VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2024-2025

PHASE 1: Prepare
SEPTEMBER – OCTOBER 1

STUDY UP ON VERIFICATION

- [ ] Attend the **Verification Review School Year 2024-2025** webinar.
- [ ] Review the **_Online Course: Verification Review_** and the **_How-To Guide: How to Identify Error-Prone Household Applications._**
- [ ] Review the **_USDA Student Eligibility Manual for School Meals_** (Section 6 begins Verification guidance).

PREPARE

- [ ] Complete/Review the **Student Eligibility Checklist** and **Why the BID is Important.**
- [ ] Conduct Direct Certification again. (Best to find all matches before Verification!)
- [ ] Use **Verification Counting Cheat Sheet** and count number of paper applications on file as of _October 1_:

  - [ ] Categorically free applications (Case number, Foster).
  - [ ] Free by income applications.
  - [ ] Reduced by income applications.
  - [ ] Did NOT count any applications for students that were Directly Certified.
  - [ ] Did NOT count any applications that have been copied.
  - [ ] Did NOT count any applications that are incomplete (missing total household members, signature, etc.).

- [ ] Count the number of error prone applications on file as of _October 1_.

PHASE 2: Calculate and Select Applications
STARTS OCTOBER 1

CALCULATE

- [ ] Review the **Verification Non-Response Rate Report**
  - If your LEA is highlighted in copper, you can use _any_ sampling method (Standard, Alternate 1, or Alternate 2).
  - If your LEA is not highlighted in copper, (no highlight or red), _must_ use Standard sampling method.

- [ ] Does your LEA qualify for use of Alternative Sample Size (copper)? _____ (yes or no)

- [ ] Choose sampling method (Circle the method you plan to use):
  - Standard   or   Alternate 1   or   Alternate 2

- [ ] Use the **Verification Sample Size Calculator** in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).*

SELECT APPLICATIONS

- [ ] Randomly select the correct number of applications provided by the Verification Sample Size Calculator.
  - [ ] Applications selected are error prone (if Standard or Alternate 2).

*If you need assistance with calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.

PHASE 3: Verify
OCTOBER – NOVEMBER 15

VERIFICATION ACTIVITES- October 1-November 15

- [ ] Print and attach a **Verification Tracking Form** for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.
  - Conduct Confirmation Review.
  - Run **Direct Verification**.
  - If household is not verified in Direct Verification, send **a Notice of Verification (English/Spanish)** to household, review documentation submitted by household and send a **Letter of Verification Results (English/Spanish)**.
  - Utilize the **Sources of Acceptable Income Documentation** (English/Spanish) when reviewing documentation submitted by household.

- [ ] Count the number of students on file as of _October 31_:
  - [ ] Students and extended household members directly certified through CNP Direct Certification with:
    - [ ] SNAP
    - [ ] TANF
    - [ ] FDPIR
    - [ ] Medicaid data (DC-M Free; DC-M Reduced)
  - [ ] Students directly certified as homeless, migrant, runaway, Head Start, or Foster.
  - [ ] Students free due to a case number or foster application.
  - [ ] Students free by income applications.
  - [ ] Students reduced by income applications.

END OF VERIFICATION- November 15

All Verification Activities must be completed.

Verification is complete when:

- Household is verified in Direct Verification.
- Household responded; LEA received documentation that confirmed eligibility.
- The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent.
- Household responded, received documentation that changed eligibility. Verification is complete when Letter of Verification Results is sent to household.
- Household did not respond - Verification is complete when Letter of Verification Results is sent to household.

PHASE 4: Report
NOVEMBER 16 – FEBRUARY 1

REPORT

- [ ] Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.
- [ ] Begin Verification Summary Report in ADEConnect.
- [ ] Submit Verification Summary Report to ADE no later than February 1.*

*If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist.

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