

Verification Collection Report

Issue Number: E-Memo 10-2026

Correspondence Date: 09/30/2025

Regulatory Authority: 7 CFR 245.6a; National School Lunch Act Section 9(b)(3)

Response Required: Yes

Attention: Child Nutrition Directors and Verifying Officials

Contact: Courtney Erick

Phone Number: 501-324-9502

Email: Courtney.erick@ade.arkansas.gov

The purpose of this memo is to inform districts of the steps to complete the FNS 742 Verification Collection Report. All Arkansas school districts and residential child care institutions (RCCI) receiving federal funds from the United States Department of Agriculture (USDA) for the administration of the National School Lunch Program (NSLP) are required to submit an annual school district FNS-742 Verification Collection Report to the Arkansas Department of Education (ADE), Division of Elementary and Secondary Education (DESE), Nutrition Services (NS). NS is required to submit statewide data compiled from the district's verification collection reports to USDA.

The deadline for submitting the district's FNS-742 Verification Collection Report to NS is **December 15, 2025**.

All districts must report the summary of verification results. These results will be reported on the [FNS 742 Verification Collection Report](#). The form should be downloaded using the link above and renamed using the district's local education agency (LEA) number.

Each district must submit one report for the entire district. In order to complete the FNS-742 Verification Collection Report, a school district will need the following:

- Total number of students enrolled in the district as of October 1, 2025.
- Total number of students directly certified through the Supplemental Nutrition Assistance Program (SNAP) and Medicaid (free and reduced).
- Total number of students categorically eligible including homeless, migrant, foster, HeadStart or EvenStart.
- Total number of applications and students approved for free meals based on a SNAP case number.

- Total number of applications and students approved for free meals based on household size and income.
- Total number of applications and students approved for reduced meals based on household size and income.
- Number of applications verified and the results of those applications.

The FNS-742 Verification Collection Report contains three pages (tabs) in the Excel workbook:

- Instructions for completing the FNS 742 Verification Collection Report.
- FNS 742 Verification Collection Report.
- Application Data Sheet with Instructions.

All RCCIs with no day students, Community Eligibility Provision, and Provision 2 non-base year districts must complete and submit the FNS 742 Verification Collection Report. These special provision districts will complete the following sections:

- Section 1
- Section 2
- Section 3, 3-1
- Section 5, 5-1

A step by step video detailing how to complete the FNS 742 Verification Collection Report may be found [HERE](#).

Email completed FNS-742 Verification Collection Report to ade.chnutverify@ade.arkansas.govThe district will receive an automatic reply email that the report has been received. This is your receipt that the report has been submitted on time. Please keep this reply on file for audit purposes. The district will be notified by phone or email if additional information is needed.

If you have questions, please contact Nutrition Services at 501-324-9502.