

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2021-2022



PHASE 1: Prepare

September – October 1

Study up on Verification

- Attend the [Verification Review for School Year 2021-2022](#) webinar.
- Review the [Online Course: Verification Review](#).
- 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.

**If you need assistance with calculating how many applications should be verified, email ContactHNS@azed.gov to reach a Health and Nutrition Services Specialist.*



PHASE 2: Calculate and Select Applications

Starts October 1

CALCULATE

- Review the [Verification Non-Response Rate Report](#)
 - If your LEA is highlighted in green, you can use *any* sampling method (Standard, Alternate 1, or Alternate 2).
 - If your LEA is not highlighted in green, (no highlight or yellow), *must* use Standard sampling method.
- Does your LEA qualify for use of an alternative sample size (green)? _____ (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 ADE Verification Calculator.
 - Applications selected are error prone (if Standard or Alternate 2).



PHASE 3: Verify

October – November 15

VERIFICATION ACTIVITIES: October 1- November 15

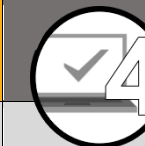
- Print and attach a [Verification Tracking Form](#) for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.
 - Conduct Confirmation Review.
 - Run [Direct Verification](#).
 - If household is not verified in Direct Verification, send a [Notice 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 (*November 1 for SY 21-22*):
 - Students and extended household members directly certified through CNP Direct Certification with SNAP
 - Students and extended household members directly certified through CNP Direct Certification with TANF
 - Students and extended household members directly certified through CNP Direct Certification with FDPIR
 - 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 be certified as eligible for free or reduced-price meal benefits, and Letter of Verification Results is sent.
- Household responded, received documentation that changed. 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.*