

Verification Tracking Form

Phase 3- Verify

Attach to **each** application selected for verification with a copy of all documents from household.

Number of Students on Application: _____ Error Prone: Yes No
Original Determination was (check one):
 Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
 Free Eligible Based on Income/Household Size Information
 Reduced-Price Eligible

Step 1 Identify your **confirming official**. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

Confirming official will conduct **Confirmation Review of Application** and sign/date the household application.

Confirmed Original Determination, no change in benefits

Continue to Step 2.

Changed from Reduced to Free

Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

Date eligibility status updated on BID: _____ (within 3 operating days of letter sent)

Changed from Free to Reduced

Do not change benefits, do not contact household; continue to Step 2.

Changed to PAID

Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification.

(Start again with Step 1 with **new** application and **new** tracking form.)

Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 Conduct Direct Verification, Results (Select **ONE**):

Match - Print off report results and attach to this tracking form. Verification is complete. **STOP**. **No change in benefits for Verification purposes.

No Match - Print off report results, attach to tracking form. Continue with Step 3.

 **Now contact the household**

Step 3 Send First Verification Notice:

Date verification notice was sent: _____

Date documentation is requested from household: _____

****If no response by household by given due date, must follow up with household***

Send Second Verification Notice

Date second notice was sent/called/emailed: _____

Follow-up official must sign and date household application

Step 4 Results of Verification (Select **ONE**):

Responded, no change in benefits

Send Letter of Verification Results (confirming no change) and attach to this tracking form.

Date letter sent: _____

Responded, original determination changed to Free

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (within 3 operating days of letter sent)

Responded, original determination changed to Reduced

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (after 10 calendar days of date letter sent)

Responded, original determination changed to Paid

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

No response after follow up, original determination changed to Paid

Send Letter of Verification Results and attach to this tracking form

Date letter sent: _____

Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)