

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

Number of Students on Application: _____	Error Prone: <input type="checkbox"/> Yes <input type="checkbox"/> No
Original Determination was (check one):	
<input type="checkbox"/> Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)	
<input type="checkbox"/> Free Eligible Based on Income/Household Size Information	
<input type="checkbox"/> 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.**

**Results of Confirmation Review (Select ONE):**

- 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.
- 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):**

- Matched in MA, SNAP, TANF or FDPIR:** Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. LEAs will report this application and all the students listed as Directly Verified.
- Matched in FOSTER/MIG/HOM:** Print off results and attach to this tracking form. If any child resulted in a Match in either the Foster, Migrant or Homeless column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the LEA must then contact the household to verify those children.
- No Match:** Print off results, attach to tracking form. Continue with Step 3.



### **Now contact the household**

- Step 3**  **Send First Verification Notice** \_\_\_\_\_ (sent date)      **Requesting Documentation returned by:** \_\_\_\_\_
- If no response by given due date, follow up with household. Second Verification Notice/called/email** \_\_\_\_\_ (date)
- 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)
- Responded, original determination changed to Free**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Reduced**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- Responded, original determination changed to Paid**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)
- No response after follow up, original determination changed to Paid**  
Send Letter of Verification Results and attach to this tracking form \_\_\_\_\_ (date)

*\*Changes in meal benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.*

