ONLINE COURSE: VERIFICATION REVIEW

Arizona Department of Education

Released September 2014
Revised September 2016

"Verification Review" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education. This guidance reflects guidance provided by USDA and ADE policy at the time this course was released.

WEB-BASED COURSE

Professional Standards Learning Code: 3110

Length: 2 hours

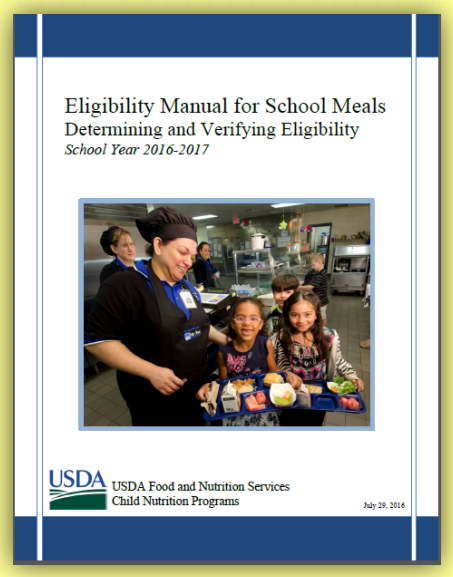
INTENDED AUDIENCE AND CONTENT

- This online course is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to conduct verification.
- The following slides provide detailed information about the verification process.

OBJECTIVES

At the end of this training, attendees should be able to:

- Understand the verification process.
- Understand the detailed information about each phase of verification.
- Find and use links to additional resources.


Eligibility Manual for School Meals
Determining and Verifying Eligibility
School Year 2016-2017

USDA Food and Nutrition Services
Child Nutrition Programs

July 29, 2016

The instruction within this online course is based on guidance from USDA's Eligibility Manual for School Meals, 2016.

- Verification- Pages 79-94

It is recommended to review the USDA's Eligibility Manual for School Meals in addition to reviewing this course for complete guidance on processing household applications. Click here to access the USDA's Eligibility Manual for School Meals.

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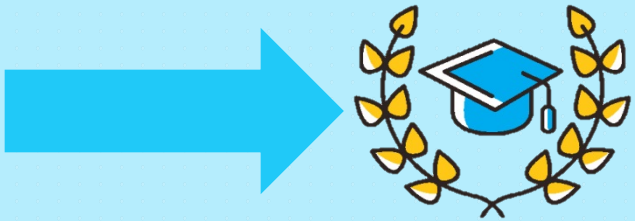
COMPREHENSION CHECK QUESTIONS

- Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

- Be sure to review these quiz questions and the answers, available within the guide.

- This icon will indicate a comprehension quiz question, and the background of the slides will be a light blue like you see on this slide.



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VERIFICATION OVERVIEW

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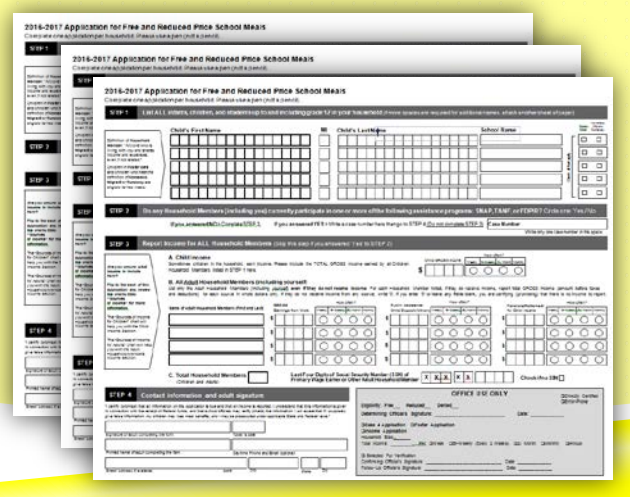
WHAT IS VERIFICATION?

Verification is confirmation of eligibility for free and reduced price meals based on applications.

Verification is only required when eligibility is determined through the application process, not through direct certification.



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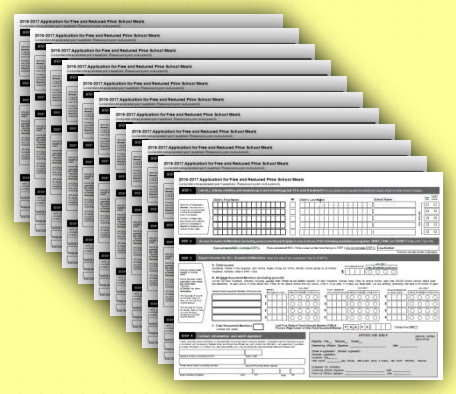
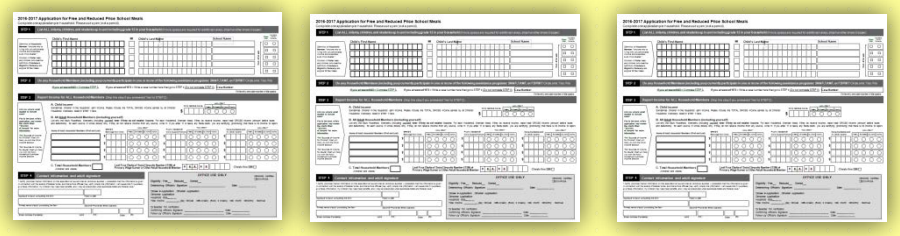
THE BIG PICTURE

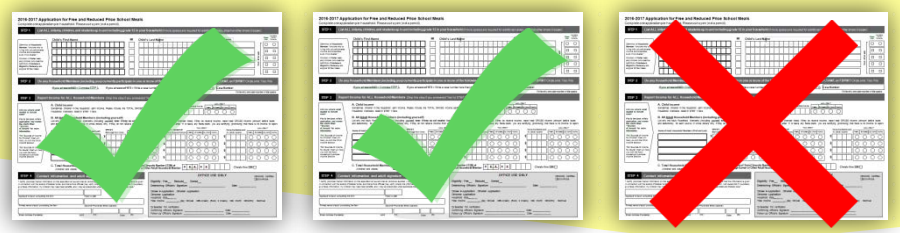


All year, applications are approved at **face value**.

A **small sample** of applications is selected and documentation is requested from the household to verify that the information on the application is accurate.



Verification creates a check to see if households are accurately reporting their household status.



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COMPREHENSION CHECK

True or False: All applications on file need to be verified.

A. True

B. False

COMPREHENSION CHECK

True or False: All applications on file need to be verified.

A. True

B. **False**

Only a small sample of the applications are selected for verification.

OVERVIEW OF THE VERIFICATION PROCESS

PHASE 1
PREPARE

Review the NSLP Eligibility Checklist.

Organize all approved applications.

Count the total number of applications subject to verification.

PHASE 2
CALCULATE & SELECT

Review the NSLP Non-Response Rate Report to determine if you qualify for administrative relief.

Calculate the number of applications to be verified.

Select the applications that will be verified.

PHASE 3
VERIFY

Print the Verification Tracker Form for each application to be verified.

Conduct Direct Verification.

Contact households who are not a Direct Verification match.

PHASE 4
REPORT

Log in to Common Logon and submit the report in CNP Verification.

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WHEN DOES VERIFICATION HAPPEN?

SEPTEMBER
Prepare

- Review the NSLP Eligibility Checklist.
- Organize all approved applications.
- Count the total number of applications subject to verification.

OCTOBER 1 – NOVEMBER 15
Calculate, Select and Verify

- Calculate the number of applications to verify and select applications
- Conduct Direct Verification
- Contact households (when necessary)
- Review documentation that is submitted

FEBRUARY 1
Report

- Submit the online verification report to ADE

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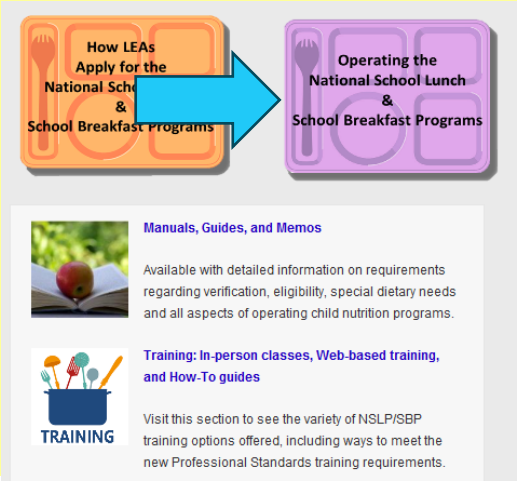
RESOURCES FOR VERIFICATION

The ADE website provides a variety of resources and information related to verification.

Click on the purple tray, then the Verification link.



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PHASE 1
PREPARE FOR VERIFICATION

SEPTEMBER – OCTOBER 1

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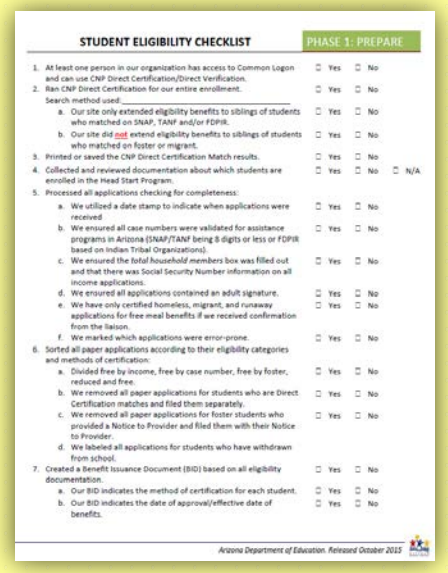
PHASE 1
PREPARE FOR VERIFICATION

Before you can begin verification, you must first organize all eligibility documents and count them accurately.

Begin by completing the **NSLP Eligibility Checklist,** and contact your specialist if you have questions about any of the items listed.

The checklist can be found on the NSLP Verification Webpage.



STUDENT ELIGIBILITY CHECKLIST — PHASE 1: PREPARE

1. At least one person in our organization has access to Common Logon and can use CNP Direct Certification/Direct Verification. ☐ Yes ☐ No
2. Ran CNP Direct Certification for our entire enrollment. ☐ Yes ☐ No
   Search method used: _____
   a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDPIR. ☐ Yes ☐ No
   b. Our site did not extend eligibility benefits to siblings of students who matched on foster or migrant. ☐ Yes ☐ No
3. Printed or saved the CNP Direct Certification Match results. ☐ Yes ☐ No
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program. ☐ Yes ☐ No ☐ N/A
5. Processed all applications checking for completeness:
   a. We utilized a date stamp to indicate when applications were received ☐ Yes ☐ No
   b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations). ☐ Yes ☐ No
   c. We ensured the *total household members* box was filled out and that there was Social Security Number information on all income applications. ☐ Yes ☐ No
   d. We ensured all applications contained an adult signature. ☐ Yes ☐ No
   e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison. ☐ Yes ☐ No
   f. We marked which applications were error-prone. ☐ Yes ☐ No
6. Sorted all paper applications according to their eligibility categories and methods of certification:
   a. Divided free by income, free by case number, free by foster, reduced and free. ☐ Yes ☐ No
   b. We removed all paper applications for students who are Direct Certification matches and filed them separately. ☐ Yes ☐ No
   c. We removed all paper applications for foster students who provided a Notice to Provider and filed them with their Notice to Provider. ☐ Yes ☐ No
   d. We labeled all applications for students who have withdrawn from school.
7. Created a Benefit Issuance Document (BID) based on all eligibility documentation. ☐ Yes ☐ No
   a. Our BID indicates the method of certification for each student. ☐ Yes ☐ No
   b. Our BID indicates the date of approval/effective date of benefits. ☐ Yes ☐ No

Arizona Department of Education. Released October 2015

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PHASE 1
PREPARE FOR VERIFICATION

It is a best practice to run a Direct Certification match on or around October 1. This will find all possible new matches before verification and potentially reduce the total number of applications you have on file.

Reminder- an application is not needed if a student in a match in direct certification.

After you have identified new matches, update your Benefit Issuance Document to reflect the most up to date information available.

Ensure your documentation is categorized appropriately, and prepare to count all household applications on file as of October 1.

COMPREHENSION CHECK

What tasks should you complete during Phase 1 of Verification?

A. Print the tracking form, contact the households and conduct direct verification.

B. Complete the eligibility checklist, run direct certification, and organize all your applications.

C. Count up all the students, contact every household and submit the online report.

COMPREHENSION CHECK

What tasks should you complete during Phase 1 of Verification?

A. Print the tracking form, contact the households and conduct direct verification.

B. Complete the eligibility checklist, run direct certification, and organize all your applications.

C. Count up all the students, contact every household and submit the online report.

The goal is to ensure that all applications on file are for students who are not directly certified, and that no applications are incomplete or duplicates.

PHASE 1
COUNT YOUR APPLICATIONS

Determine the number of applications you have on file on October 1.

The chart on the next slide shows all the ways students might be eligible for meal benefits. When counting the applications on file, only the items noted in blue font are subject to verification.

PHASE 1- COUNT YOUR APPLICATIONS

ITEMS IN BLUE FONT ARE SUBJECT TO VERIFICATION

Verification Counting Cheat Sheet The applications shown in blue are subject to verification and should be included in your counts.		Eligibility Status	Directly Certified and not subject to verification	Subject to Verification
Household Applications	**Case # Application**	**Free**		✓
	Foster Application	**Free**		✓
	Income Application- Free	**Free**		✓
	Income Application- Reduced	**Reduced**		✓
	Income Application- Paid	Paid		
	Applications with at least one student who is a "Match" on DC at any time during the current school year.	Free	✓	
Other	CNPDirect Certification match results	Free	✓	
	Homeless/Migrant/Runaway Application	Incomplete, Must confirm with a liaison		
	Notice to Provider	Free	✓	
	Confirmed homeless/runaway/migrant	Free	✓	
	Head Start/Even Start Enrollment Roster	Free	✓	
	TANF/FDPIR Agency Letter	Free	✓	
	SNAP Agency Letter	Free		
	SNAP Agency Letter "Zero Benefits"	Cannot accept to determine eligibility		

COMPREHENSION CHECK

Which of the following is NOT subject to Verification?

A. Household application certified for reduced-price
B. Household income applications for free and it's a household of 3. On 8/15, one student matched in DC and the other student did not match.
C. Household application certified for free based on a case number.

COMPREHENSION CHECK

Which of the following is NOT subject to Verification?

A. Household application certified for reduced-price

B. Household income applications for free and it's a household of 3. On 8/15, one student matched in SNAP during DC and the other student did not match.

C. Household application certified for free based on a case number.

Anytime a student is a match in SNAP, TANF, or FDPIR, all students in the household are directly certified. Any students who are directly certified are not subject to verification, even if the household turns in an application.

PHASE 2

CALCULATE AND SELECT APPLICATIONS

BEGINNING OCTOBER 1

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PHASE 2

DETERMINE YOUR NON-RESPONSE RATE AND CHOOSE YOUR CALCULATION METHOD

Only a small percentage of the applications received are verified.

To choose the calculation you will do to figure out how many applications to select for verification, review the ADE Non-Response rate report.

This report shows which LEAs are eligible to use an alternate sample size based on the results from the previous year's Verification Summary Report.

PHASE 2

NON-RESPONSE RATE REPORT AND ALTERNATIVE SAMPLING METHODS

On the non-response rate report, LEA names highlighted in GREEN qualify to use an alternate sampling method.

- Those who qualify to use an alternate sampling method are those LEAs who had a low percentage of households who did not respond to the verification process during the prior school year.
- They are eligible to select the calculation method they will use to determine the number of applications to verify.
- LEAs who do not qualify to use an alternate method will be shown in yellow or white and must use the standard sampling method.

The ADE Non- response Rate Report can be found on the NSLP Verification Webpage

COMPREHENSION CHECK

How can you tell if your LEA qualifies to use an alternate sampling method?

A. Look in Common Logon.
B. The district will be highlighted in green on the non-response rate report.
C. The district will be shown in white on the non-response rate report.
D. Look at the last claim in CNP Web.

COMPREHENSION CHECK

How can you tell if your LEA qualifies to use an alternate sampling method?

A. Look in Common Logon.

B. The district will be highlighted in green on the non-response rate report.

C. The district will be shown in white on the non-response rate report.

D. Look at the last claim in CNP Web.

Each year, ADE posts the Non-Response Rate report on the Verification webpage. Be sure to look for your LEA name to see if you qualify to use an alternative sampling method before you choose your sampling method and start your calculations.

PHASE 2
CHOOSING YOUR SAMPLING METHOD

The sampling method is the calculation used to determine ***how many*** applications you need to select for verification.

-Always round up at the end of the calculation.

-Exclude Directly Certified and all PAID applications.

SFAs who **do not qualify** to use an alternate sampling method must use:

- Standard Sampling

SFAs **who qualify** to use an alternate sampling method can choose from:

- Standard Sampling
- Alternate 1- Random
- Alternate 2- Focused

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PHASE 2

SAMPLING METHOD CALCULATIONS

Standard Sampling

Used by all new SFAs and those who do not qualify to use an alternate method.

Verify 3% of the applications.

You must choose from the error-prone applications.

Random Sampling (Alternate 1)

SFAs who are eligible to use an alternate method can choose to use this calculation.

Verify 3% of the applications, but choose them at random. They do not need to be error-prone.

Focused Sampling (Alternate 2)

SFAs who are eligible to use an alternate method can choose to use this calculation.

Verify 1% of the total applications (choose from error-prone),

PLUS

0.5% of the case number applications.

COMPREHENSION CHECK

True or False: Any LEA can use Alternate 1: Random Sampling method.

A. True
B. False- No LEAs can use Alternate 1: Random Sampling Method
C. False- Only LEAs who qualify to use an alternate sampling method can choose this option.

COMPREHENSION CHECK

True or False: Any LEA can use Alternate 1: Random Sampling method.

A. True
B. False- No LEAs can use Alternate 1: Random Sampling Method
C. **False- Only LEAs qualify to use an alternate sampling method can choose this option.**

The LEAs who qualify to use an alternate sampling method can choose from Standard Sampling, Alternate 1: Random Sampling Method, or Alternate 2: Focused Sampling Method.

PHASE 2
STANDARD SAMPLING METHOD DETAILS

Standard Sampling Method: You must use this method if you are a new sponsor, or if you do not qualify to use an alternate sampling method.

- You must select 3% of your applications to verify.

- **They must be error-prone applications.**
  - Error prone applications are those where the income falls within the error-prone range for income and household size.
  - This should have been noted when the applications were initially certified.
  - If the error-prone applications were not previously identified, you will need to print the error-prone guidelines, review all applications, and indicate which ones are error-prone.

Total # approved applications X .03 = # of applications to verify.

PHASE 2
STANDARD SAMPLING METHOD EXAMPLE

The example school district has:

1100 income applications

62 of them are ***error-prone***

72 Case Number Applications

2 Foster Household Applications

This is a total of 1174 applications on file

1174 x .03 = 35.22

Always round UP.

36 applications to verify

*Must select from error-prone applications.

If you do not have enough error-prone applications to meet the requirement, you must verify all the error-prone applications, then select additional applications at random to meet the required number

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PHASE 2

ALTERNATE 1- RANDOM SAMPLING METHOD DETAILS

Random Sampling Method- Only LEAs who qualify to use an alternate sampling method can use this option.

- The LEA must select **randomly from all** case number and free/reduced-price income applications.

- When using this method, there is no need to identify error-prone applications.

Total # approved applications X .03 = # of applications to verify.

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PHASE 2

ALTERNATE 1- RANDOM SAMPLING METHOD EXAMPLE

The example school district has:

1100 income applications

62 of them are ***error-prone***

72 Case Number Applications

2 Foster Household Applications

This is a total of 1174 applications on file

1174 x .03 = **35.22**

Always round UP

36 applications to verify.

Must **randomly** select from ALL paper applications.

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PHASE 2

ALTERNATE 2- FOCUSED SAMPLING METHOD DETAILS

Focused Sampling Method- Only LEAs who qualify to use an alternate sampling method can choose this option.

In this method:

- Select 1% of the total applications from error-prone applications

Total # approved applications (paper applications) X .01 = # of error-prone applications to verify.

Plus…

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PHASE 2

ALTERNATE 2- FOCUSED SAMPLING METHOD DETAILS

And

- Select 0.5% of the case number applications

Total # case number applications X .005 =
# of case number applications to verify.

PHASE 2

ALTERNATE 2- FOCUSED SAMPLING METHOD EXAMPLE

The example school district has:

1100 income applications

62 of them are ***error-prone***

72 Case Number Applications

2 Foster Household Applications

This is a total of 1174 applications on file

1% of total applications :

1174 x .01 = 11.74

PLUS

0.05% of case number applications :

72 x 0.005 = .36

Always round UP

Dry Desert Elementary must select 12 error-prone income applications,

and

1 case number application to verify.

PHASE 2

SAMPLING METHOD COMPARISON- DOES IT MAKE A DIFFERENCE?

The example school district has:

1100 Income Applications

62 of them are error-prone

72 Case Number Applications

2 Foster Household Applications

Standard	**Alternate 1** (Random)	**Alternate 2** (Focused)
3% Total	3% Total	1% total from error-prone + ½% of case number applications
=36 Applications (choose from **error-prone**)	**=36** Applications (choose from total **randomly**)	**= 13** applications (12 error-prone + 1 case number application)

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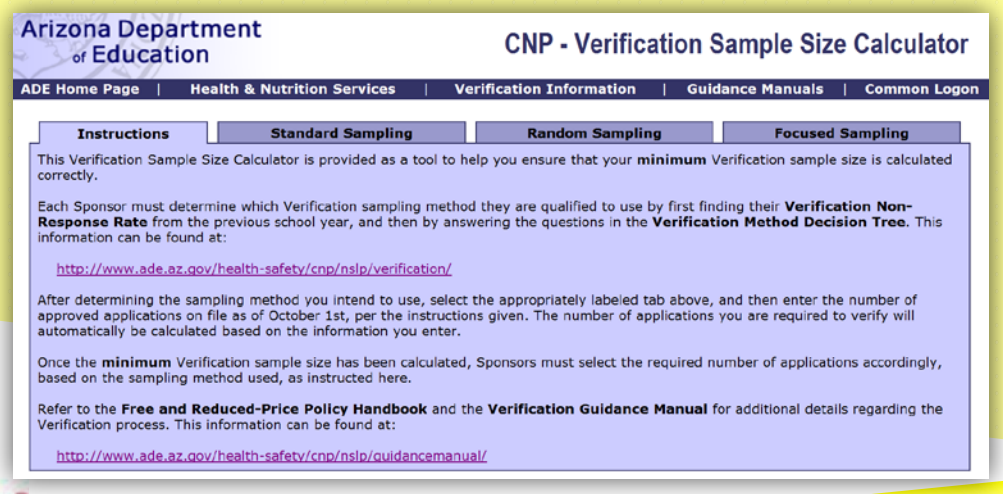
PHASE 2

ONLINE VERIFICATION CALCULATOR

ADE has an online verification calculator to help determine the number of applications required for verification.

- Choose your sampling method from the tabs at the top, then enter your application counts. The calculator will determine the number of applications you need to select for verification.
- Be sure you have counted your applications accurately before using the calculator.

http://www.ade.az.gov/cnpverification/verification/calculator.htm



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CNP - Verification Sample Size Calculator

ADE Home Page | Health & Nutrition Services | Verification Information | Guidance Manuals | Common Logon

Instructions | Standard Sampling | Random Sampling | Focused Sampling

This Verification Sample Size Calculator is provided as a tool to help you ensure that your **minimum** Verification sample size is calculated correctly.

Each Sponsor must determine which Verification sampling method they are qualified to use by first finding their **Verification Non-Response Rate** from the previous school year, and then by answering the questions in the **Verification Method Decision Tree**. This information can be found at:

http://www.ade.az.gov/health-safety/cnp/nslp/verification/

After determining the sampling method you intend to use, select the appropriately labeled tab above, and then enter the number of approved applications on file as of October 1st, per the instructions given. The number of applications you are required to verify will automatically be calculated based on the information you enter.

Once the **minimum** Verification sample size has been calculated, Sponsors must select the required number of applications accordingly, based on the sampling method used, as instructed here.

Refer to the **Free and Reduced-Price Policy Handbook** and the **Verification Guidance Manual** for additional details regarding the Verification process. This information can be found at:

http://www.ade.az.gov/health-safety/cnp/nslp/guidancemanual/

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PHASE 2

SELECT APPLICATIONS TO VERIFY

Use the total number of applications and the appropriate sampling method to calculate the number of applications that need to be verified.

Select the applications that will be verified.

- Standard sampling- Randomly select from error-prone applications.
- Alternate 1- Select applications at random.
- Alternate 2- Randomly select error-prone and case number applications.

PHASE 3

VERIFY SELECTED APPLICATIONS

OCTOBER 1 – NOVEMBER 15

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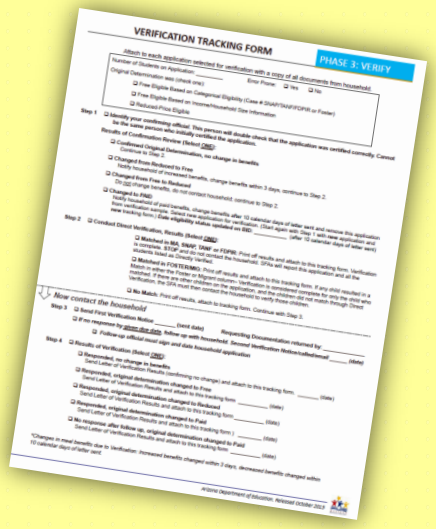
PHASE 3:
CONDUCT VERIFICATION


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 officer. This person will double check that the application was verified 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 EIS:** _____ (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 HERE** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

☐ **Matched in FOSTERWO:** Print off results and attach to this tracking form. If any child resulted in a Match in either the Foster or Migrant column, Verification is completed 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 SFA must then contact the household to verify these 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)

☐ **If no response by same due date** follow-up with household. **Second Verification Notice** _____ (date)

☐ **Follow-up official must sign and date household application** _____ **Requesting Documentation returned by** _____ (date)

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

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The Tracking Form can be found on the NSLP Verification Webpage

PHASE 3

CONDUCT VERIFICATION

VERIFICATION TRACKING FORM

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.**

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):**

❑ Match in Column: *DES Results* - Print off results and attach to this tracking form. Verification is complete. **STOP**. Do not change benefits and do not contact the household.

❑ No Match in Column: *DES Results* - 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 household by given due date, must 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 Benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Arizona Department of Education. Released October 2014

Step by step guidance for verification

Place to indicate the original determination and application info

Space to track each verification activity

Place to indicate the results of verification

Arizona Department of Education

COMPREHENSION CHECK

What ADE form should be printed and attached to every application being verified?

A. Acceptable Sources of Documentation pages
B. Verification Tracking Form
C. Non-Response Rate Report

COMPREHENSION CHECK

What ADE form should be printed and attached to every application being verified?

A. Acceptable Sources of Documentation pages
B. Verification Tracking Form
C. Non-Response Rate Report

This form provides step by step guidance for conducting verification and it should be used as the place to track all activities and outcomes of the verification process for each application.

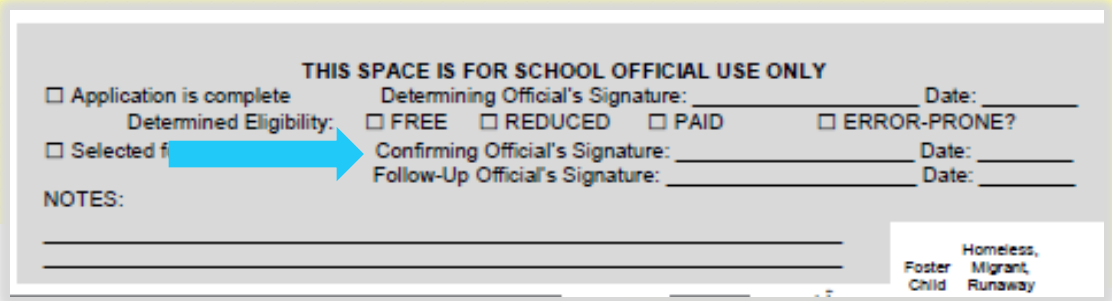
PHASE 3

STEP 1: CONFIRMATION REVIEW

The Confirmation Review is the first step of verification.

- A school official who **did not** make the original eligibility decision looks at the application and confirms that the correct eligibility was assigned when the application was certified. This person is the confirming official.
- Refer to the tracking form for guidance on what to do when the initial eligibility determination is incorrect.

The confirming official must sign and date the household application after it is reviewed.



THIS SPACE IS FOR SCHOOL OFFICIAL USE ONLY

☐ Application is complete Determining Official's Signature: _____ Date: _____

Determined Eligibility: ☐ FREE ☐ REDUCED ☐ PAID ☐ ERROR-PRONE?

☐ Selected f Confirming Official's Signature: _____ Date: _____

Follow-Up Official's Signature: _____ Date: _____

NOTES:

_____

_____

Foster Child Homeless, Migrant, Runaway

Arizona Department of Education

PHASE 3

STEP 2: DIRECT VERIFICATION

Direct Verification is a computer matching system that searches for matches between the information entered and the DES database of families and children who receive assistance benefits.

- This system searches for matches through SNAP, TANF, FDPIR, Medical Assistance (MA), foster, homeless and migrant programs databases.

- Note: This sounds similar to direct certification, but there are differences between the processes.

Direct Verification ≠ Direct Certification

Arizona Department of Education

DIRECT CERTIFICATION VS DIRECT VERIFICATION

WHAT'S THE DIFFERENCE?

Please note the important differences between direct certification and direct verification, noted by underlines below.

Direct Certification	Direct Verification
Available all school year.	Available only during Verification (starting Oct. 1-November 15)
Required to conduct at least three times during the school year.	Required to conduct once during Verification.
All enrollment must be run through the system.	ONLY students on the applications selected for Verification may be run in the system.
Runs student data through the Department of Economic Security (DES).	Runs student data through the Medical Assistance Database and Department of Economic Security (DES)

Arizona Department of Education

PHASE 3

STEP 2: DIRECT VERIFICATION

You should only search for matches for the students selected for verification.

- You are not allowed to search for all students in the Direct Verification system.

Detailed instructions for how to complete Direct Verification can be found on the NSLP training webpage:

Arizona Department of Education

PHASE 3

STEP 2: DIRECT VERIFICATION- UNDERSTANDING THE RESULTS

If the child has a match in the DES Results column, identify what the category the child matched in.

Match:

- SNAP/TANF/FDPIR/MA: If any child resulted in a "Match" in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

- FOSTER/MIG/HOM: 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 SFA must then contact the household to verify benefits for those children.

Results

Processed as:	Standard		
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	Upload Message
1	Joe	Smith	12/01/2013	Match		Y						

Department of Education

PHASE 3

STEP 2: DIRECT VERIFICATION- UNDERSTANDING THE RESULTS

In some instances, a student who **starts as reduced** will match in the SNAP or TANF column. If this happens, Verification results in higher benefits.

The change is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits. Verification is also considered complete.

Results

Processed as:	Standard		
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	Upload Message
1	Joe	Smith	12/01/2013	Match		Y						

Arizona Department of Education

COMPREHENSION CHECK

Which of the following are true for **Direct Verification**?

A. Required to conduct at least 3 times per year
B. Search all enrolled students
C. Need common logon to access it
D. Search only students who were selected for verification
E. Only active during verification, beginning October 1
F. Searches through the Medical Assistance (MA) database to confirm the child's eligibility.

COMPREHENSION CHECK

Which of the following are true for **Direct Verification**?

A. Required to conduct at least 3 times per year
B. Search all enrolled students
C. Need common logon to access it
D. Search only students who were selected for verification
E. Only active during verification, beginning October 1
F. Searches through the Medical Assistance (MA) database to confirm the child's eligibility.

Refer back to slides 46 and 47 if you need to review the differences between Direct Certification and Direct Verification.

PHASE 3

STEP 3: CONTACT HOUSEHOLDS WHO ARE NOT A DV MATCH

For those households that do not match in direct verification, documentation that supports the information on their application will need to be provided by the household.

Send the Notification of Verification letter and document the date it was mailed.

The letter can be found on the NSLP Verification Webpage

Be sure to include the date a response is due.

COMPREHENSION CHECK

When should you contact a household to request verification documentation?

A. As soon as you select the application for verification.
B. After you conduct Direct Verification and the student is a match.
C. Only after you conduct Direct Verification and the student is not a match.
D. You never contact the household during verification.

COMPREHENSION CHECK

When should you contact a household to request verification documentation?

A. As soon as you select the application for verification.
B. After you conduct Direct Verification and the student is a match.
C. Only after you conduct Direct Verification and the student is not a match.
D. You never contact the household during verification.

Direct Verification is conducted to minimize the burden on both the LEA and the household. You should not contact households who come up as a match during Direct Verification, which will save time for your staff and reduce the amount of paperwork that is collected and reviewed.

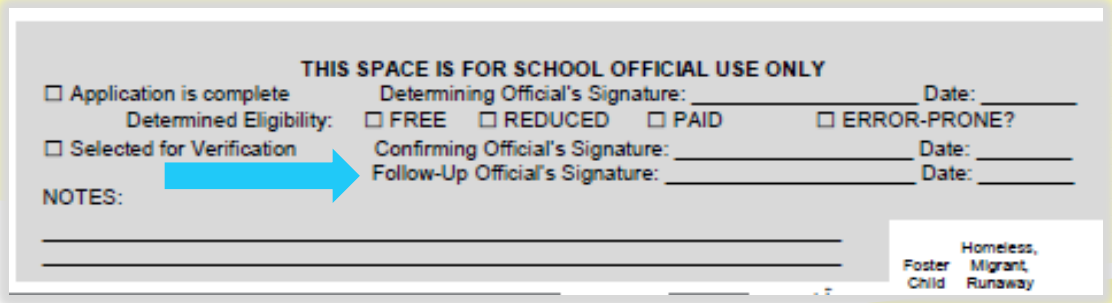
PHASE 3

STEP 3:CONTACT HOUSEHOLDS WHO ARE NOT A DV MATCH

If a household does not respond by the given due date, you must follow up with the household.

Send a second notification of verification letter and document the date the letter was sent. Again, be sure to include a response due date in this letter.

Also be sure to have the follow up official sign and date office use only section of the household application.



THIS SPACE IS FOR SCHOOL OFFICIAL USE ONLY

☐ Application is complete — Determining Official's Signature: _____ Date: _____

Determined Eligibility: ☐ FREE ☐ REDUCED ☐ PAID ☐ ERROR-PRONE?

☐ Selected for Verification — Confirming Official's Signature: _____ Date: _____

Follow-Up Official's Signature: _____ Date: _____

NOTES:

Foster Child | Homeless, Migrant, Runaway

Arizona Department of Education

PHASE 3

STEP 4: RESULTS OF VERIFICATION

When a household responds, compare the documentation provided with the information listed on the household application.

A list of acceptable documentation can be found on the NSLP Verification Webpage

If you are verifying an income application, be sure to look at the **gross income**, not the net income.

PHASE 3

STEP 4: RESULTS OF VERIFICATION

After verifying each application, mark the appropriate box on the verification tracking form.

Option	What it means
Responded, no change in benefits	Documentation provided supports the information listed on the application.
Responded, original determination changed to free	Documentation provided does not support the information listed on the application. The documentation provided increases the student's benefits.
Responded, original determination changed to reduced	Documentation provided does not support the information listed on the application. The documentation provided decreases the student's benefits.
Responded, original determination changed to paid	Documentation provided does not support the information listed on the application. The documentation decreases the student's benefits.
No response, original determination changed to paid	The household did not provide any documentation, or the documentation provided is incomplete and as a result, the student goes to paid.

PHASE 3

STEP 4: RESULTS OF VERIFICATION

After reviewing the documentation and marking the correct results, notify the households of the outcome of verification.

The notification letters can be found on the NSLP Verification Webpage

Update your BID:

- **10 calendar days** after the letter is sent to reflect the new benefits for students whose benefits decreased as a result of verification.
- **3 calendar days** after the letter is sent for students whose benefits increased as a result of verification.

THE END OF PHASE 3…

NOVEMBER 15

ALL VERIFICATION ACTIVITIES SHOULD BE COMPLETED.

This means that all households have either submitted adequate written evidence supporting the information on the household application, or the notice of adverse action has been sent.

COMPREHENSION CHECK

By what date do all verification activities need to be completed?

A. October 1
B. October 31
C. November 1
D. November 15

COMPREHENSION CHECK

By what date do all verification activities need to be completed?

A. October 1
B. October 31
C. November 1
D. November 15

Verification is complete when the household provides adequate documentation supporting the information on their application, or when the Notice of Adverse Action is sent for families who did not respond or did not provide adequate documentation. These notices must be sent by November 15.

PHASE 4

SUBMIT THE VERIFICATION SUMMARY REPORT

*REPORT IS DUE BY **FEBRUARY 1** EACH YEAR*

Arizona Department of Education

PHASE 4
SUBMIT THE VERIFICATION REPORT ONLINE

All verification activities should be completed by November 15.

On November 16, begin preparing to submit the verification report online.

- Count the number of *applications* as of October 1.
- Review your BID and/or files for the following. Report number of *students* as of October 31.
  - Total number of students,
  - Total number of SNAP matches,
  - Total number of TANF matches, and Foster matches,
  - Total number of students who are confirmed as homeless/migrant/runaway,
  - Total number of confirmed foster students who are not on the DC match list,
  - Total number of SNAP letters you received (not case number applications).

PHASE 4

SUBMIT THE VERIFICATION REPORT ONLINE

Also count the total number of:

- Approved case number applications (as of 10/1)
- Approved income applications – Free (as of 10/1)
- Approved income applications- Reduced (as of 10/1)

Total number of students eligible for:

- Free meals (as of 10/31)
- Reduced price meals (as of 10/31)

PHASE 4

SUBMIT THE VERIFICATION REPORT ONLINE- PART 1

Log in to Common Logon and click on CNP Verification.

- Request Common Logon permissions by completing the form found at this link.

Report the student and application counts listed on the previous slides in Part 1 of the report.

Part I: Enrollment, Application, and Eligibility Information (Pre-Verification)

CNP Verification 2013-2014 - All Sponsors
Arizona Department of Education
000000000

- *Report all **Application** counts on this page as of **October 1st**.*
- *Report all **School**, **RCCI**, and **Student** counts on this page as of **the last operating day in October**.*

Section 1 -- Total Schools, RCCI's, and Enrolled Students	
***** ALL SFA's must report Section 1 *****	
1-1/A. Total Number of **Schools** *(Do NOT include RCCI's)*:	1
1-1/B. Total Number of **Students in Schools** *(Do NOT include RCCI's)*:	10000
1-2/A. Total Number of **RCCI's** *(Do NOT include Schools counted in 1-1)*:	0
1-2/B. Total Number of **Students in RCCI's** *(Do NOT include Schools counted in 1-1)*:	0
1-2a/A. Number of **RCCI's** WITH Day Students:	0
1-2a/B. Number of **Students in RCCI's** WITH Day Students *(Report ONLY Day Students in 1-2a/B)*:	0
1-2b/A. Number of **RCCI's** with NO Day Students:	0
1-2b/B. Number of **Students in RCCI's** with NO Day Students:	0
Section 2 -- SFA's with Schools operating Alternate Provisions	

Arizona Department of Education

PHASE 4

SUBMIT THE VERIFICATION REPORT ONLINE- PART 2

Log in to Common Logon and report the results of verification in part 2 report.

Part II: Results of Verification

CNP Verification 2013-2014 - All Sponsors
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- *For 5-7/A and 5-7/B, report the number of **Applications** and **Students** confirmed through Direct Verification with SNAP/TANF/FDPIR/MEDICAID as of **November 15th**.*
- *For each Original Benefit Type 5-8/A, 5-8/B, and 5-8/C, report the number of **Applications** and **Students** as of **November 15th** for each result category 1, 2, 3, and 4. Do NOT include Applications or Students already reported in 5-7/A or 5-7/B.*
- *For VC-1, report the number of **Applications** as of **November 15th** Verified for Cause in addition to the Verification requirement, or skip if not applicable.*

Section 5 -- Verification Process and Results

***** ALL SFA's must report Section 5 or answer "Yes" to question 5-1 if applicable *****

5-1. Exempt from Verification:

- No - Not Exempt

- *Answer "No" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA are required to perform Verification.*
- *Answer "Yes" only if ALL of the Schools and RCCI's in the SFA are exempt from Verification (see instructions for list of exemptions).*
- *If "Yes", skip the remainder of Section 5.*

5-2. Was Verification performed and completed?

- Yes - On Time

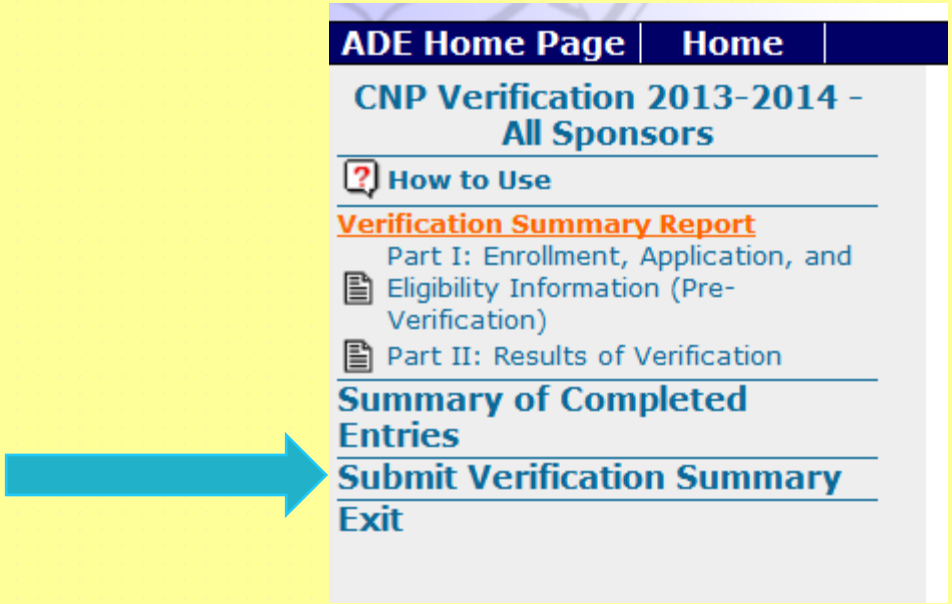
- *Answer "Yes - On Time" if Verification was completed by November 15th.*
- *Answer "Yes - Delayed" if Verification was completed after November 15th.*
- *Answer "No" if Verification was NOT performed or the process was NOT completed.*

Arizona Department of Education

PHASE 4

SUBMIT THE VERIFICATION REPORT ONLINE

- Once you have entered all the information for the report, click the submit link to submit the report.



PHASE 4

ALL VERIFICATION REPORTS ARE DUE BY FEBRUARY 1

You can submit the verification report online anytime between November 16 and February 1.

Any LEAs who have not submitted the report by February 1 will be placed on hold and will not receive any reimbursements until the report is submitted.

ADE will be hosting workshops to assist with submitting the report. We strongly encourage you to attend one of those workshops to ensure your report is submitted accurately and on time.

COMPREHENSION CHECK

By what date is the Verification Summary Report due?

A. November 16
B. December 1
C. February 1

COMPREHENSION CHECK

By what date is the Verification Summary Report due?

A. November 16
B. December 1
C. February 1

All LEAs must submit the online Verification Summary Report by February 1. Those who do not submit the report by the deadline will have their reimbursements placed on hold.

Arizona Department of Education

TECHNICAL ASSISTANCE

ADE has Step by Step Instructions for How to Conduct Direct Verification and How to Submit the Verification Report in CNP Verification available on the ADE Training webpage.

http://www.azed.gov/health-nutrition/nslp/training/

TECHNICAL ASSISTANCE

If you have any questions about verification, refer to The Eligibility Manual for School Meals found at:

http://www.azed.gov/health-nutrition/nslp/programguidance/

or visit the Verification Webpage at:

http://www.azed.gov/health-nutrition/nslp/verification/

You can also contact your NSLP Program Specialist for further assistance.

CONGRATULATIONS!

You have completed the Online Course: **Verification Review**

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

- Information to include when documenting this training for Professional Standards:
  - Training Title: ***Online Course: Verification Review***
  - Learning Code: 3110
  - Key Area: 3000- Administration
  - Length: 2 hours
- *Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.*

Arizona Department of Education

REQUESTING A TRAINING CERTIFICATE

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey.

Training Title: ***Online Course: Verification Review***

Professional Standards Learning Code: ***3110***

Arizona Department of Education

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