

# Verification Collection Report

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**Issue Number:** CNU E-Memo 14-2025

**Correspondence Date:** 9/30/2025

**Regulatory Authority:** 7 CFR 245.6a

**Response Required:** No

**Attention:** Superintendents, Child Nutrition Directors/Managers, Verify Officials

**Contact:** Courtney Erick

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All Arkansas school districts 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), Child Nutrition Unit (CNU). CNU is required to submit the 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 DESE CNU is **December 15, 2024**.

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, 2024
- 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-priced meals based on household size and income
- Total number of students directly certified
- Total number of students certified using a categorical list (Homeless, Migrant, Foster)
- Results of verification by application

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

**Special Provisions:**

- All non-base year Provision 2 and Community Eligibility Provision districts must complete and submit the FNS-742 Verification Collection Report.
- Special provision districts will complete information in the following sections:
  - Section 1
  - Section 2
  - Section 3, 3-1
  - Section 5, 5-1

Email completed FNS-742 Verification Collection Report to [ade.chnutverify@ade.arkansas.gov](mailto:ade.chnutverify@ade.arkansas.gov). The 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.

The body of the email must include:

- District Name
- District LEA Number
- Name of verification contact person
- Phone number of verification contact person
- Completed FNS 742 Verification Collection Report (Excel Format)

For further information, contact the District's Area Specialist at (501) 324-9502.