

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024



PHASE 1: Prepare

SEPTEMBER – OCTOBER 1

STUDY UP ON VERIFICATION

- Attend the [Verification Review School Year 2023-2024](#) 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, contact your assigned 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 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).



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:
 - 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. 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.