

## Instructions for Creating an Initial Submission Using SVerify

For states still correcting their client detail information using the SVerify software but need to submit their 2002 data to meet the January 31, 2003 submission deadline for the Nutrition Services Incentive Program (NSIP) can do so by following these instructions:

1. Make sure you have a full set of submission files in the folder C:\SVERIFY.  
A full set of submission files contains the following 13 files: (note: XX is your state acronym)

### 11 DBF files

XXCLBREV.dbf  
XXCLDET1.dbf  
XXCLDET2.dbf  
XXEXPTYP.dbf  
XXFOCAL.dbf  
XXOTHEXP.dbf  
XXOTHSER.dbf  
XXPROVDR.dbf  
XXSTAFF.dbf  
XXUNDUPL.dbf  
XXUNITS.dbf

### 2 TXT files

XXDEVELOP.txt  
XXRPTTEC.txt

2. For states still working on their client detail information empty DBF files can be supplied for the following files:

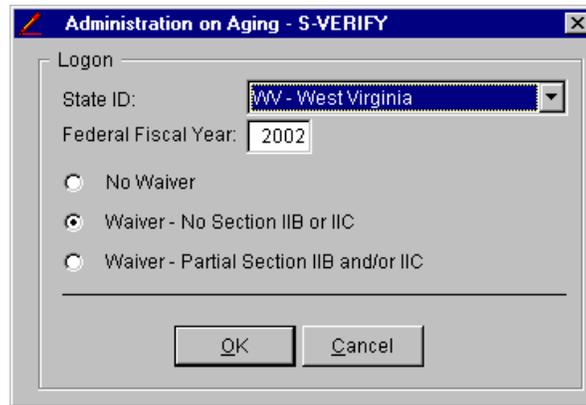
XXCLBREV.dbf  
XXCLDET1.dbf  
XXCLDET2.dbf

3. For states still working on their developmental accomplishments, the following dummy information can be supplied in the file XXDEVELOP.txt:

%%%%%%%%A1  
1  
Submission pending.  
%%%%%%%%A2  
1  
Submission pending.  
%%%%%%%%A3  
1  
Submission pending.  
%%%%%%%%B1  
1  
Submission pending.  
%%%%%%%%B2  
1  
Submission pending.  
%%%%%%%%B3  
1  
Submission pending.

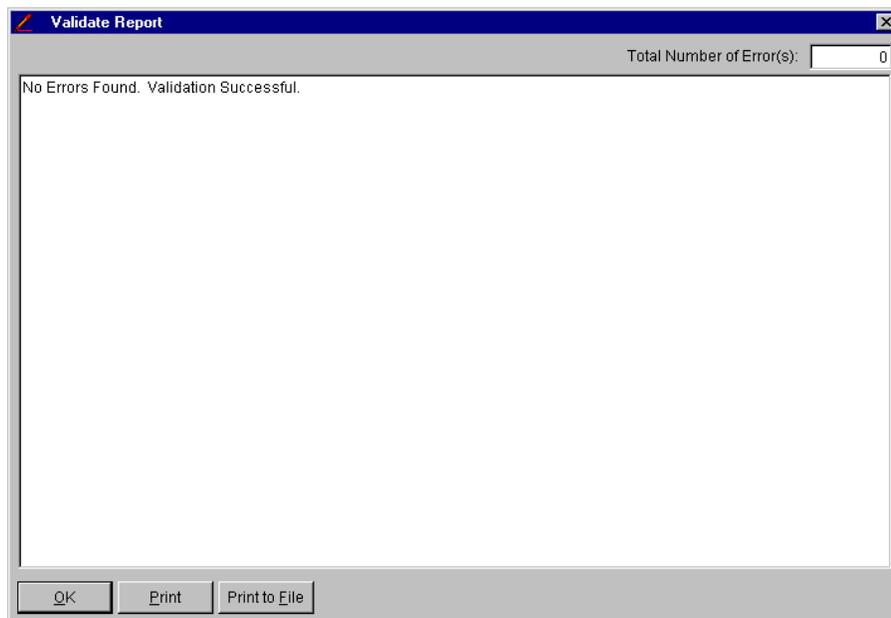
4. The remaining submission files are supplied, as they would normally be.

5. Start the SVerify software and enter your state, fiscal year, and select the second radio button, **Waiver – No Section IIB or IIC**, on the Logon screen (Figure 1).



**Figure 1**

Click the **OK** button to start the validation process. Once your data has been loaded and validated the error report will be displayed (Figure 2).



**Figure 2**

Click the **OK** button at the bottom of the window to close the error report.

6. Select **File>Create Transmission File** on the menu bar to create your data file for submission (Figure 3).

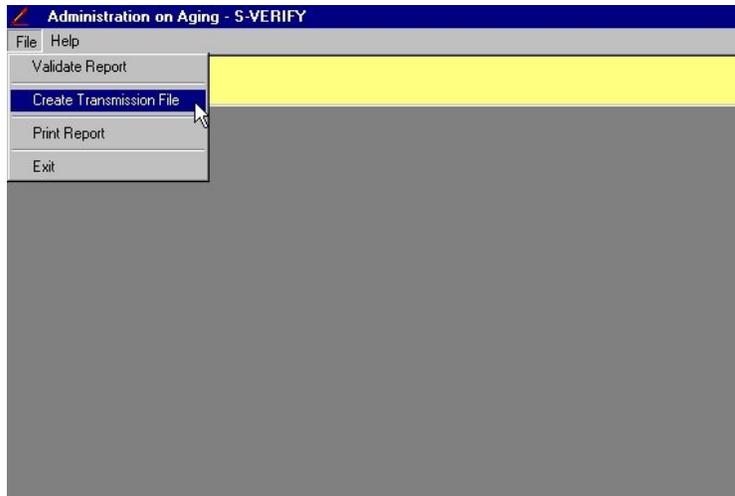


Figure 3

The **SVerify – Save Transmission File** dialog window will be displayed. Click the **Save** button to save the transmission file to the folder **C:\SVERIFY** (Figure 4).



Figure 4

Note: If a transmission file was previously created using the software you will have to click the **Yes** button to replace the previously generated file (Figure 5).



Figure 5

Click the **OK** button to close the Transmission File Creation Successful message box (Figure 6).

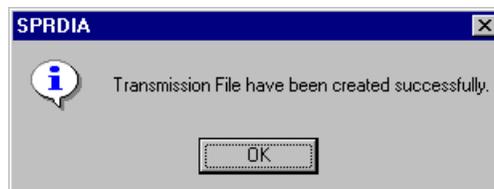


Figure 6

7. Select **File>Exit** on the menu bar to exit the SVerify application (Figure 7).



**Figure 7**

**Contact Information**

For further assistance please contact Steve Cordasco at (202) 357-3407 or at [Steve.Cordasco@aoa.gov](mailto:Steve.Cordasco@aoa.gov).