

Online Course: Verification Review

Professional Standards Learning Code 3110
Length: 2 hours



Revised October 2019

"*Online Course: 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.

*Online
Course:
Verification
Review*

Intended Audience and Content

- This *Online Training* is intended for Local Education Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to conduct Direct Verification.
- The following slides provide guidance on the four phases of the verification process.

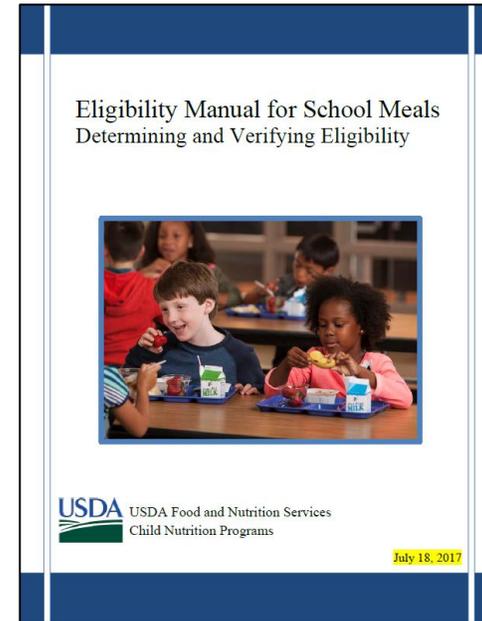
Online Course: Verification Review

Objectives

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

- Navigate through the ADE Verification webpage to find related trainings and forms needed.
- Understand the detailed information about each phase of verification in order to successfully complete all necessary actions.
- Be familiar with the verification timeline to ensure compliance with all deadlines.
- Be prepared to move on to the next online training on how to submit the Verification Summary Report (VSR) into ADEConnect.

Online Course: Verification Review



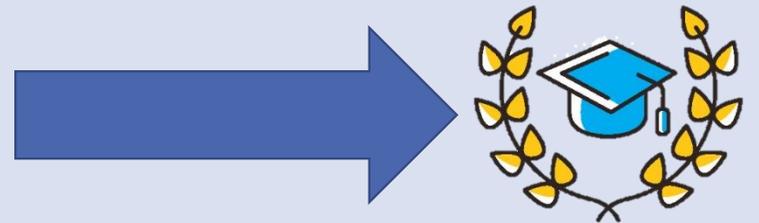
The instruction within this Online Course is based on guidance from USDA's Eligibility Manual for School Meals, 2017.

- Verification information will be found on pages 97-118.

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.

Comprehension Check

- 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 lighter shade like you see on this slide.



*Online
Course:
Verification
Review*

This Online Course will review:

Introduction to Verification	Slides 7-17
Phase 1: Prepare for Verification	Slides 18-27
Phase 2: Calculate & Select Applications	Slides 28- 56
Phase 3: Verify Selected Applications	Slides 57- 97
Phase 4: Submit the Verification Summary Report	Slides 98-105
Additional Guidance Information	Slides 106-107
Professional Standards & Certificate	Slides 108-109

Introduction to Verification

Introduction

What is Verification?

- Verification is the confirmation of eligibility benefits for free and reduced price meals conducted through the application process.
- Verification is only required when eligibility is determined through the household application process, not through Direct Certification.
- The following are subject to Verification:
 - Case Number Applications
 - Foster Applications
 - Income Applications (Free)
 - Income Applications (Reduced)

Introduction

What is Verification?

- All year, completed household applications are approved at face value.
- A small sample of household applications are selected and documentation is requested from the household to verify that the information on the application is accurately reported.
- Verification creates a check to see if households are accurately reporting their household status.

A screenshot of a web-based application form titled "2017-2018 Application for Free and Reduced-Priced Meals". The form is divided into several sections, including a header with the title and a date field, a main body with multiple tables and text input fields, and a footer with a date field and a "Submit" button. The tables contain various data points, likely related to household income and size. The form is presented in a clean, professional layout with a white background and black text.

SY 17-18 ADE Household Application for Free and Reduced-Price Meals

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 household applications are selected for Verification. This sample includes case number, foster, and free and reduced household applications.



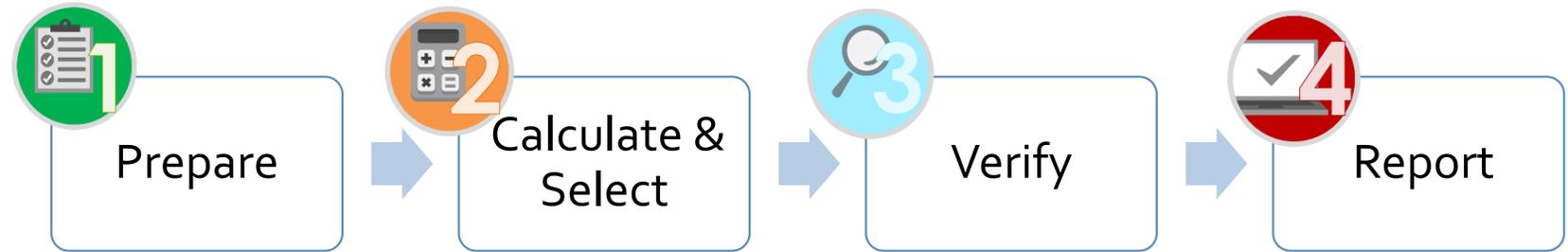
Verification Phases

Verification is broken down into 4 different phases along with individual timelines in each:

- Phase 1: Prepare
- Phase 2: Calculate and Select
- Phase 3: Verify
- Phase 4: Report



Phases of the Verification Process



Phase 1: Prepare

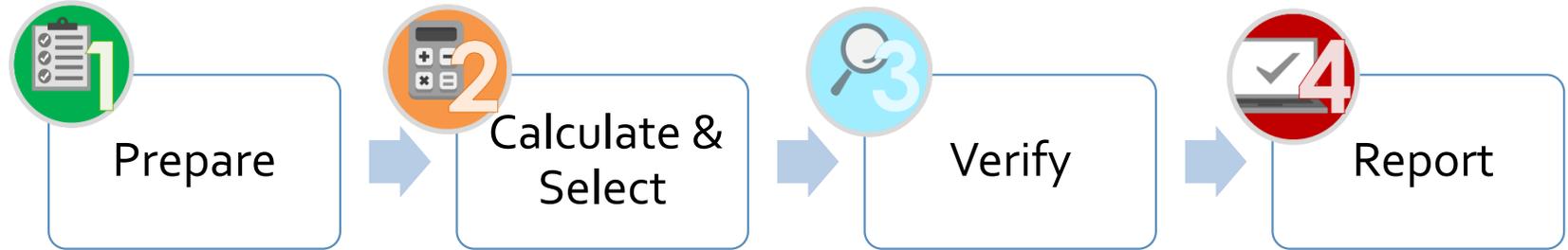
- In this phase, organize all approved applications.

Phase 2: Calculate & Select

- In this phase, determine how many applications will be verified.



Phases of the Verification Process



Phase 3: Verify

- In this phase, directly verify the selected applications in CNP Direct Verification.

Phase 4: Report

- In this phase, log in to ADEConnect to submit the report in CNP Verification Reporting.

Verification Timeline



Verification begins on September 1st and ends on February 1st.

- There will be multiple deadlines throughout the verification process that will be explained during this training.

Introduction

Verification Timeline



- Please note if a due date for verification falls on a weekend or holiday, the due date will be extended to the following business day.

Resources for Verification

- The ADE website provides a variety of resources and information related to each phase of Verification.
- Here is detailed information and forms needed to successfully complete Verification.



Phase 1

Phase 1: Prepare for Verification

September- October 1

Phase 1

Phase 1: Prepare for Verification

During Phase 1 LEAs will:

- Count the total number of applications.
- Count and categorize applications by case number, foster, free by income, and reduced by income.
- Complete best practices shared throughout this training to ensure the correct number of applications have been verified.



Phase 1

Best Practice: *Student Eligibility Checklist*

Before counting the number of applications on file, it is recommended that the *ADE Student Eligibility Checklist* is completed.

- If there is any questions on this checklist, please contact your assigned specialist.
- *ADE's Student Eligibility Checklist* can be found on our website under Phase 1 of the Verification webpage.

STUDENT ELIGIBILITY CHECKLIST		PHASE 1: PREPARE	
1. At least one person in our organization has access to ADEConnect and can use CNP Direct Certification/Direct Verification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Ran CNP Direct Certification for our entire enrollment. Search method used: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF and/or FDIPIR.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our site did not extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Printed or saved the CNP Direct Certification Match results.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Reviewed Notice to Provider document that was submitted for Foster children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Reviewed documentation submitted for children from a liaison for homeless, migrant or runaway status.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Reviewed SNAP, TANF and/or FDIPIR letters submitted by the household for children receiving assistance programs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Processed all applications checking for completeness:			
a. We utilized a date stamp to indicate when applications were received.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDIPIR based on Indian Tribal Organizations).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. We ensured the <i>total household members</i> box was filled out and that there was Social Security Number information on all income applications.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. We ensured all applications contained an adult signature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. We marked which applications were error-prone.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Entered all case numbers listed on case number applications through CNP Direct Certification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Notified households of eligibility status with notification letter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11. We or our online system organized all household applications according to their eligibility categories and methods of certification:			
a. Divided free by income, free by case number, free by foster, reduced by income.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. We labeled all applications for students who are Direct Certification matches and filed them separately.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. We labeled all applications for students who have withdrawn.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Phase 1

Best Practice: Run Direct Certification

To potentially reduce the total number of applications on file, it is best practice to run Direct Certification on or close to October 1.

- A household application will not be verified if a student is a match on Direct Certification.
- The Benefit Issuance Document (BID) needs to be updated after new matches on Direct Certification have been identified in order to reflect the most up to date information.

Comprehension Check

What best practices should be completed during Phase 1 of Verification?

- A. Print the tracking form, contact the households and conduct Verification.
- B. Complete the *Student 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 best practices should be completed during Phase 1 of Verification?

- A. Print the tracking form, contact the households and conduct Verification.
- B. Complete the *Student Eligibility Checklist*, run Direct Certification, and organize all your applications.**
- C. Count up all the students, contact every household and submit the online report.

By completing the Student Eligibility Checklist, running Direct Certification and organizing your applications, LEAs are ensuring that they are able to get the correct application count required for Verification.



Phase 1

Count your Applications

Determine the number of applications on file as of October 1 after Direct Certification has been conducted.

Please note that *not all* applications are subject to Verification.

Refer to the chart below to identify which applications *are* subject to Verification.

Applications	Meal Benefits	Subject to Verification
Case Number Application	Free	Yes
Foster Application	Free	Yes
Income Application	Free	Yes
Income Application	Reduced	Yes
Income Application	Paid	No
Any disregarded applications due to the student(s) matching in CNP Direct Certification		No

Phase 1

Not Subject to Verification

During the program year, students may be certified for free meal benefits due to participation in assistance programs or categorized in an eligible category. Refer to the chart below to identify which students *are not* subject to Verification.

Other Cases & Acceptable Documentation	Subject to Verification
Students who have matched in CNP Direct Certification	No
Students confirmed by their Homeless/Migrant/Runaway liaison	No
Students enrolled in Head Start/Even Start	No
Students with a TANF/FDPIR Agency Letter	No
Students with a SNAP Agency Letter	No

Comprehension Check

Which of the following is *not* subject to Verification?

- A. Household application certified for reduced price.
- B. A free household income application with a household containing three members. On 8/17, 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. A free household income application with a household containing three members. On 8/17, one student matched in 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

Phase 2: Calculate & Select Applications

Begins October 1

Phase 2

Phase 2: Calculate and Select Applications

During Phase 2 LEAs will:

- Determine which calculation sampling method your LEA qualifies for through the *Verification Non-Response Rate Report*.
- Locate the ADE *Verification Sample Size Calculator*.
- Calculate how many applications will need to be verified.



Phase 2

Determine Your Calculation Method

LEAs will need to use the *Non-Response Rate Report* to determine which calculation method will be used.

The calculation method will determine how many applications LEAs are required to select for Verification.

The *Non-Response Rate Report* can be found on the Verification webpage under the Phase 2 tab.

This report will show the LEA if they are eligible to use an alternate sample size based on the results from the previous year's Verification Summary Report (VSR).

Arizona Local Education Agencies Verification Non-Response Rate Report	
IMPORTANT - How to Determine Your Eligibility for Use of an Alternative Sample Size in 2019-2020	
1)	Sponsors highlighted in Green qualify for use of an alternative sample size during the 2019-2020 Verification reporting period.
2)	Sponsors highlighted in Yellow DO NOT qualify for use of an alternative sample size due to Verification reporting errors. *
3)	Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate. *
*	<i>If you DO NOT qualify for use of an alternative sample size you MUST use the Standard sampling method for your 2019-2020 Verification reporting.</i>

*ADE Verification Non-Response Rate
Report Heading*

Phase 2

Determine Your Calculation Method

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.

LEAs who are eligible to select an alternate sampling calculation method can choose from the Standard Sampling, Random Sampling, or Focused Sampling Method.

LEAs who *do not* qualify to use an alternate method will be shown in *yellow* or *white* and *must* use the Standard Sampling Method.

Arizona Local Education Agencies Verification Non-Response Rate Report			
IMPORTANT - How to Determine Your Eligibility for Use of an Alternative Sample Size in 2017-2018			
1)	Sponsors highlighted in Green qualify for use of an alternative sample size during the 2017-2018 Verification reporting period.		
2)	Sponsors highlighted in Yellow DO NOT qualify for use of an alternative sample size due to Verification reporting errors. *		
3)	Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate. *		
*	If you DO NOT qualify for use of an alternative sample size you MUST use the Standard sampling method for your 2017-2018 Verification reporting.		
	CTDS	Name	Form Submitted

*ADE Verification Non-Response Rate
Report Heading*

Comprehension Check

How will LEAs know if they qualify to use an alternate sampling method?

- A. The district will be highlighted in **green** on the *Non-Response Rate Report*.
- B. The district will be shown in white on the *Non-Response Rate Report*.
- C. Look at the last claim in CNPWeb.



Comprehension Check

How will LEAs know if they qualify to use an alternate sampling method?

- A. The district will be highlighted in **green** on the *Non-Response Rate Report*.
- B. The district will be shown in white on the *Non-Response Rate Report*.
- C. Look at the last claim in CNPWeb.

Each year, ADE posts the *Non-Response Rate Report* on the Verification webpage. The LEA name will be highlighted in **green** to indicate they have qualified to use an alternative sampling method.



Phase 2

Calculation Sampling Methods

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.
- It is important to verify the exact amount of applications the calculation reflects.
- Please note that not all sampling methods require you to use error-prone applications.

Phase 2

Calculation Sampling Methods

As indicated on the *ADE Non-Response Rate Report*, LEAs who do not qualify to use an alternate sampling method must use:

- Standard Sampling

As indicated on the *ADE Non-Response Rate Report*, LEAs who qualify to use an alternate sampling method can choose from:

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

Comprehension Check

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

- A. True.
- B. False- No LEA 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 LEA can use Alternate 1: Random Sampling Method.
- C. **False- Only LEAs who 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

This method must be used if the LEA is operating in their first year or if they do not qualify to use an alternate sampling method.

As indicated on the *ADE Non-Response Rate Report*, LEAs must select 3% of your applications to verify.

The selected applications must be from those marked as *error-prone*.

- Error-prone applications are those where the income falls within the error-prone range for income and household size.
- This may have been noted when the applications were initially certified.
- If they were not previously identified please print the *Error-Prone Worksheet*, review all income applications, and indicate which ones are error-prone.

Error-prone
guidelines

Phase 2

Standard Sampling Method

The *Error-Prone Worksheet* can be found on our website in the Program Forms tab listed under ADE’s Verifying Household Applications section.

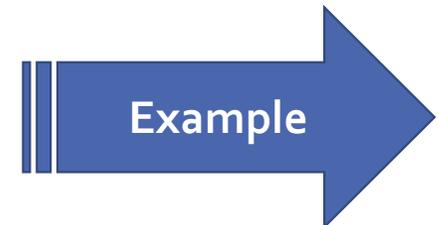
- Please remember that this worksheet will only need to be located if error-prone applications *have not* already been identified.

Error-Prone for FREE Eligible Applications -- July 1, 2018 - June 30, 2019					
HOW OFTEN INCOME WAS RECEIVED					
Family Size:	Yearly Error-Prone	Monthly Error-Prone	Twice Per Month Error-Prone	Every Two Weeks (Bi-Weekly) Error-Prone	Weekly Error-Prone
1	15,782 to 14,582	1,316 to 1,216	658 to 608	607 to 950.85	304 to 280.93
2	21,388 to 20,198	1,784 to 1,684	892 to 842	823 to 776.85	412 to 388.93
3	27,014 to 25,814	2,252 to 2,152	1,128 to 1,078	1,039 to 992.85	520 to 496.93
4	32,630 to 31,430	2,720 to 2,620	1,360 to 1,310	1,255 to 1,208.85	628 to 604.93
5	38,246 to 37,046	3,188 to 3,088	1,594 to 1,544	1,471 to 1,424.85	736 to 712.93
6	43,862 to 42,662	3,656 to 3,556	1,828 to 1,778	1,687 to 1,640.85	844 to 820.93
7	49,478 to 48,278	4,124 to 4,024	2,062 to 2,012	1,903 to 1,856.85	952 to 928.93
8	55,094 to 53,894	4,592 to 4,492	2,296 to 2,246	2,119 to 2,072.85	1,060 to 1,036.93

Error-Prone for REDUCED Eligible Applications -- July 1, 2018 - June 30, 2019					
HOW OFTEN INCOME WAS RECEIVED					
Family Size:	Yearly Error-Prone	Monthly Error-Prone	Twice Per Month Error-Prone	Every Two Weeks (Bi-Weekly) Error-Prone	Weekly Error-Prone
1	22,459 to 21,259	1,872 to 1,772	936 to 886	864 to 817.85	432 to 408.93
2	30,451 to 29,251	2,538 to 2,438	1,269 to 1,219	1,172 to 1,125.85	586 to 562.93
3	38,443 to 37,243	3,204 to 3,104	1,602 to 1,552	1,479 to 1,432.85	740 to 716.93
4	46,435 to 45,235	3,870 to 3,770	1,935 to 1,885	1,786 to 1,739.85	893 to 869.93
5	54,427 to 53,227	4,536 to 4,436	2,268 to 2,218	2,064 to 2,047.85	1,047 to 1,023.93
6	62,419 to 61,219	5,202 to 5,102	2,601 to 2,551	2,401 to 2,354.85	1,201 to 1,177.93
7	70,411 to 69,211	5,868 to 5,768	2,934 to 2,884	2,709 to 2,662.85	1,355 to 1,331.93
8	78,403 to 77,203	6,534 to 6,434	3,267 to 3,217	3,016 to 2,969.85	1,508 to 1,484.93

Error-Prone Applications	Yearly	Error-prone applications are those applications where income falls between the income eligibility limits and \$1200 of the income eligibility limits for Yearly income.
	Monthly	Error-prone applications are those applications where income falls between the income eligibility limits and \$100 of the income eligibility limits for Monthly income.
	Twice Per Month	Error-prone applications are those applications where income falls between the income eligibility limits and \$50 of the income eligibility limits for Twice Per Month income.
	Every Two Weeks	Error-prone applications are those applications where income falls between the income eligibility limits and \$46.15 of the income eligibility limits for Every Two Weeks income.
	Weekly	Error-prone applications are those applications where income falls between the income eligibility limits and \$23.07 of the income eligibility limits for Weekly income.

SY 18-19 ADE Error-Prone Worksheet



Phase 2

Standard Sampling Method Example

Let's practice an example:

1,100 income applications (62 are error-prone)

72 case # applications

2 foster applications

= 1,174 total applications

Total Applications x 3%

$1,174 \times .03 = 35.22$, *always* round up = **36 applications to verify**

- Please note LEAs will need to randomly select 36 applications out of the 62 error-prone applications on file.
- If there are not enough error-prone applications to meet the requirement, LEAs must verify all the error-prone applications and then select additional applications at random to meet the required number.

Phase 2

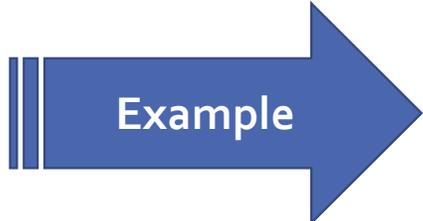
Alternate 1: Random Sampling Method

Only LEAs who qualify to use an alternate sampling method can use this option.

As indicated on the *ADE Non-Response Rate Report*, LEAs must select 3% of your applications to verify.

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

- The benefit of this calculation method is that the LEA does not need to identify error-prone applications, but instead is able to select from *all* applications.



Example

Phase 2

Alternate 1: Random Sampling Method Example

Let's practice an example:

1,100 income applications

72 case number applications

2 foster household applications

= 1,174 total applications

Total Applications x 3%

$1,174 \times .03 = 35.22$, *always* round up = **36 applications to verify**

- Please remember that error-prone applications do not need to be identified for this calculation method.
- You must randomly select from *all* case number, foster, and free/reduced priced applications.

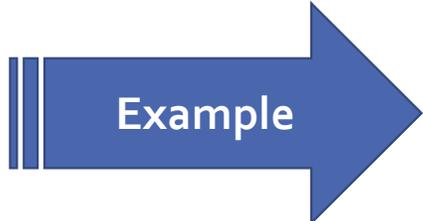
Phase 2

Alternate 2: Focused Sampling Method

Only LEAs who qualify to use an alternate sampling method can use this option.

You must select 1% of your total applications from the error-prone applications, **and** select 0.5% of the case number applications to verify.

- The benefit of this calculation method is that it will reduce the number of overall applications the LEA will need to verify in Direct Verification.



Example

Phase 2

Alternate 2: Focused Sampling Method Example

Let's practice an example:

1,100 income applications (62 are error-prone)

72 case number applications

2 foster household applications

= 1,174 total applications

Total Applications x 1%

$1,174 \times .01 = 11.74$, always round up= **12 error-prone applications to verify**

+

Total Case Number Applications x 0.5%

$72 \times 0.005 = 0.36$, always round up= **1 case number application to verify**

= **12 error-prone applications + 1 case number applications= 13 total applications to verify**

Phase 2

Does the Sampling Method Make a Difference?

Using the example application counts, see the chart below summarizing the number of applications the LEA would need to verify depending on the Sampling Method chosen.

Standard	Alternate 1: Random	Alternate 2: Focused
3 % Total Applications	3% Total Applications	1% Total from Error-Prone + 0.5% from Case Number Applications
= 36 Applications (chosen from <i>error-prone</i>)	= 36 Applications (chosen from total applications)	= 13 Applications (12 <i>error-prone</i> and 1 <i>case number</i> application)
	In this calculation the LEA will have the benefit of being able to select from <i>all</i> applications and not have to track/identify error-prone applications.	In this calculation the LEA will have the benefit of being able to select from a smaller sample size of applications, and therefore will not have to verify as many students.

Phase 2

Online Verification Calculator

ADE provides a *Verification Sample Size Calculator* to calculate the required number of applications to be verified for that LEA.

It is best practice to use this online calculator for verification to ensure the correct number of applications are being verified.

This calculator can be located on the Verification webpage under the Phase 2 tab or in CNP Verification Reporting in ADEConnect.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
<p>This Verification Sample Size Calculator is provided as a tool to help you ensure that your minimum Verification sample size is calculated correctly.</p> <p>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.azed.gov/health-nutrition/nsbp/verification/</p> <p>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.</p> <p>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.</p> <p>Refer to the Eligibility Manual for School Meals and the Verification Guidance Manual for additional details regarding the Verification process. This information can be found at: http://www.azed.gov/health-nutrition/nsbp/manuals/</p>			

Phase 2

Online Verification Calculator

On the top of the calculator there are three sampling methods:

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

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
<p>This Verification Sample Size Calculator is provided as a tool to help you ensure that your minimum Verification sample size is calculated correctly.</p> <p>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.azed.gov/health-nutrition/nslp/verification/</p> <p>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.</p> <p>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.</p> <p>Refer to the Eligibility Manual for School Meals and the Verification Guidance Manual for additional details regarding the Verification process. This information can be found at: http://www.azed.gov/health-nutrition/nslp/manuals/</p>			

Calculator
Examples

Phase 2

Online Verification Calculator: Standard Sampling

First, let's go to the Standard Sampling tab in the *Verification Sample Size Calculator*.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
When using the Standard sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.			
Furthermore, the minimum sample size requirement must be fulfilled by first selecting from all available Error-Prone applications, and then by selecting from other application types only as necessary to meet the minimum requirement.			
Total Number of Approved Applications on file as of October 1st:			<input type="text"/>
Total Number of Applications to Verify:			0
From the applications certified by Income , select the required number of Error-Prone applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the instructions for Determining Error-Prone Applications , which can be found at: http://www.azed.gov/health-nutrition/nslp/verification/			
When the number of Error-Prone applications identified does not meet the minimum sample size requirement, Sponsors must randomly select additional applications from all remaining approved applications, including Case Number (SNAP, TANF, FDPIR) applications, to fulfill the minimum sample size requirement. Sponsors must attempt to directly verify all selected applications using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to the Verification Guidance Manual , which can be found at: http://www.azed.gov/health-nutrition/nslp/manuals/			

Phase 2

Online Verification Calculator: Standard Sampling

Here there is a white box on the right side of the calculator.

In this white box, enter in the total number of applications on file that are subject to Verification.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
When using the Standard sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.			
Furthermore, the minimum sample size requirement must be fulfilled by first selecting from all available Error-Prone applications, and then by selecting from other application types only as necessary to meet the minimum requirement.			
Total Number of Approved Applications on file as of October 1st:			<input type="text"/>
Total Number of Applications to Verify:			0
From the applications certified by Income , select the required number of Error-Prone applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the instructions for Determining Error-Prone Applications , which can be found at: http://www.azed.gov/health-nutrition/nslp/verification/			
When the number of Error-Prone applications identified does not meet the minimum sample size requirement, Sponsors must randomly select additional applications from all remaining approved applications, including Case Number (SNAP, TANF, FDIIR) applications, to fulfill the minimum sample size requirement. Sponsors must attempt to directly verify all selected applications using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to the Verification Guidance Manual , which can be found at: http://www.azed.gov/health-nutrition/nslp/manuals/			

Phase 2

Online Verification Calculator: Standard Sampling

From here, the math will be done electronically and the answer will be shown below the white box.

Please note that for this sampling method, error-prone applications must be identified and selected for Verification.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
When using the Standard sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.			
Furthermore, the minimum sample size requirement must be fulfilled by first selecting from all available Error-Prone applications, and then by selecting from other application types only as necessary to meet the minimum requirement.			
Total Number of Approved Applications on file as of October 1st:			1174
Total Number of Applications to Verify:			36
From the applications certified by Income , select the required number of Error-Prone applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the instructions for Determining Error-Prone Applications , which can be found at: http://www.azed.gov/health-nutrition/nsip/verification/			
When the number of Error-Prone applications identified does not meet the minimum sample size requirement, Sponsors must randomly select additional applications from all remaining approved applications, including Case Number (SNAP, TANF, FDP/IR) applications, to fulfill the minimum sample size requirement. Sponsors must attempt to directly verify all selected applications using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to the Verification Guidance Manual , which can be found at: http://www.azed.gov/health-nutrition/nsip/manuals/			

Phase 2

Online Verification Calculator: Random Sampling (Alternate 1)

Now let's go to the Random Sampling (Alternate 1) tab in the *Verification Sample Size Calculator*.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
When using the Random sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.			
Total Number of Approved Applications on file as of October 1st:			<input type="text"/>
Total Number of Applications to Verify:			
Randomly select the required number of applications to verify. In a Random selection, all applications, both Case Number (SNAP, TANF, FDPIR) and Income-based, must have an equal chance of being selected.			

Phase 2

Online Verification Calculator: Random Sampling (Alternate 1)

Again, there is a white box on the right side of the calculator.

In this white box, enter the total number of applications on file that are subject for Verification.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
When using the Random sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.			
Total Number of Approved Applications on file as of October 1st:			<input type="text"/>
Total Number of Applications to Verify:			
Randomly select the required number of applications to verify. In a Random selection, all applications, both Case Number (SNAP, TANF, FDPIR) and Income-based, must have an equal chance of being selected.			

Phase 2

Online Verification Calculator: Random Sampling (Alternate 1)

From here, the math will be done electronically and the answer will be shown below the white box.

Please note, that for this sampling method, LEAs are able to select from all applications and do not have to choose from error-prone.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
When using the Random sampling method, the total number of applications that must be verified is equal to 3% of the total number of approved applications on file as of October 1st, or 3,000 applications, whichever is less.			
Total Number of Approved Applications on file as of October 1st:			1174
Total Number of Applications to Verify:			36
Randomly select the required number of applications to verify. In a Random selection, all applications, both Case Number (SNAP, TANF, FDPIR) and Income-based, must have an equal chance of being selected.			

Phase 2

Online Verification Calculator: Focused Sampling (Alternate 2)

Now let's go to the Focused Sampling (Alternate 2) tab in the *Verification Sample Size Calculator*.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
<p>When using the Focused sampling method, the number of Income-based applications that must be verified is equal to 1% of the total number of approved applications on file as of October 1st, or 1,000 applications, whichever is less, and the number of Case Number applications that must be verified is equal to 0.5% of the number of Case Number applications on file as of October 1st, or 500 applications, whichever is less.</p> <p>Note that all Directly Certified and Categorically Eligible students are exempt from Verification.</p>			
<p>Total Number of Approved Applications on file as of October 1st: <input type="text"/></p>			
<p>Number of Income-based Applications to Verify:</p>			
<p>Number of Case Number Applications on file as of October 1st: <input type="text"/></p>			
<p>Number of Case Number Applications to Verify:</p>			
<p>From the applications certified by Income, select the required number of Error-Prone applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the instructions for Determining Error-Prone Applications, which can be found at: http://www.azed.gov/health-nutrition/nslp/verification/</p>			
<p>From the applications certified by a Case Number (SNAP, TANF, FDPIR), select the required number of applications using any method that is reasonable and ensures that the same households are not selected each year. Sponsors must attempt to directly verify all applications using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to the Verification Guidance Manual, which can be found at: http://www.azed.gov/health-nutrition/nslp/manuals/</p>			

Phase 2

Online Verification Calculator: Focused Sampling (Alternate 2)

Here there will be two white boxes on the right side of the calculator.

In the first box, enter the total number of all applications on file that are subject to Verification, including case number applications.

The second box is where you will enter the total number of *case number* applications that are on file.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
<p>When using the Focused sampling method, the number of Income-based applications that must be verified is equal to 1% of the total number of approved applications on file as of October 1st, or 1,000 applications, whichever is less, and the number of Case Number applications that must be verified is equal to 0.5% of the number of Case Number applications on file as of October 1st, or 500 applications, whichever is less.</p> <p>Note that all Directly Certified and Categorically Eligible students are exempt from Verification.</p>			
<p>Total Number of Approved Applications on file as of October 1st: <input type="text"/></p>			
<p>Number of Income-based Applications to Verify:</p>			
<p>Number of Case Number Applications on file as of October 1st: <input type="text"/></p>			
<p>Number of Case Number Applications to Verify:</p>			
<p>From the applications certified by Income, select the required number of Error-Prone applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the instructions for Determining Error-Prone Applications, which can be found at: http://www.azed.gov/health-nutrition/nsip/verification/</p>			
<p>From the applications certified by a Case Number (SNAP, TANF, FDP/IR), select the required number of applications using any method that is reasonable and ensures that the same households are not selected each year. Sponsors must attempt to directly verify all applications using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to the Verification Guidance Manual, which can be found at: http://www.azed.gov/health-nutrition/nsip/manuals/</p>			

Phase 2

Online Verification Calculator: Focused Sampling (Alternate 2)

From here, the math will be done electronically and both answers will be shown below the two white boxes.

Please note that for this sampling method, LEAs will have a reduced number of applications to select for verification which will result in less work for the LEA.

Instructions	Standard Sampling	Random Sampling (Alternate 1)	Focused Sampling (Alternate 2)
When using the Focused sampling method, the number of Income-based applications that must be verified is equal to 1% of the total number of approved applications on file as of October 1st, or 1,000 applications , whichever is less, and the number of Case Number applications that must be verified is equal to 0.5% of the number of Case Number applications on file as of October 1st, or 500 applications, whichever is less.			
Note that all Directly Certified and Categorically Eligible students are exempt from Verification.			
Total Number of Approved Applications on file as of October 1st:			1174
Number of Income-based Applications to Verify:			12
Number of Case Number Applications on file as of October 1st:			72
Number of Case Number Applications to Verify:			1
From the applications certified by Income , select the required number of Error-Prone applications (those having reported income within \$100/month or \$1,200/year of the Free and Reduced-Price Income Guidelines). Refer to the instructions for Determining Error-Prone Applications , which can be found at: http://www.azed.gov/health-nutrition/nslp/verification/			
From the applications certified by a Case Number (SNAP, TANF, FDIPIR), select the required number of applications using any method that is reasonable and ensures that the same households are not selected each year. Sponsors must attempt to directly verify all applications using the CNP Direct Verification Search. For detailed instructions on using CNP Direct Verification, refer to the Verification Guidance Manual , which can be found at: http://www.azed.gov/health-nutrition/nslp/manuals/			

Phase 3

Phase 3: Verify Selected Applications

October 1- November 15

Phase 3

Phase 3: Verify Selected Applications

During Phase 3 LEAs will:

- Complete the *Verification Tracking Form* for each application selected for Verification.
- Conduct Direct Verification in CNP Direct Certification/ Direct Verification.
- Contact the households and collect documentation.



Phase 3

Verification Tracking Form

For each application selected for Verification, ADE recommends printing the *Verification Tracking Form*. This can be found on the Verification webpage in the Phase 3 tab.

- Print and attach this form to each application being verified.
- Fill this form out as you go through the verification process.
- The tracker has four steps to guide the LEA from beginning to end through what to do with each application selected for 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/FOPIR 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

Notes:

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)

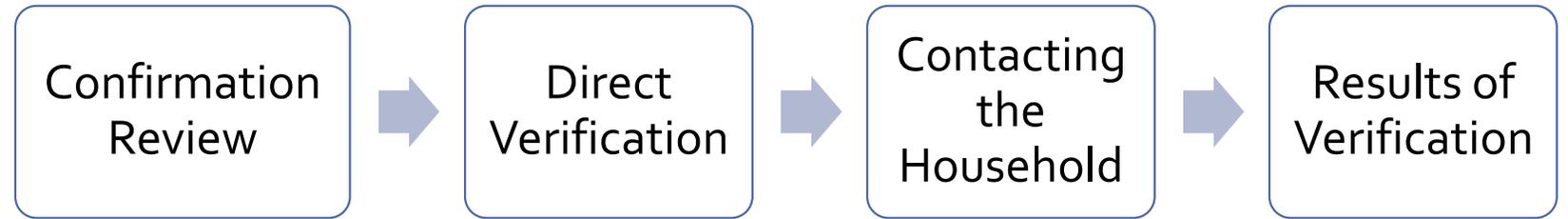
No response after follow-up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

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

Arizona Department of Education. Revised September 2019 

Phase 3

Verification Tracking Form



Step 1: Confirmation Review

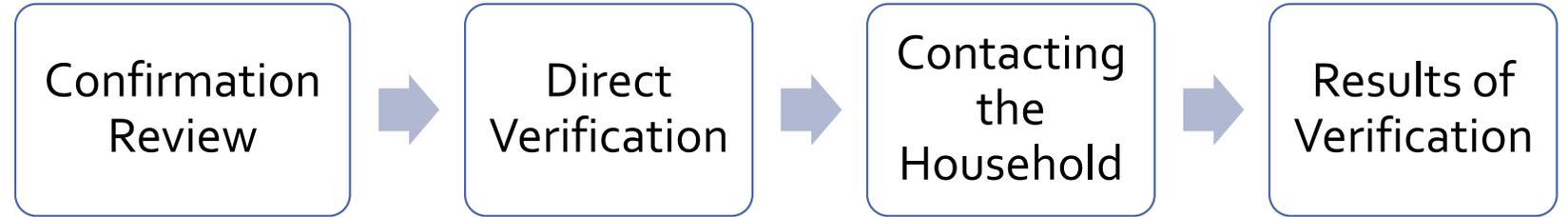
- The confirming official will check if the application was initially certified correctly and will document the results on the tracker.

Step 2: Direct Verification

- Direct Verification will be conducted through CNP Direct Certification / Direct Verification and the results will be documented on the tracker.

Phase 3

Verification Tracking Form



Step 3: Contacting the Household

- If the household was not verified in CNP Direct Verification, the LEA must then request documentation from the household to verify the households income.

Step 4: Results of Verification

- This step will document the final results of Verification.

Comprehension Check

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

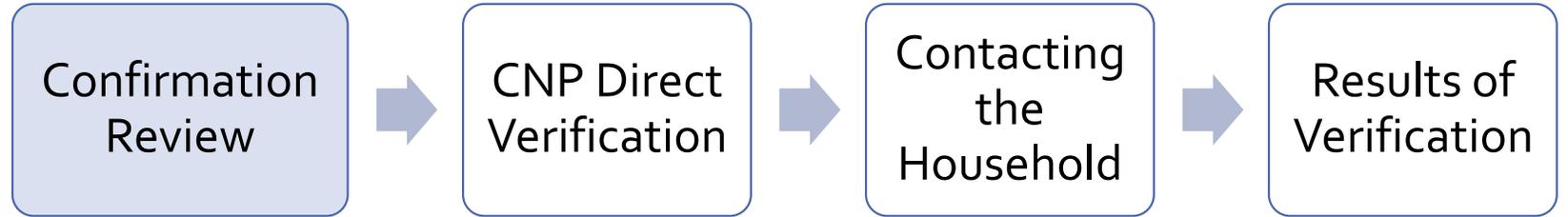
- A. Acceptable Sources of Documentation pages
- B. *Verification Tracking Form***
- C. *Non-Response Rate Report*

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



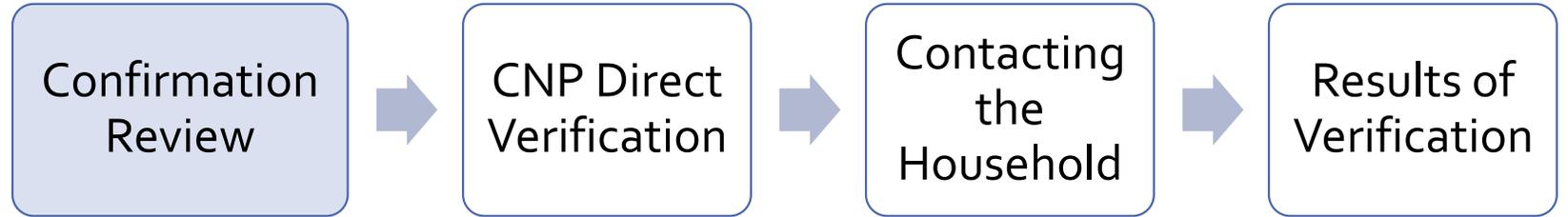
The Confirmation Review is the first step of Verification.

A school official who *did not* make the original eligibility decision will review the applications and confirm that the correct eligibility was assigned when the application was initially certified.

- Refer to the tracking form for guidance on what to do when the initial eligibility determination is incorrect.

Phase 3

Step 1: Confirmation Review

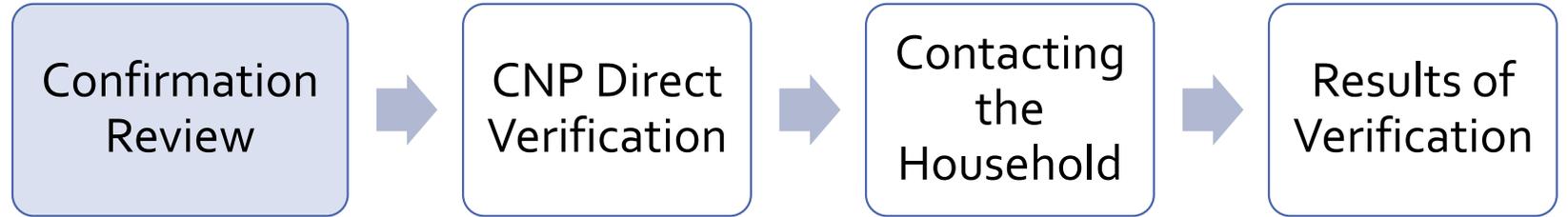


- The confirming official must sign and date the household application after it is reviewed.

OFFICE USE ONLY	
Eligibility: Free___ Reduced___ Denied___	<input type="checkbox"/> Error Phone
Determining Official's Signature: _____	Date: _____
<input type="checkbox"/> Case # Application <input type="checkbox"/> Foster Application <input type="checkbox"/> Directly Certified: Date of Disregard: _____	
<input type="checkbox"/> Income Application	
Household Size: _____	
Total Income: _____	Per: <input type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly (Every 2 Weeks) <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annual
<input type="checkbox"/> Selected For Verification: Confirming Official's Signature: _____	Date: _____
Follow-Up Official's Signature: _____	Date: _____

Phase 3

Step 1: Confirmation Review



Confirmation Review can be waived if the LEA uses a technology-based system that operates with a high level of accuracy in processing applications.

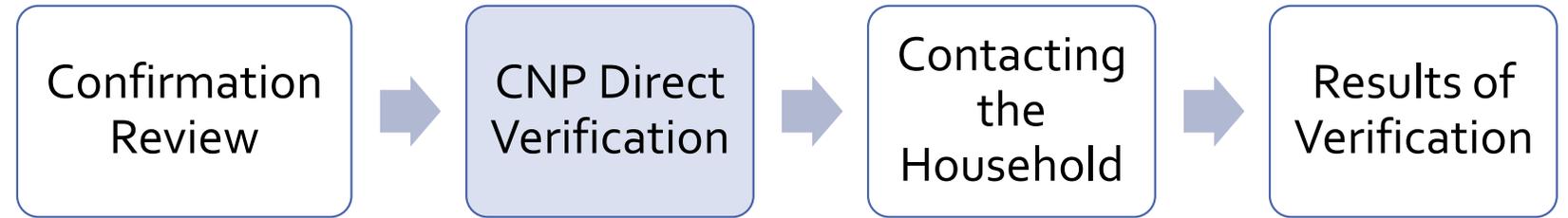
It is recommended to read the USDA's Eligibility Manual for School Meals and the Verification Confirmation Review memo to seek further information in regards to the Confirmation Review waiver.

- This memo can be found on the Verification webpage in the Phase 3 tab.

Please note that this type of administrative relief does not apply to all LEAs.

Phase 3

Step 2: CNP Direct Verification



The next step in Phase 3 is to conduct CNP Direct Verification.

ADE has created an online computer verifying system called CNP Direct Verification which allows LEAs to directly obtain confirmation from such agencies to verify students' eligibility status.

- This system through SNAP, TANF, FDPIR, Medical Assistance (MA), foster, homeless and migrant programs databases.
- In order to conduct Direct Verification you will need permissions to ADEConnect and CNP Direct Certification / Direct Verification.

Obtaining
permissions

Phase 3

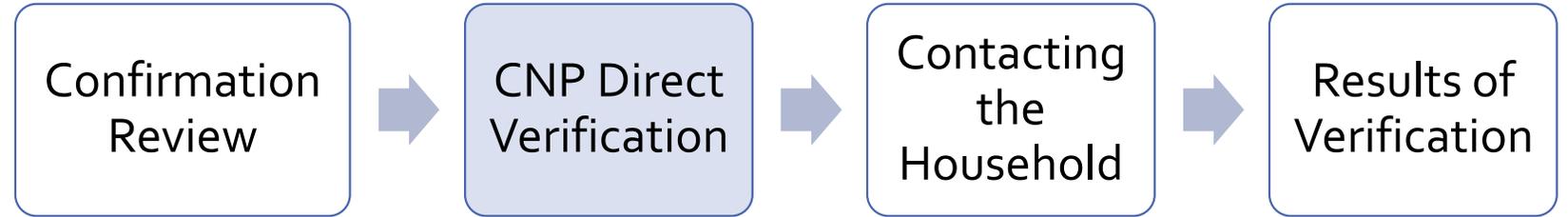
CNP Direct Certification/ Direct Verification Permissions

If it is unclear whether the SFA has permissions to ADEConnect or CNP Direct Certification/ Direct Verification, please attempt accessing through the ADE website.

- If the SFA *is* assigned access, it is time to continue to CNP Direct Certification/ Direct Verification.
- If the SFA is *not* assigned access he/she will need to contact their Entity Administrator for permissions.

Phase 3

Step 2: CNP Direct Verification

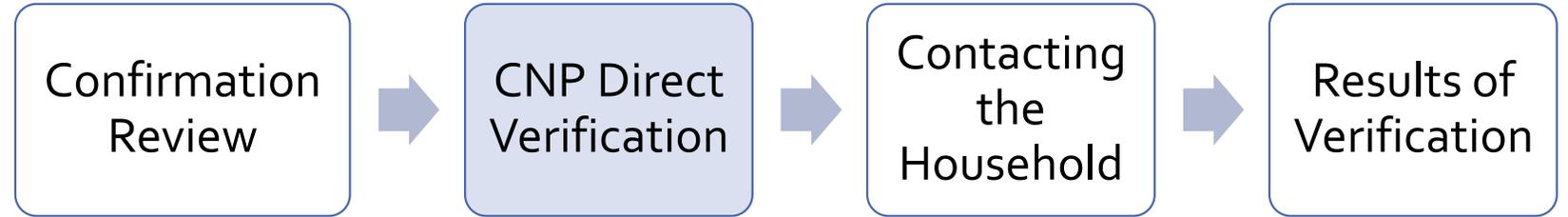


Students can only be searched in CNP Direct Verification if they have been selected for verification.

- Unlike Direct Certification, it is *unallowable* to search for all students in the CNP Direct Verification system.
- Only the student(s) selected for verification *are* allowed to be searched in CNP Direct Verification.

Phase 3

Step 2: CNP Direct Verification



Please refer to the Step by Step Instruction: *How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification* for detailed instructions for how to:

- Log into ADEConnect and CNP Direct Certification / Direct Verification.
- Search students using various methods.
- Save your search results.

Phase 3

Step 2: CNP Direct Verification

Step by Step Instruction: *How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification* can be found on the Verification webpage under Phase 3.

*Step by Step Instruction:
How to Conduct Direct Verification in CNP
Direct Certification/ Direct Verification*

Professional Standards Learning Code 3110
Length: 1.5 hour

- *Stop! Before continuing to the next slide please ensure the training above has been completed.*

Comprehension Check

Which ADE Step by Step Instruction needs to be done in order to continue to the next slides?

- A. None, continue to the next slide.
- B. Step by Step Instruction: *How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification.*
- C. Step by Step Instruction: *How to Submit the Verification Report on CNP Verification.*



Comprehension Check

Which ADE Step by Step Instruction needs to be done in order to continue to the next slides?

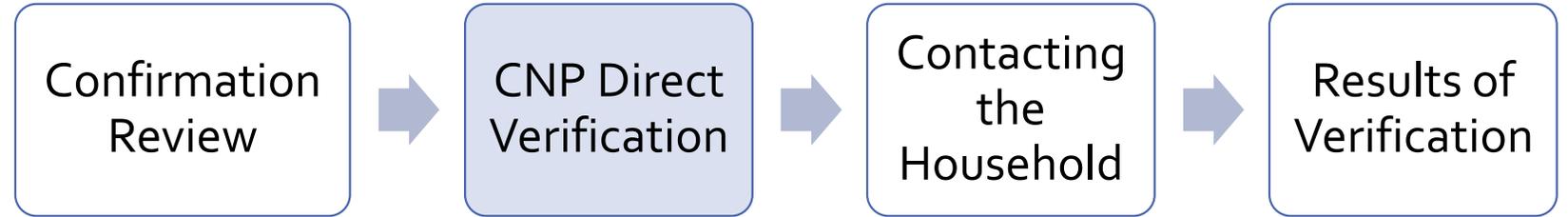
- A. None, continue to the next slide
- B. Step by Step Instruction: *How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification.***
- C. Step by Step Instruction: *How to Submit the Verification Report on CNP Verification.*

It is important that LEAs understand the Step by Step Instruction: *How to Conduct Direct Verification in CNP Direct Certification/ Direct Verification* in order to complete verification.



Phase 3

Understanding the Direct Verification Results



Now it is time to refer back to the *Verification Tracking Form* Step 2.

The tracker will explain the match results and if verification is complete.

If the student was verified, verification is complete for the household.

- In this case, *do not* contact the household to provide income documentation.

If the student was verified, the LEA will need to move on to Step 3 of the *Verification Tracking Form*.

Comprehension Check

Which of the following are true for CNP 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 CNP 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.**

Direct Verification is only available during verification, starting October 1. CNP Direct Verification allows LEAs to search for only students selected for verification using an additional data source, Medical Assistance.



Phase 3

Step 2: CNP Direct Verification

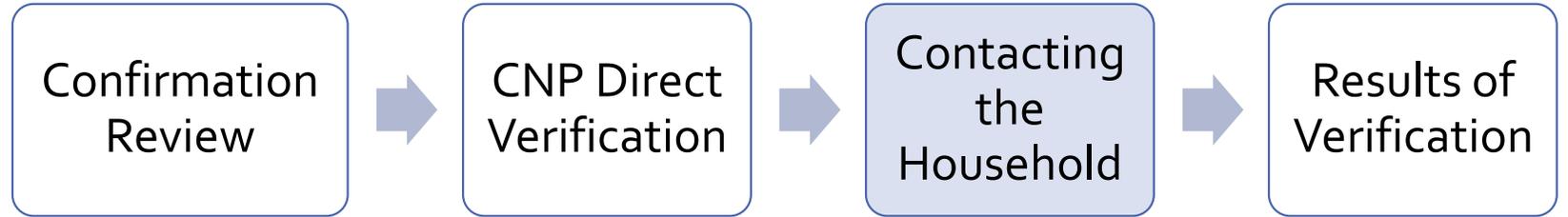
Before moving on to Step 3, make sure the details on the *Verification Tracking Form* in Step 2 concerning which households are subject to be contacted has been read.

Once this is complete, let's move on to some best practices when contacting the households.



Phase 3

Step 3: Contacting the Household



If the student was not verified in CNP Direct Verification, documentation that supports the information on the application will need to be provided by the household.

The LEA will notify the household that their application was selected for verification and request income documentation.

- The *Notification of Verification Letter* can be found on the Verification webpage in the Phase 3 tab.
- Sources of acceptable documentation are listed on this letter and can also be found on the Verification webpage in the Phase 3 tab.

Comprehension Check

True or False: LEAs *will* need to contact the household when a student has been verified in the CNP Direct Verification system?

- A. True
- B. False



Comprehension Check

True or False: LEAs *will* need to contact the household when a student has been verified in the CNP Direct Verification system?

- A. True
- B. False**

LEAs will only need to contact the household if the student was not verified. Refer to the *Verification Tracking Form Step 2* if further explanation is needed.



Phase 3

Step 3: Contacting the Household

From here the LEA will need to fill out the letter with all accurate information and include the date by which a response is due by.

The due date is your decision.

However, it is important that this date is reasonable for the household to supply the documentation needed and gives the LEA enough time to complete Phase 3 by November 15 when verification closes.

The LEA must also document the day the letter was sent.

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your child(ren) will stop getting free or reduced price meals.

School: _____ Date: _____

Dear _____:

We are checking your Free and Reduced Price School Meals Application. The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. You must send us information to prove that [name(s) of child(ren)] [is/are] eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask. Documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time you are required to provide documentation.

1. IF YOU WERE RECEIVING BENEFITS FROM SNAP, TANF OR FDIPIR WHEN YOU APPLIED FOR FREE OR REDUCED PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

- SNAP or TANF or FDIPIR Certification Notice that shows dates of certification.
- Letter from SNAP or TANF or FDIPIR office that shows dates of certification.
- Do not send your EBT card.

2. IF YOU GET THIS LETTER FOR A HOMELESS, MIGRANT, OR RUNAWAY CHILD, PLEASE CONTACT [school, homeless liaison, head start or migrant coordinator] FOR HELP.

3. IF THE CHILD IS A FOSTER CHILD:
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES SNAP or TANF or FDIPIR benefits:
Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the **name** of the person who received the income, the **date** it was received, **how much** was received, and **how often** it was received. **Send information to: [address]**

Acceptable papers include:

JOBS: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

SOCIAL SECURITY, PENSIONS, OR RETIREMENT: Social Security retirement benefit letter; statement of benefits received; or pension award notice.

UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP: Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

WELFARE PAYMENTS: Benefit letter from the TANF office.

Phase 3

Step 3: Contacting the Household

The dates on the *Notification of Verification Letter* should also be documented on the *Verification Tracking Form* in Step 3.

This is a great tool for LEAs to keep track of documentation when sending out letters to the households.

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your child(ren) will stop getting free or reduced price meals.

School: _____ Date: _____

Dear _____:

We are checking your Free and Reduced Price School Meals Application. The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals. You must send us information to prove that [name(s) of child(ren)] [is/are] eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask. Documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time you are required to provide documentation.

1. IF YOU WERE RECEIVING BENEFITS FROM SNAP, TANF OR FDIPIR WHEN YOU APPLIED FOR FREE OR REDUCED PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

- SNAP or TANF or FDIPIR Certification Notice that shows dates of certification.
- Letter from SNAP or TANF or FDIPIR office that shows dates of certification.
- Do not send your EBT card.

2. IF YOU GET THIS LETTER FOR A HOMELESS, MIGRANT, OR RUNAWAY CHILD, PLEASE CONTACT [school, homeless liaison, head start or migrant coordinator] FOR HELP.

3. IF THE CHILD IS A FOSTER CHILD:
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES SNAP or TANF or FDIPIR benefits:
Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the **name** of the person who received the income, the **date** it was received, **how much** was received, and **how often** it was received. **Send information to: [address]**

Acceptable papers include:

JOBS: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or farming papers, such as ledger or tax books.

SOCIAL SECURITY, PENSIONS, OR RETIREMENT: Social Security retirement benefit letter; statement of benefits received; or pension award notice.

UNEMPLOYMENT, DISABILITY, OR WORKER'S COMP: Notice of eligibility from State employment security office, check stub, or letter from the Worker's Compensation's office.

WELFARE PAYMENTS: Benefit letter from the TANF office.

Phase 3

Step 3: Contacting the Household

If a household does not respond by the given due date, it is a requirement that you complete at least one follow-up.

This can be done by sending a second letter, sending an email or calling the household.

- Make sure the date that the second outreach was conducted is documented and a due date for the household to respond by is included.

Phase 3

Step 3: Contacting the Household

Document the follow-up on the tracker like you did for the original *Notification of Verification Letter*.

Also, be sure to have the Follow-Up Official sign and date the Office Use Only section on the household application if a follow-up letter was sent.

- This does not need to be a different individual than the determining or confirming official.
- LEAs should refer to the tracker to document if the Follow-Up Official has signed the application.

OFFICE USE ONLY

Eligibility: Free___ Reduced___ Denied___

Determining Official's Signature: _____ Date: _____

Case # Application Foster Application Directly Certified: Date of Disregard: _____

Income Application

Household Size: _____

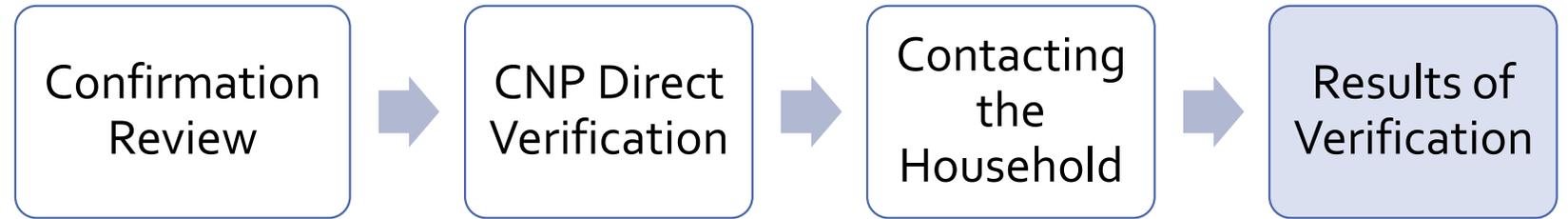
Total Income: _____ Per: Week Bi-Weekly (Every 2 Weeks) 2x Month Monthly Annual

~~Selected For Verification~~: Confirming Official's Signature: _____ Date: _____

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

Phase 3

Step 4: Results of Verification

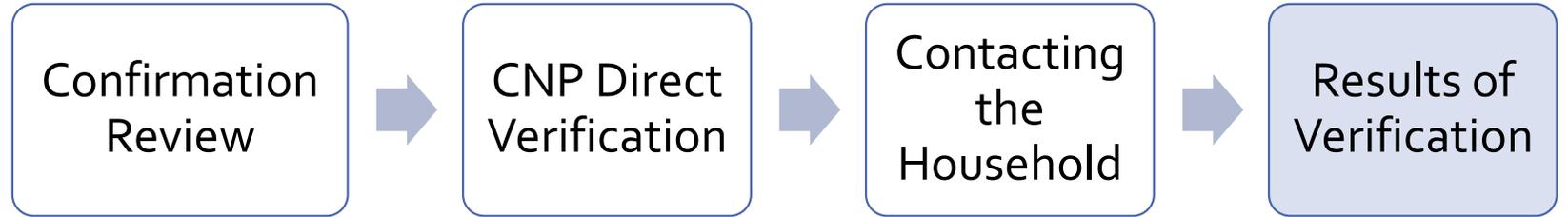


If documentation from the household has been received, compare the documentation provided with the information listed on the household applications.

- When verifying an income application, be sure to look at the **gross income**, not the net income.
 - This is a very common mistake made by LEAs.
 - Again, please make sure to verify income applications with the **gross income only**.

Phase 3

Step 4: Results of Verification



If documentation has *not* been received, the LEA will be responsible for sending out the *Letter of Verification Results*.

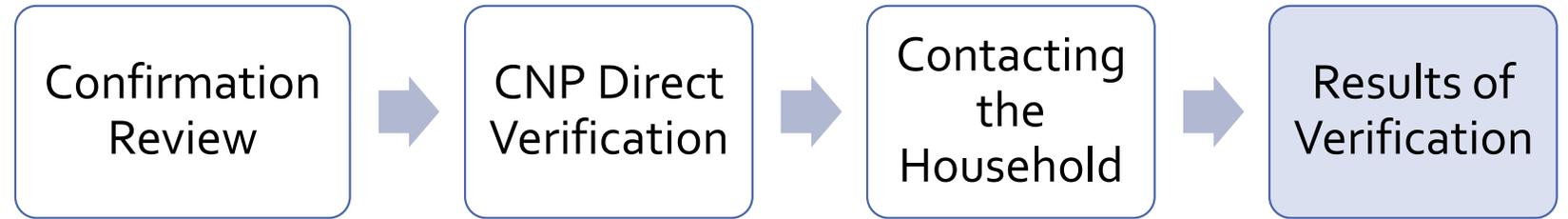
This letter will be sent out to the household informing them that their benefits have been *decreased* and that the student has been changed to *paid*.

Please note that this is the same letter that LEAs will send out to the household if documentation was received as well.

The *Letter of Verification Results* is sent to the household to inform them whether their eligibility status was changed or confirmed.

Phase 3

Step 4: Results of Verification



Once the results of verification have been determined, refer to Step 4 in the tracker to document and determine eligibility benefits for the application.

Please refer to the chart on the next slide to aid in the results of verification in Step 4 of the tracker.



Phase 3

Step 4: Results of Verification

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 <i>increases</i> the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information listed on the application. The documentation provided <i>decreases</i> the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information listed on the application. The documentation <i>decreases</i> 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 <i>paid</i> .

Phase 3

Letter of Verification Results

Once the appropriate box has been marked on the *Verification Tracking Form*, mail the *Letter of Verification Results* to the household with the correctly marked eligibility benefits for the student.

- For documentation purposes, remember to write the sent date on the tracker in Step 4.

The *Letter of Verification Results* can be found on the Verification webpage in the Phase 3 tab.

WE HAVE CHECKED YOUR APPLICATION

School: _____ Date: _____

Dear _____:

We checked the information you sent us to prove that [name(s) of child(ren)] are eligible for free or reduced-price meals and have decided that:

Your child(ren)'s eligibility has not changed.

Starting [date], your child(ren)'s eligibility for meals will be changed from **reduced price to free** because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.

Starting [date], your child(ren)'s eligibility for meals will be changed from **free to reduced price** because your income is over the limit. Reduced price meals cost \$5 for lunch and \$5 for breakfast.

Starting [date], your child(ren) is/are no longer eligible for free or reduced price meals for the following reason(s):

___ Records show that no one in your household received SNAP, FDPIR or TANF benefits.

___ Records show that the child(ren) is/are not homeless, runaway, or migrant.

___ Your income is over the limit for free or reduced-price meals.

___ You did not provide: _____

___ You did not respond to our request.

Meals cost \$5 for lunch and \$5 for breakfast. If your household income goes down or your household size goes up, you may apply again. If you were previously denied benefits because no one in the household received SNAP, TANF or FDPIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [name] at [phone]. You also have the right to a fair hearing. If you request a hearing by [date], your child(ren) will continue to receive free or reduced-price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: [name], [address], [phone number], or [e-mail].

Sincerely,

[signature]

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

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Phase 3

Letter of Verification Results

Please ensure that all information on this letter is correct before sending to the households.

Always remember to document when the letter was sent and to include a date of when the student's eligibility changes will be made active, if applicable.

If benefits have *increased* this must be active within *three calendar days*.

If benefits have *decreased* the LEA must allow the household *10 calendar days* to receive this letter and adjust to the new meal benefits.

WE HAVE CHECKED YOUR APPLICATION

School: _____ Date: _____

Dear _____:

We checked the information you sent us to prove that [name(s) of child(ren)] are eligible for free or reduced-price meals and have decided that:

- Your child(ren)'s eligibility has not changed.
- Starting [date], your child(ren)'s eligibility for meals will be changed from **reduced price to free** because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.
- Starting [date], your child(ren)'s eligibility for meals will be changed from **free to reduced price** because your income is over the limit. Reduced price meals cost **[\$]** for lunch and **[\$]** for breakfast.
- Starting [date], your child(ren) is/are no longer eligible for free or reduced price meals for the following reason(s):
 - ___ Records show that no one in your household received SNAP, FDIPIR or TANF benefits.
 - ___ Records show that the child(ren) is/are not homeless, runaway, or migrant.
 - ___ Your income is over the limit for free or reduced-price meals.
 - ___ You did not provide: _____
 - ___ You did not respond to our request.

Meals cost **[\$]** for lunch and **[\$]** for breakfast. If your household income goes down or your household size goes up, you may apply again. If you were previously denied benefits because no one in the household received SNAP, TANF or FDIPIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [name] at [phone]. You also have the right to a fair hearing. If you request a hearing by [date], your child(ren) will continue to receive free or reduced-price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: [name], [address], [phone number], or [e-mail].

Sincerely,

[signature]

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Example

Phase 3

Letter of Verification Results Example:

If a student is being changed to reduced or paid, the letter should reflect 10 calendar days from the date the letter is sent out.

- If the letter is sent out on November 15th, the household should have until November 25th before the student is switched to reduced or paid.

WE HAVE CHECKED YOUR APPLICATION

School: _____ Date: _____

Dear _____:

We checked the information you sent us to prove that [name(s) of child(ren)] are eligible for free or reduced-price meals and have decided that:

Your child(ren)'s eligibility has not changed.

Starting [date], your child(ren)'s eligibility for meals will be changed from **reduced price to free** because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.

Starting [date], your child(ren)'s eligibility for meals will be changed from **free to reduced price** because your income is over the limit. Reduced price meals cost \$[] for lunch and \$[] for breakfast.

Starting [date], your child(ren) is/are no longer eligible for free or reduced price meals for the following reason(s):

___ Records show that no one in your household received SNAP, FDPIR or TANF benefits.

___ Records show that the child(ren) is/are not homeless, runaway, or migrant.

___ Your income is over the limit for free or reduced-price meals.

___ You did not provide: _____

___ You did not respond to our request.

Meals cost \$[] for lunch and \$[] for breakfast. If your household income goes down or your household size goes up, you may apply again. If you were previously denied benefits because no one in the household received SNAP, TANF or FDPIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [name] at [phone]. You also have the right to a fair hearing. If you request a hearing by [date], your child(ren) will continue to receive free or reduced-price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: [name], [address], [phone number], or [e-mail].

Sincerely,

[signature]

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Phase 3

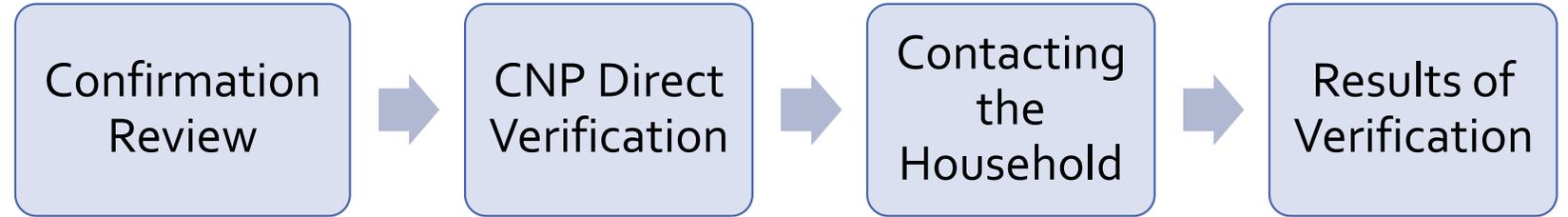
Update Your BID

It is expected for LEAs to update their BID:

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

Phase 3

Step 4: Results of Verification



At this point, your tracker will be completely filled out from Step 1 to Step 4.

Let's double check to ensure all verification responsibilities have been completed to move on the final verification phase.

Phase 3
Review

Phase 3

Phase 3 Checklist

- ✓ The *Verification Tracking Form* has been attached to each application and individually filled out step by step.
- ✓ CNP Direct Verification has been run on selected student(s) and the results have been printed.
- ✓ *Notification of Verification Letters* requesting adequate documentation for eligibility benefits have been sent out if the student(s) was not verified in CNP Direct Verification (including a follow up attempt for households that did not respond in a timely manner).
- ✓ All documents have been reviewed for households that have submitted adequate written evidence supporting the information on the household application.
- ✓ LEAs have sent out the final *Letter of Verification Results*.

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 *Letter of Verification Results* is sent for families who did not respond. These notices must be sent out no later than **November 15th**.



Phase 4

Phase 4: Submit the Verification Summary Report (VSR)

Report is due by February 1

Phase 4

Phase 4: Calculate and Select Applications

During Phase 4 LEAs will:

- Need permissions to ADEConnect.
- Count and categorize all needed documents for submitting the report.
- Fill out and submit the Verification Summary Report (VSR) in CNP Verification Reporting in ADEConnect.



Phase 4

Common Logon

For this phase of Verification, all LEAs will need ADEConnect, CNP Verification Reporting to submit the Verification Summary Report (VSR).

If LEAs are unsure if they have permissions to ADEConnect, CNP Verification Reporting, attempt to logon through the ADE website.

If LEAs *do not* have permissions, their Entity Administrator must be contacted to provide permissions to the user.

Phase 4

Submitting the Verification Summary Report

On November 16, LEAs are able to begin submitting the Verification Summary Report (VSR) in CNP Verification Reporting.



Phase 4

Submitting the Verification Summary Report

From here it is recommended to review the Step by Step Instruction: *How to Submit the Verification Report in CNP Verification*.

- This training will provide screen shots and give you instruction step by step in submitting the Verification Summary Report (VSR).
- This training is located on our website in the Verification webpage under the Phase 4 tab.

Step by Step Instruction:
How to Submit the Verification
Report in CNP Verification

Professional Standards Learning Code 3110
Length: 1 hour

Phase 4

Final Thoughts for Verification

The Verification Summary Report (VSR) can be submitted online anytime between November 16th 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 and LEAs can register on the ADE website.

ADE *strongly* encourages LEAs to attend one of these workshops to ensure your report is submitted accurately and on time.

Comprehension Check

By what date is the Verification Summary Report (VSR) due by?

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



Comprehension Check

By what date is the Verification Summary Report (VSR) due by?

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

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



Technical Assistance

If you have any questions about Verification, refer to USDA's Eligibility Manual for School Meals [here.](#)

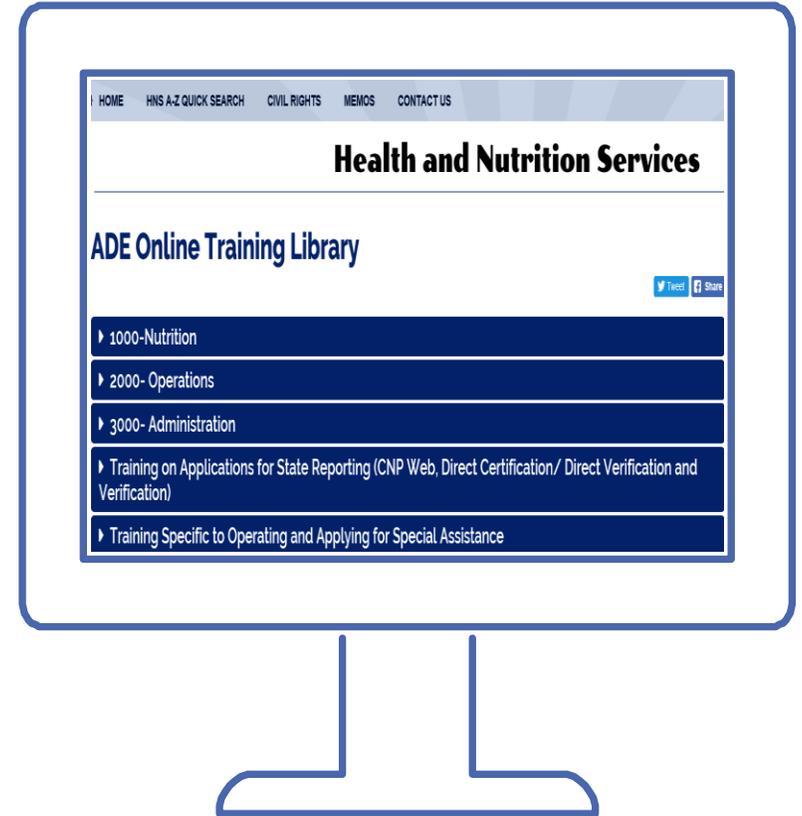
*For other questions about Verification,
please contact your School Nutrition Program Specialist.*

End of Training

ADE Online Training Library

Online trainings are easy to use and available year round. Directors and staff are encouraged to complete these trainings as a way to review previously learned subjects, or as an introduction to a regulation.

Please take some time to browse through the [ADE Online Training Library](#) to review additional resources.



End of Training

Congratulations!

You have completed the ***Online Training: 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 Training: 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.*

Request a
Certificate

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion form Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<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***

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