



# VERIFICATION REPORTING

# Key Verification Documents

- ⦿ **National School Lunch Act, Section 9**
- ⦿ **7 CFR 245.6a “Verification requirements”**
- ⦿ **7 CFR 210.15 “Reporting and Recordkeeping”**
- ⦿ *Eligibility Manual for School Meals (July 2015)*
  - **Chapter 4: “Verification and Direct Verification”**

# Where is Verification data used?

- ⦿ **State agency's direct certification rate;**
- ⦿ **Improper payment reports;**
- ⦿ **Non-Response Rate;**
- ⦿ **Office of Policy Support (OPS) studies.**

# Roles in the Verification Process

- ⦿ The SFA, SA, RO, and FNS all have key roles in the process
- ⦿ SFA – responsible for verification activities
- ⦿ SA – aggregates data and submits to FNS; provides training to SFAs on achieving better verification results
- ⦿ RO – liaises with SA to resolve lingering inconsistencies
- ⦿ FNS-HQ – analyzes data and submits a Report to Congress

# Key Verification Dates

- October 1:** SFAs determine the total number of applications on file for the current school year as of October 1
- October 31:** SFAs determine the total number of students enrolled for the current SY as of this date
- November 15:** SFAs complete verification activities
- February 1:** SFAs report verification results to the SA
- March 15:** SAs submit compiled SFA results to FNS
- March-June:** FNS reviews data and follows up with SA



# AN OVERVIEW OF THE FNS-742

# A brief overview.

- ◎ **Report has 5 separate sections**
- ◎ **All SFAs participating in the NSLP must complete the form in the applicable sections**
- ◎ **SFA's with alternate provisions must complete the FNS-742 report in the applicable sections**

# 5 Sections of FNS-742 Report

- ◎ **Section 1: Total number of schools, RCCIs, and enrolled students**
- ◎ **Section 2: SFAs with alternate provisions**
- ◎ **Section 3: Students approved free but not subject to verification**
- ◎ **Section 4: Students approved Free/Reduced via household application**
- ◎ **Section 5: Verification Results**



# A REVIEW OF FNS-742

# General Instructions

Department of Agriculture, Food and Nutrition Service  
**School Food Authority (SFA) Verification Collection Report**

State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.

<b>State Agency Name:</b> [ ]	<b>SFA ID#:</b> [ ]	<b>Type of SFA:</b> <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private	<b>School Year:</b> From: 20 [ ] To: 20 [ ]
<b>SFA Name:</b> [ ]		<b>SFA City:</b> [ ]	<b>SFA Zip code:</b> [ ][ ][ ][ ][ ]

# Example of General Instructions:

Department of Agriculture, Food and Nutrition Service  
**School Food Authority (SFA) Verification Collection Report**

State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP).

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<b>State Agency Name:</b> State Agency	<b>SFA ID#:</b> CO165671	<b>Type of SFA:</b> <input checked="" type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private	<b>School Year:</b> From: 20 13 To: 20 14
<b>SFA Name:</b> Midstate Central School District	<b>SFA City:</b> <u>Midstateville</u>	<b>SFA Zip code:</b> 4 4 5 4 4	



# SECTION 1

# Section 1: Total Schools, RCCIs, and Enrolled Students

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	<b>**All SFAs must report Section 1**</b>		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools <i>(Do not include RCCIs):</i>			
		1-2: Total RCCIs <i>(Do not include schools counted in 1-1):</i>			
		1-2a: RCCIs with day students <i>(Report ONLY <u>day</u> students in 1-2aB):</i>			
		1-2b: RCCIs with NO day students:			

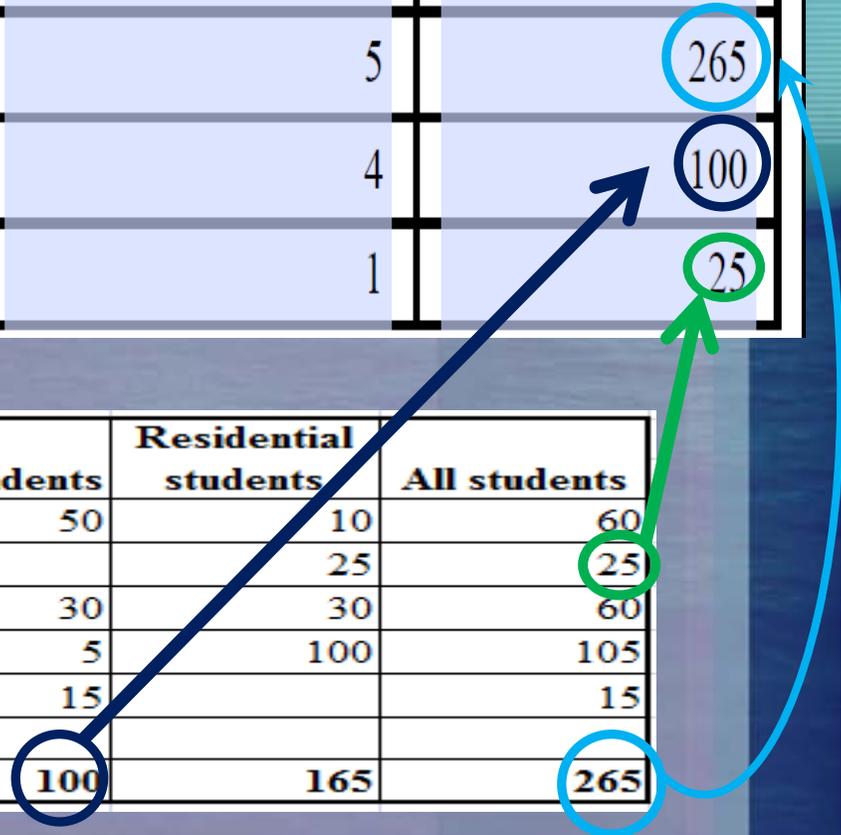
# Section 1

- ⦿ **All SFAs with schools or RCCIs operating the NSLP and/or SBP must complete this section;**
- ⦿ **Break out of data:**
  - Schools only
  - RCCIs only
    - RCCIs with day students
    - RCCIs with NO day students

# First Example of Section 1:

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	<b>**All SFAs must report Section 1**</b>		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools ( <i>Do not include RCCIs</i> ):		0	0
		1-2: Total RCCIs ( <i>Do not include schools counted in 1-1</i> ):		5	265
		1-2a: RCCIs with day students ( <i>Report ONLY day students in 1-2aB</i> ):		4	100
		1-2b: RCCIs with NO day students:		1	25

RCCI	Day students	Residential students	All students
1	50	10	60
2		25	25
3	30	30	60
4	5	100	105
5	15		15
<b>Total</b>	<b>100</b>	<b>165</b>	<b>265</b>



# Second Example of Section 1:

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	<b>**All SFAs must report Section 1**</b>		A. Number of Schools OR Institutions	B. Number of Students
		1-1: Total schools ( <i>Do not include RCCIs</i> ):	18	1,623	
		1-2: Total RCCIs ( <i>Do not include schools counted in 1-1</i> ):	0	0	
		1-2a: RCCIs with day students ( <i>Report ONLY <u>day</u> students in 1-2aB</i> ):	0	0	
		1-2b: RCCIs with NO day students:	0	0	



# SECTION 2

# Section 2: SFAs with schools operating alternate provisions

		<b>**ONLY SFAs with alternate provisions must report Section 2**</b>	
		<b>A. Number of Schools AND Institutions</b>	<b>B. Number of Students</b>
<b>Section 2</b>	SFAs with schools operating alternate provisions	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:	
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	
		2-3: Operating the Community Eligibility Option:	
		2-4: Operating other alternatives for NSLP and SBP:	
		2-5: Operating an alternate provision(s) for only SBP or only NSLP:	

# Example of Section 2:

		<b>**ONLY SFAs with alternate provisions must report Section 2**</b>		
		<b>A. Number of Schools AND Institutions</b>	<b>B. Number of Students</b>	
<b>Section 2</b>	<b>SFAs with schools operating alternate provisions</b>	<b>2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:</b>	<b>2</b>	<b>435</b>
		<b>2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:</b>	<b>3</b>	<b>656</b>
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		<b>426</b>
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<b>98</b>
		<b>2-3: Operating the Community Eligibility Option:</b>	<b>1</b>	<b>122</b>
		<b>2-4: Operating other alternatives for NSLP and SBP:</b>	<b>0</b>	<b>0</b>
		<b>2-5: Operating an alternate provision(s) for only SBP or only NLSP:</b>	<b>1</b>	<b>97</b>



# SECTION 3

# Section 3: Students approved as FREE eligible NOT subject to verification

<b>Section 3</b>	<b>Students approved as FREE eligible NOT subject to verification</b>	<b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b>	<b>B. Number of FREE Students</b>
		<p><b>3-1:</b> <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification <b>with SNAP</b> (i.e. <i>NON BASE year Provision 2/3 for all schools</i>)</p>	
		<p><b>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> <i>Do not include students certified with SNAP through the letter method.</i></p>	
		<p><b>3-3: Students directly certified through other programs:</b> <i>Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); 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.</i></p>	
		<p><b>3-4: Students certified categorically FREE eligible through SNAP letter method:</b> <i>Include students certified for free meals through the family providing a letter from the SNAP agency.</i></p>	

# Line 3-2

**3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do not include students certified with **SNAP** through the letter method.

**Line 3-2 is very important for SNAP direct certification performance rate calculations**

Direct Certification Data Element

- Include all SNAP direct certifications in this count.
- If a student is SNAP directly certified along with another program (i.e. SNAP/TANF), classify it as a SNAP direct certification. Include it in the count on this line, not on another line—SNAP takes precedence.
- If a student is extended eligibility for free meals because someone else in the household receives SNAP, classify it as SNAP direct certification, and include it in this count.

# Line 3-2

3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with **SNAP** through the letter method.

## What if the Student had initially been certified in another way?

- If the student shows up on the SNAP direct certification list by the last operating day in October (even if initially certified in another way), classify it as a SNAP direct certification and include it in this count. If a child was initially certified by an application, you must retain the application but notate the change to direct certification  
*Otherwise . . .*
- Do NOT include SNAP “letter method” counts here.
- Do NOT include SNAP students certified using case numbers written on an application.

# Example of Section 3:

		<b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b>	
		<b>3-1:</b> <input type="checkbox"/> Check the box only if every school/RCCI in the SFA was not required to perform direct certification with SNAP (i.e. NON-BASE year Provision 2/3 for all schools)	<b>B. Number of FREE Students</b>
<b>Section 3</b>	<b>Students approved as FREE eligible NOT subject to verification</b>	<b>3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</b> Do NOT include SNAP letter method certifications in this SNAP count, report these in 3-4B below.	<b>388</b>
		<b>3-3: Students directly certified through other programs:</b> Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. <b>DO NOT include SNAP students already reported in 3-2</b>	<b>27</b>
		<b>3-4: Students certified Categorically FREE eligible through SNAP letter method:</b> Include students certified for free meals through the family's providing a letter from the SNAP agency	<b>2</b>

### **\*\*How 3-2 was calculated**

Method of Certification	# Students
SNAP Directly Certified	340
SNAP/Combo (ie SNAP/TANF) Directly Certified	21
SNAP Extended Eligibility	15
Converted to SNAP Direct Certified by last operating day in October after shows up on SNAP Direct Certification list	12
<b>Total SNAP Directly Certified</b>	<b>388</b>

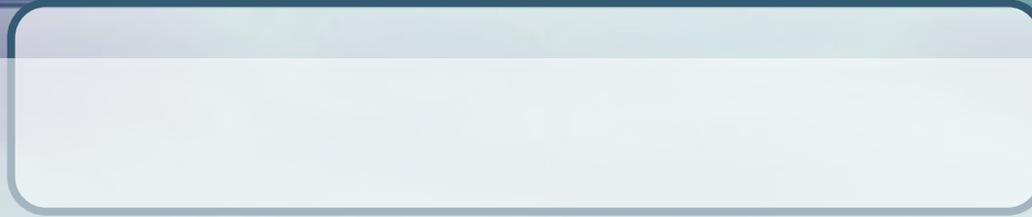


# SECTION 4

# Section 4: Students approved as FREE or REDUCED PRICE eligible through a household application

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	<b>**ALL SFAs collecting applications must report Section 4**</b>		A. Number of Applications	B. Number of Students
		4-1: Approved as categorically FREE Eligible: <i>Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)</i>			
		4-2: Approved as FREE eligible: <i>Based on household size and income information</i>			
		4-3: Approved as REDUCED PRICE eligible: <i>Based on household size and income information</i>			

# What's Changed in Section 4:



**What's important to remember is:**

- ⦿ **All schools collecting household applications must report this section**
  - Including schools and/or RCCIs in a Provision 2/3 base year
- ⦿ **Report number of applications (A) approved as of October 1<sup>st</sup>**
- ⦿ **Report number of students (B) as of the last operating day in October**

# Example of Section 4:

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	<b>**ALL SFAs collecting applications must report Section 4**</b>	A. Number of Applications	B. Number of Students
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	427	835
		4-2: Approved as FREE eligible: Based on household size and income information	134	191
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	57	83



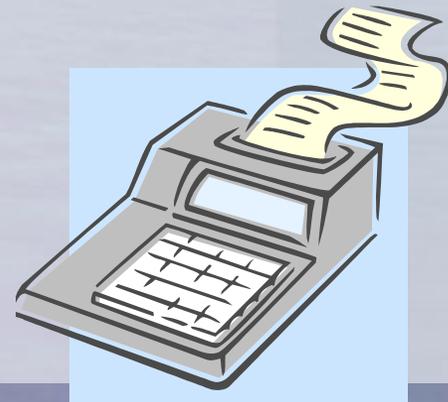
# TOTALS

# T-1 and T-2 – what does it mean?

T-1: Total FREE Eligible Students Reported:

T-2: Total REDUCED PRICE Eligible Students Reported:

- ◎ T-1 = Total FREE eligible students reported
- ◎ T-2 = Total REDUCED PRICE eligible students reported



# T-1 = Total Free Eligible Students Reported

T-1: Total FREE Eligible Students Reported:

- As reported on the FNS-742 add the following together:

Students directly certified through SNAP (3-2)

+ Students directly certified through other programs (3-3)

+ Students certified categorically FREE eligible through SNAP letter method (3-4)

+ Approved as categorically FREE Eligible (4-1)

+ Approved as FREE eligible: *Based on household size and income information* (4-2)

+ (if applicable): Provision 2/3 students reported as FREE in NON BASE year (2-2a)

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**Total FREE Eligible Students Reported**

# T-2 = Total Reduced Eligible Students Reported

T-2: Total REDUCED PRICE Eligible Students Reported:

- As reported on the FNS-742 add the following together:

Approved as REDUCED PRICE eligible (4-3)

+ (if applicable): Provision 2/3 student reported as REDUCED PRICE in a NON BASE year (2-2b)

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**Total REDUCED PRICE Eligible Students Reported**



# SECTION 5

If ALL schools and/or RCCIs in the SFA are exempt from verification activities, check box 5-1 and no further reporting is required in Section 5. Verification activities are NOT required for:

- schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children;
- RCCIs which do not have day students;
- schools electing the Community Eligibility Option;
- schools/RCCIs in which FNS has approved universal meal service through census data or using socioeconomic surveys; e.g., special cash assistance claims based on economic statistics regarding per capita income (Puerto Rico and the Virgin Islands);
- schools participating only in the Special Milk Program;
- schools in which all children are served with no separate charge for food service and no special cash assistance is claimed, (i.e., non- pricing programs)
- all schools are Provision 2/3 schools in a non base year;
- schools which do not have any free or reduced price eligible students;
- other FNS determined exemptions on a case-by-case basis.

# Section 5: Results of Verification

**\*\*ALL SFAs must report Section 5 or check box 5-1 if applicable\*\***

5-1:  Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions).  
If 5-1 is checked, no further reporting in Section 5 is required.

5-2: Was verification performed and completed?

- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:

1.  Standard (Lesser of 3% or 3,000 error-prone)
2.  Alternate one (Lesser of 3% or 3,000 selected randomly)
3.  Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in 5-3, report 5-4.  
If 2 is checked in 5-3, enter "N/A" in 5-4.

5-4: Total ERROR PRONE applications:  
Report all applications as of October 1st considered error prone

5-5: Number of applications selected for verification sample:

**\*\*ALL SFAs must report 5-7 or check box 5-6 if applicable\*\***

5-6:  Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.

A. Number of Applications

B. Number of Students

Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th

5-7: Confirmed through direct verification:

Section 5

5-8: Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

**A. FREE-Categorically Eligible**

Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application

Result Category	a. Applications		b. Students	
1. Responded, NO CHANGE:				
2. Responded, Changed to REDUCED PRICE:				
3. Responded, Changed to PAID:				
4. NOT Responded, Changed to PAID:				

**B. FREE-Income**

Certified as FREE based on income/household size application

Result Category	a. Applications		b. Students	
1. Responded, NO CHANGE:				
2. Responded, Changed to REDUCED PRICE:				
3. Responded, Changed to PAID:				
4. NOT Responded, Changed to PAID:				

**C. REDUCED PRICE-Income**

Certified as REDUCED PRICE based on income/household size application

Result Category	a. Applications		b. Students	
1. Responded, NO CHANGE:				
2. Responded, Changed to FREE:				
3. Responded, Changed to PAID:				
4. NOT Responded, Changed to PAID:				

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):  
Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

# Section 5:

- ① Identifying if ALL schools and/or RCCIs are exempt from verification (5-1)
- ① Indicating if verification was performed and completed on time (5-2)
- ① Reporting the number of error prone applications (5-4)

# Section 5 (Cont).

- ⦿ Reporting the total number of applications selected for verification (5-5)
- ⦿ Reporting the results of direct verification (5-6 and 5-7)
- ⦿ Reporting on the number of applications verified for cause (VC-1)

# Remain unchanged in Section 5:

## Section 5:

- ⦿ **Identifying the type of verification process used (5-3)**
- ⦿ **Reporting the results of verification (5-8)**
  - **Number of applications selected for verification for free and reduced-price**
  - **Number of students selected for verification approved for free or reduced-price benefits**
  - **Changes in eligibility category due to verification**

# Example of Section 5 (5-2 thru 5-5):

## 5-2: Was verification performed and completed?

- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed.

## 5-3: Type of Verification process used:

1.  Standard (Lesser of 3% or 3,000 error-prone)
2.  Alternate one (Lesser of 3% or 3,000 selected randomly)
3.  Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

If 1 or 3 is checked in 5-3, report 5-4.  
If 2 is checked in 5-3, enter "N/A" in 5-4.

**5-4: Total ERROR PRONE applications:**  
*Report all applications as of October 1st considered error prone*

284

**5-5: Number of applications selected for verification sample:**

19

# Example of Section 5 (5-6 thru 5-7):

<b>**ALL SFAs must report 5-7 or check box 5-6 if applicable**</b>		<b>A. Number of Applications</b>	<b>B. Number of Students</b>
5-6: <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.			
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th	5-7: Confirmed through direct verification:	3	4

**NOTE: Directly verified applications and students must NOT be reported in question 5-8.**

# Question 5-8: Verification Results of Household Applications

## 5-8: Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</i>			B. FREE-Income <i>Certified as FREE based on income/household size application</i>			C. REDUCED PRICE-Income <i>Certified as REDUCED PRICE based on income/household size application</i>		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

# Verification is Complete When:

- ⦿ Household provides adequate documentation of income or categorical eligibility–
- ⦿ Household requests, verbally or in writing, to be changed to paid and notification sent
- ⦿ Case numbers provided do not match any household member and notification sent
- ⦿ Appeal process does not affect response

# Responded vs. Not Responded

## Responded Means:

The household provided sufficient documentation.

This includes verbal or written notification that the household declines benefits.

## Not Responded Means:

The household did not provide sufficient documentation or the household did not provide a response.

# Example of Section 5 (5-8):

**5-8: Results of Verification by Original Benefit Type**

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.

A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</i>			B. FREE-Income <i>Certified as FREE based on income/household size application</i>			C. REDUCED PRICE-Income <i>Certified as REDUCED PRICE based on income/household size application</i>		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:	10	13	1. Responded, NO CHANGE:	19	27	1. Responded, NO CHANGE:	4	5
2. Responded, Changed to REDUCED PRICE:	0	0	2. Responded, Changed to REDUCED PRICE:	1	2	2. Responded, Changed to FREE:	1	1
3. Responded, Changed to PAID:	1	1	3. Responded, Changed to PAID:	1	1	3. Responded, Changed to PAID:	1	2
4. NOT Responded, Changed to PAID:	2	3	4. NOT Responded, Changed to PAID:	5	7	4. NOT Responded, Changed to PAID:	0	0



# VERIFICATION FOR CAUSE

# Applications Verified for Cause

VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable):  
Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

2

- ⦿ **VC-1: Report the total number of household applications verified for cause, as of Nov. 15th, if applicable;**
- ⦿ **These applications are outside the standard verification process; i.e., they are NOT considered part of the required sample size;**
- ⦿ **You must include the results of verification for cause by original benefit type in 5-8.**

More information can be found at:

**CND**

**<http://www.fns.usda.gov/child-nutrition-programs>**

**CND policy:**

**<http://www.fns.usda.gov/cnd/governance/policy.htm>**

**Eligibility Manual for School Meals:**

**<http://www.fns.usda.gov/cnd/guidance/EliMan.pdf>**