Memo

To: School Nutrition Directors, Coordinators, and Manager/Supervisors
From: Dr. Linette Dodson, State Director, School Nutrition Program
Date: October 21, 2019
Subject: Completing the Verification Collection Report, FNS-742

The Verification Collection Report, FNS-742 must be completed in EDGE (the new State Agency software) by all School Food Authorities (SFAs) for School Year 2019-2020. SFAs are required to provide information on this report whether you complete the verification process or not.

Please note:
1. The Verification Collection Report is available to complete in EDGE now until December 13, 2019.
2. Report the number of students enrolled and the number of students eligible as of the last day in October 2019.
3. An Excel form was emailed on September 4, 2019 to assist Special Provision 2 systems with calculating the number of free and reduced price students in non-base years.
4. The number of applications on file should be reported as of October 1, 2019.
5. For a list of districts exempt from verification and the non-response rates from SY 2018-2019 reference the Verification section of your Preview Conference manual on pages 173 through 179.
6. All SFAs must complete the Verification Collection Report.
7. A webinar will be available in November to explain how to complete the report. A separate email will be sent with instructions for registration.

Attachments:
- Verification Collection Report, FNS-742
- Tips for completing the Verification Collection Report, FNS-742

We recommend that you wait to enter the results of your verification process in EDGE until you have listened to the web training. The final due date for all verification data to be entered into EDGE is December 13, 2019. For additional assistance please contact your area consultant.

Login to complete the report in EDGE at https://ga.primeroedge.com/login.aspx.