skip Section 4**, and proceed to Section 5
After skipping Section 4, both RCCIs and CEP SFAs will check Box 5-1. No further action is required in Section 5, proceed to Section 6.
Before signing and submitting form, both RCCIs and CEP SFAs must write “N/A” in VC-1. Do not include quotations, write exactly as N/A.
Section 6 – Verification for Cause / Certification

- Complete the report by entering your information in 6-1 and check Box 6-2.
- Click the Save button. If any errors are identified, correct all errors and click Save.
- Double check that the Verification Report is in ‘Pending Approval’ status. HCNP will review for accuracy and let you know if any changes are needed.
Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, (AD-3027) found online at: https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint, 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.

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