

# Verification for Cause Tracking Form

Complete this form for each application selected for verification for cause.  
Attach this form to the application with a copy of all documents from the household.

- Check here if Verification for Cause occurred before Nov. 15<sup>th</sup>. Results must be included in Section 5 of CNP Verification Summary Report.
- Attach to **each** application selected for verification with a copy of all correspondence from the household regarding verification and a copy of documents received from the household.

Number of Students on Application: \_\_\_\_\_

Original Determination was (check one):

- Free Eligible Based on Categorically Eligible (\*SNAP/TANF/FDPIR Case # or Foster or Homeless/Migrant/Runaway)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

**Step 1**  **Confirming official must sign and date household application and must not be the same as the Determining official**

**Conduct Mandatory Confirmation of Application:**

**Confirmed Original Determination, no change in benefits**

Continue to Step 2.

**Changed from Reduced to Free**

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

**Date eligibility status updated on BID:** \_\_\_\_\_ (within 3 operating days of date letter sent)

**Changed from Free to Reduced**

Do not change benefits; continue to Step 2.

**Changed to PAID**

Notify household, change benefits after 10 calendar days of date 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 date letter sent)

**Step 2**  **Send First Verification Notice:**

Date verification notice was sent: \_\_\_\_\_

Date response due 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 3**  **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 date 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 date letter sent)

**No response, 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 date letter sent)