

# Verification Phase 3: Verify

## Verification Tracking Form

Complete this form for each application selected for verification.  
Attach this form to the application with a copy of all documents from the 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):**

- Verified:** Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- Not Verified:** 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**
- Make notes on the application, as necessary**

**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.*