

Verification Review for School Year 2021-2022

WEBINAR

September 23, 2021

Professional Standards Learning Code: 3110



Meet Your Trainer!



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Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs)** who **collect household applications**. All regulations are specific to operating the National School Lunch Program (NSLP), including the Seamless Summer Option (SSO), under the direction of ADE.

This webinar is being recorded and will be posted on the ADE website for future use.

Objectives

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

- understand the USDA requirements for ADE's oversight of the verification process;
- understand the details of each phase of verification in order to successfully complete all verification activities;
- be aware of the School Year 2021-2022 (SY 21-22) verification timeline to ensure compliance with all deadlines; and
- be prepared to submit the Verification Summary Report (VSR) through ADEConnect.

Agenda

- Introduction to verification
- Timeline for SY 21-22
- Phase 1: Prepare
- Phase 2: Calculate & Select
- Phase 3: Verify

*ADE will be offering a future training on Phase 4: Reporting. Make sure to keep up with **HNS Communications** for more upcoming details! 😊*

Disclaimer

SFAs with all sites on an active Provision 2/3 non-base year or Community Eligibility Provision cycle (even if operating SSO), are **prohibited** from collecting school meal applications and do not conduct verification activities.

- This training does not apply to those operators.

What is your verification experience?

Please select the answer below that best describes YOU and your personal experience!

1. This will be my first year being involved in verification activities. *What is it?!*
2. Last year was my first year doing verification. *That was weird.....*
3. I have completed verification a few times. *I have some experience!*
4. I have completed verification many times. *I'm a seasoned vet!*



Introduction to Verification



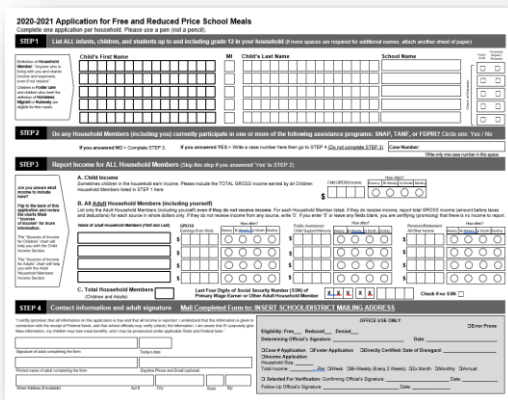
What is Verification?

Verification is the process of confirming free and reduced-price meal eligibility.

Verification is only required when eligibility is determined through the household application process, not through direct certification (DC).

*Please note: All SFAs that collected **any** household applications in SY 21-22 are required to conduct verification on those applications. This includes SFAs participating in SSO that collected household applications for student eligibility information purposes.*

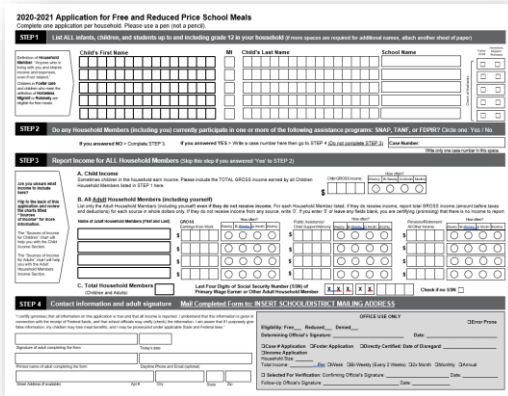
What is Verification?



The image shows a sample of the 2020-2021 Application for Free and Reduced Price School Meals form. The form is titled "2020-2021 Application for Free and Reduced Price School Meals" and includes instructions for completion. It is divided into several sections: STEP 1: List ALL adults, children, and students up to and including grade 12 in your household; STEP 2: Do any Household Members (including your currently pregnant partner) participate in one or more of the following assistance programs; STEP 3: Report Income for ALL Household Members; and STEP 4: Contact Information and adult signatures. The form includes various checkboxes, tables for listing household members, and fields for income and contact information.

Household
applications approved
at face value

What is Verification?



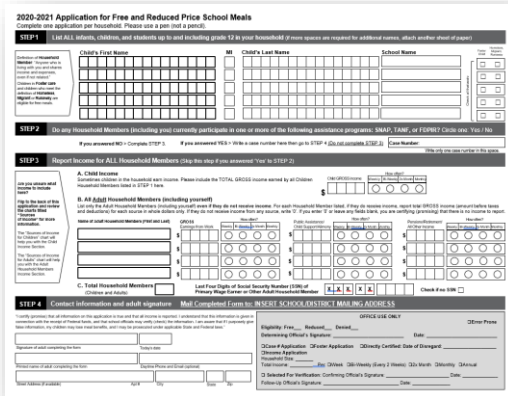
The image shows a sample of the 2020-2021 Application for Free and Reduced Price School Meals form. It is a multi-step form with sections for household information, income, and verification. The form is titled "2020-2021 Application for Free and Reduced Price School Meals" and includes instructions for completion. It features various tables for listing household members and income sources, as well as checkboxes for different verification methods.

Household
applications approved
at face value



USDA requires a small
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What is Verification?

A scan of the 2020-2021 Application for Free and Reduced Price School Meals form. The form is titled "2020-2021 Application for Free and Reduced Price School Meals" and includes instructions for completion. It is divided into several sections: STEP 1: List ALL family members, including students up to and including grade 12 in your household; STEP 2: Do any Household Members (including your currently pregnant partner) participate in one or more of the following assistance programs; STEP 3: Report Income for ALL Household Members; and STEP 4: Contact Information and adult signature. The form includes various checkboxes, tables for listing household members, and fields for income and contact information.

Household applications approved at face value



USDA requires a small percentage of applications to be verified



Documentation is requested from the selected households to verify that the information on the application is accurately reported

SY 21-22 Verification for SSO Operators

Under SSO, all students receive meals at no cost regardless of their eligibility for free or reduced-price meals. Therefore, SFAs operating SSO will not need to determine eligibility for free or reduced-price meals for purposes of counting and claiming school meals during SY 21-22; however, SFAs will need to have household applications available as needed to certify children for free and reduced-price meals, and that information may be used to qualify newly eligible children for SY 21-22 and summer 2022 Pandemic-Electronic Benefit Transfer (P-EBT) benefits.

- SFAs are allowed to use funds from the nonprofit school food service account to collect and process school meal applications to determine P-EBT eligibility, even if that is the sole purpose of the application while operating under SSO.

If because of these reasons SFAs received fewer school meal applications in SY 21-22 than a typical school year, verification is still required.

- If an SFA collected 1 or 1,000 school meal applications in SY 21-22, all steps of verification are required to be completed.

Purpose

Verification provides a system of checks and balances for the NSLP to support the accuracy of self-reported data from the households.

- If the documentation provided from the household matches their household application, it supports that self-reported data ensures free and reduced-price meals are provided only to eligible children.

Ameliorative Action

USDA requires ADE to analyze the results of verification each year.

- This analysis looks at which SFAs submitted the VSR with errors or had high numbers of applications that changed or terminated eligibility status due to the verification process (“high change/termination rate”).

USDA requires State agencies to create an **Ameliorative Action Plan** to provide heavy oversight and technical assistance for SFAs that meet this criteria.

The intent of **Ameliorative Action** is to improve the accuracy of the information that is provided on applications, as well as improve the timeliness and accuracy of data in the VSR.

*Please note: **Ameliorative Action** was waived last school year by USDA.*

Comprehension Check

True or false: All applications on file need to be verified.

1. True
2. False



Comprehension Check

True or false: All applications on file need to be verified.

1. True
2. False

Only a small sample of the household applications are selected for verification.



Verification Phases

The verification process has four phases, with each phase having an individual timeline.

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



Verification Phases

Follow along with the verification process and stay on track with every task and deadline with ADE's

[Verification Best Practices Calendar!](#)

All verification forms, trainings and resources are linked in the calendar. The links are **bold and underlined**.

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2021-2022				
PHASE 1: Prepare September – October 1		PHASE 2: Calculate and Select Applications Starts October 1		
Study up on Verification <ul style="list-style-type: none"><input type="checkbox"/> Attend the <u>Verification Review for School Year 2021-2022</u> webinar.<input type="checkbox"/> Review the <u>Online Course: Verification Review</u>.<input type="checkbox"/> Review the <u>USDA Student Eligibility Manual for School Meals</u> (Section 6 begins Verification guidance). PREPARE <ul style="list-style-type: none"><input type="checkbox"/> Complete/Review the <u>Student Eligibility Checklist</u> and <u>Why the BID is Important</u>.<input type="checkbox"/> Conduct Direct Certification again (best to find all matches before Verification).<input type="checkbox"/> Use <u>Verification Counting Cheat Sheet</u> and count number of <u>paper applications</u> on file as of <u>October 1</u>.<ul style="list-style-type: none"><input type="checkbox"/> Categorically free applications (Case number, Foster)<input type="checkbox"/> Free by income applications<input type="checkbox"/> Reduced by income applications<input type="checkbox"/> Did NOT count any applications for students that were directly certified<input type="checkbox"/> Did NOT count any applications that have been copied<input type="checkbox"/> Did NOT count any applications that are incomplete (missing total household members, signature, etc.)<input type="checkbox"/> Count the number of error prone applications on file as of <u>October 1</u>.		CALCULATE <ul style="list-style-type: none"><input type="checkbox"/> Review the <u>Verification Non-Response Rate Report</u><ul style="list-style-type: none">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.<input type="checkbox"/> Does your LEA qualify for use of an alternative sample size (green)? ____ (yes or no)<input type="checkbox"/> Choose sampling method (Circle the method you plan to use):<ul style="list-style-type: none">Standard or Alternate 1 or Alternate 2<input type="checkbox"/> Use the <u>Verification Sample Size Calculator</u> 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 <ul style="list-style-type: none"><input type="checkbox"/> Randomly select the correct number of applications provided by the ADE Verification Calculator.<input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2).		
<i>If you need assistance with calculating how many applications should be verified, email <u>Contact@NS@azed.gov</u> to reach a Health and Nutrition Services Specialist.</i>				
PHASE 3: Verify October – November 15		PHASE 4: Report November 16 – February 1		
VERIFICATION ACTIVITIES: October 1–November 15 <ul style="list-style-type: none"><input type="checkbox"/> Print and attach a <u>Verification Tracking Form</u> for each application being verified. Follow the steps on the Verification Tracking Form for each application selected.<ul style="list-style-type: none">Conduct Confirmation Review.Run <u>Direct Verification</u>.If household is not verified in Direct Verification, send a <u>Notice of Verification (English/Spanish)</u> to household, review documentation submitted by household and send a <u>Letter of Verification Results (English/Spanish)</u>.Utilize the <u>Sources of Acceptable Income Documentation (English/Spanish)</u> when reviewing documentation submitted by household.<input type="checkbox"/> Count the number of <u>students</u> on file as of <u>October 31</u> (November 1 for SY 21-22):<ul style="list-style-type: none">Students and extended household members directly certified through CNP Direct Certification with SNAPStudents and extended household members directly certified through CNP Direct Certification with TANFStudents and extended household members directly certified through CNP Direct Certification with FDIPIRStudents directly certified as homeless, migrant, runaway, Head Start, or FosterStudents free due to a case number or foster applicationStudents free by income applicationsStudents reduced by income applications		END OF VERIFICATION: November 15 <p>All Verification Activities must be completed.</p> <p>Verification is complete when:</p> <ul style="list-style-type: none">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.		REPORT <ul style="list-style-type: none"><input type="checkbox"/> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account.<input type="checkbox"/> Begin Verification Summary Report in ADEConnect.<input type="checkbox"/> Submit Verification Summary Report to ADE no later than February 1. <i>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.</i>

Verification | Revised September 2021 | Arizona Department of Education | This institution is an equal opportunity provider.

Verification Phases

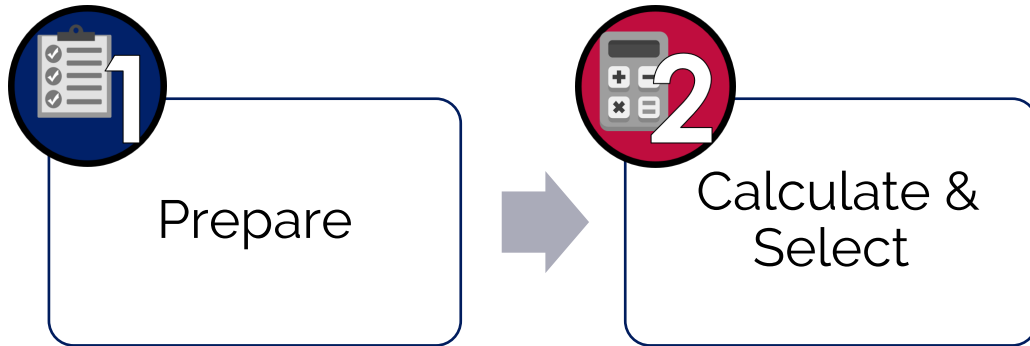


Prepare

Phase 1: Prepare

- Organize all approved applications

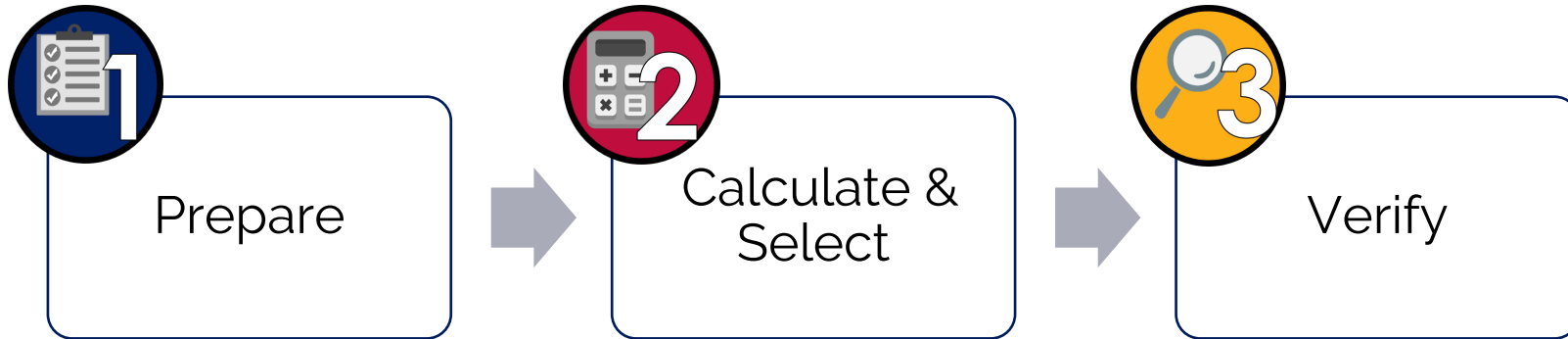
Verification Phases



Phase 2: Calculate and Select

- Determine and select how many applications will be verified

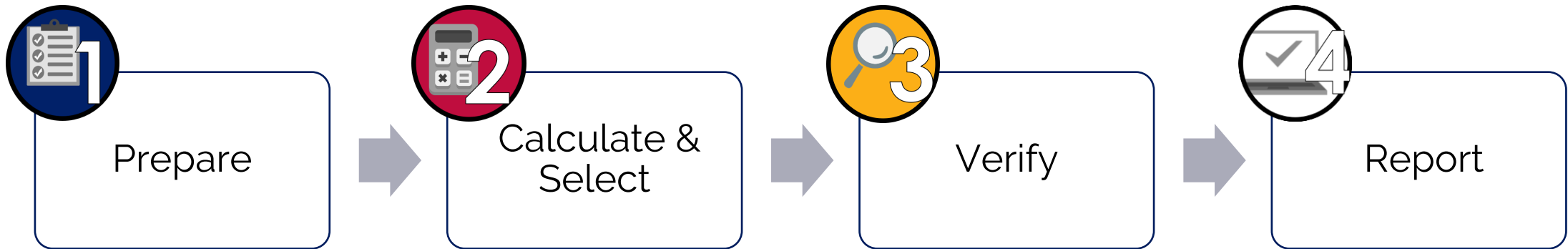
Verification Phases



Phase 3: Verify

- Perform the process of verification, including conducting direct verification on the selected applications and contacting the households not directly verified.

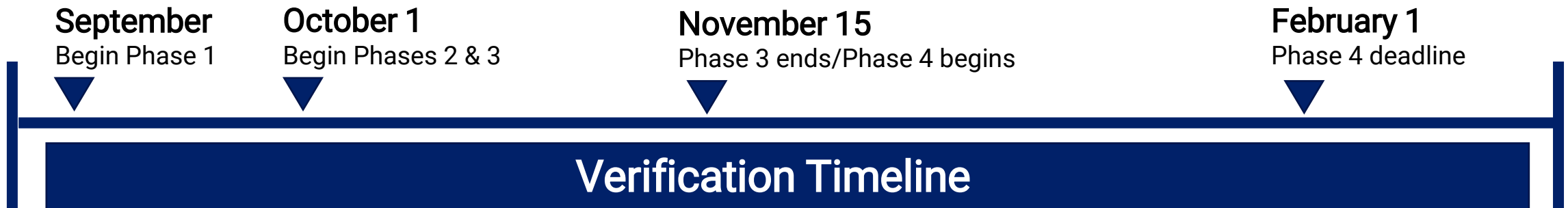
Verification Phases



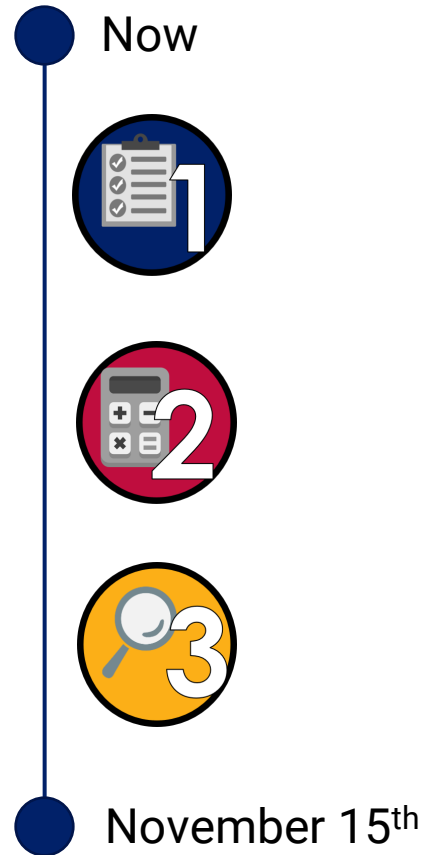
Phase 4: Report

- Log into ADEConnect to submit the VSR in *CNP Verification Reporting*.

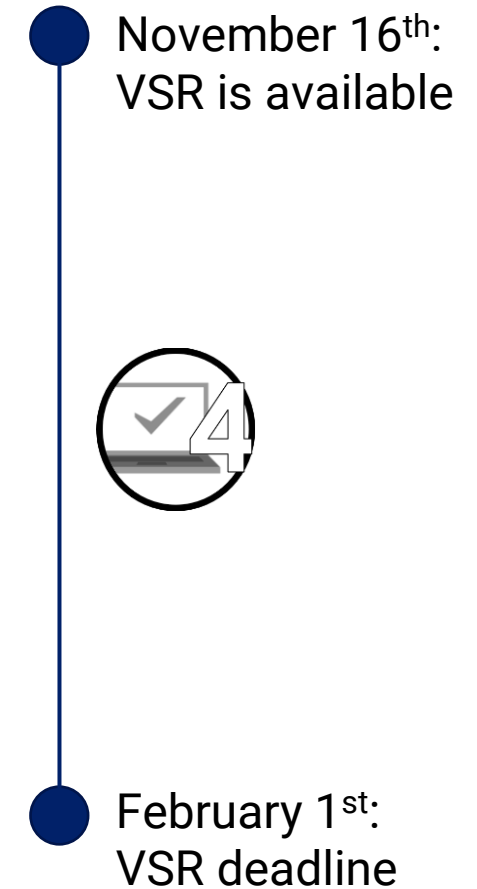
Verification Timeline



Verification Activities



Submitting the report



Phase 1: Prepare for Verification



Phase 1: Prepare

Phase 1 tasks:

- Complete and review the Student Eligibility Checklist as a best practice to ensure the correct number of applications are chosen for verification



Phase 1: Prepare

Best practice: *Student Eligibility Checklist*

ADE recommends completing the [*Student Eligibility Checklist*](#) before counting the number of applications on file.

This checklist helps as you prepare to count applications.

Verification Phase 1: Prepare

Student Eligibility Checklist

Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

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 FDPIR.	<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 FDPIR 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 FDPIR based on Indian Tribal Organizations).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. We ensured the total household members 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	

Verification | June 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 1: Prepare

Best practice: *Conduct direct certification*

It is best practice to conduct DC prior to counting the number of applications on file.

- A household application will not be subject to verification if a student is a match in DC. These applications would be removed prior to determining the verification sample size.
- Update your Benefit Issuance Document (BID) after new matches in DC have been identified to reflect the most up to date information.

Comprehension Check

Which of the following is not subject to verification?

1. A school meal application certified for reduced-price.
2. A free income application from a household containing two students. On 8/17, one student matched in DC under SNAP and the other student did not match.
3. A school meal application certified for free based on a case number.



Comprehension Check

Which of the following is not subject to verification?

1. A school meal application certified for reduced-price.
2. A free income application from a household containing two students. On 8/17, one student matched in DC under SNAP and the other student did not match.
3. A school meal application certified for free based on a case number.

When a student is a match in SNAP and/or TANF, all students in the household are directly certified. Even if the household turns in an application, it is not subject to verification.



Phase 2: Calculate & Select Applications



Phase 2:

Calculate & Select

Phase 2 tasks:

- Count the total number of applications on file as of October 1st
- Count and categorize applications by case number, foster, free by income, and reduced by income
- Determine which sampling method your SFA qualifies for based on the *Verification Non-Response Rate Report*
- Locate the *ADE Verification Sample Size Calculator*
- Calculate how many applications will need to be verified



Phase 2: Calculate & Select

Count your applications

Determine the number of applications on file as of October 1st.

- *Reminder!* Not all applications are subject to verification. Use ADE's [Verification Counting Cheat Sheet](#) to help you identify which applications are subject to verification.
- *Reminder!* Only count the applications you received for **SY 21-22**. Do not count any applications from previous school years.

Verification Phase 1: Prepare
Verification Counting Sheet
Use this form to help you count the applications that are subject to Verification.

		Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Case # Application	Free	✓		✓
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

*If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Verification Counting Sheet

Use this form to help you count the applications that are subject to Verification.

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	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

***If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.**

Verification Phase 1: Prepare

Verification Counting Sheet

Use this form to help you count the applications that are subject to Verification.

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	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
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	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

***If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.**

Verification Counting Sheet

Use this form to help you count the applications that are subject to Verification.

		Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
Household Paper Applications	Case # Application	Free	✓		✓
	Homeless/Migrant/Runaway	Incomplete, must confirm with liaison			
	Foster Box checked	Free			✓
	Income Application- Free	Free	✓		✓
	Income Application- Reduced	Reduced	✓		✓
	Income Application- Paid	Paid	✓		
	CNP Direct Certification Match Results (SNAP/TANF/FDPIR)	Free	✓	✓	
	CNP Direct Certification Match Results (Foster, Migrant)	Free		✓	
	Notice to Provider (Foster)	Free		✓	
	Confirmed Homeless/Migrant/Runaway Liaison Lists	Free		✓	
	Head Start/Even Start Enrollment Roster	Free		✓	
	TANF Agency Letter	Free	✓	✓	
	FDPIR Agency Letter	Free	✓	✓	
	SNAP Agency Letter	Free	✓		

***If household completed an application prior to the child being directly certified, the application would be filed with all other directly certified applications and not be included in the verification sample.**

Phase 2:

Calculate & Select

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 number of applications the calculation reflects.
- Some sampling methods require you to select from error-prone applications for verification.

Phase 2:

Calculate & Select

Sampling methods

There are three sampling methods:

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

Phase 2:

Calculate & Select

Sampling methods

There are three sampling methods:

- Standard Sampling **All SFAs can use**
- Alternate 1: Random Sampling
- Alternate 2: Focused Sampling

Phase 2: Calculate & Select

Sampling methods

There are three sampling methods:

- Standard Sampling **All SFAs can use**
 - Alternate 1: Random Sampling
 - Alternate 2: Focused Sampling
- } **Only those who qualify for an alternative sampling method can use**

Phase 2:

Calculate & Select

Determine your sampling method

- Use the [*Verification Non-Response Rate Report*](#) to determine if your SFA qualifies to use an alternative sampling method.
 - Published every year by ADE
 - Based on the previous year's VSR
 - If you had a low percentage of households who did not respond or changed eligibility during last year's verification process, you qualify for an alternative sample size

Phase 2:

Calculate & Select

Determine your sampling method

- The SFA names shown in **green** qualify to use an alternative sampling method.
- SFA names shown in white do not qualify to use an alternative sampling method.

IMPORTANT - How to Determine Your Eligibility for Use of an Alternative Sample Size in 2021-2022	
1)	Sponsors highlighted in Green qualify for use of an alternative sample size during the 2021-2022 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 2021-2022 Verification reporting.</i>

Phase 2:

Calculate & Select

Standard Sampling Method

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

SFAs using this method must select **3% of the applications** to verify. The selected applications must be from those marked as **error-prone**.

Phase 2:

Calculate & Select

Standard Sampling Method

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

SFAs using this method must select **3% of the 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.

Phase 2: Calculate & Select

Error-Prone Worksheet

The *Error-Prone Worksheet* can be found on the [NSLP webpage](#) under [Program Forms and Resources](#): Eligibility Documents for School Meal Benefits: Verifying Household Applications.



▼ Eligibility Documents for School Meal Benefits

Program Forms for School Year 2021-2022 have been updated to indicate that breakfast and lunch are free for all students this year. Please reference Memorandum HNS # 17-2021 (coming soon) for more information.

REMINDER: As per USDA, the Program Forms should be distributed on or around the beginning of the school year. *Forms cannot be distributed before July 1.

Application Packet

- Parent Letter for School Meals ([English](#)) ([Spanish](#))
- Instructions for Household Application for Free and Reduced-Price Meals ([English](#)) ([Spanish](#))
- Household Application for Free and Reduced-Price Meals ([English](#)) ([Spanish](#))
- Parent/Guardian Consent for Sharing Information ([English](#)) ([Spanish](#))
- Foster Outreach Letter – USDA Sample Template ([PDF](#)) ([Word](#))
- [USDA Translated School Meal Application Materials](#)

Parent Letters for Special Provision Options

- Parent Letter for Provision 2/3 Non-Base Year & for CEP ([English](#)) ([Spanish](#))

Parent Letters for the Special Milk Program

- Parent Letter, collects applications and charges ([English](#)) ([Spanish](#))
 - *Use the instructions and the household application for free and reduced-price meals posted above.
- Parent Letter, does not collect applications and charges ([English](#)) ([Spanish](#))
- Parent Letter, does not collect applications and does not charge ([English](#)) ([Spanish](#))

Certification and Benefit Issuance

- Income Eligibility Guidelines (IEGs) for SY 21-22 ([English](#)) ([Spanish](#))
- Notification of Benefits Letter, School Meals ([English](#)) ([Spanish](#))
- Notification of Benefits Letter, Special Milk ([English](#)) ([Spanish](#))
- Notification for Free School Meals Letter, Direct Certification ([English](#)) ([Spanish](#))

Verifying Household Applications

- [Error-Prone Worksheet for SY 21-22](#)
- [Verification Tracking Form](#)
- [Verification for Cause Tracking Form](#)



Phase 2:

Calculate & Select

Learn more about identifying error-prone applications

Recommended training:

- [*Step by Step Instruction: How to Identify Household Applications That Are Error-Prone*](#)



Phase 2:

Calculate & Select

EXAMPLE: Standard Sampling Method

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

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Phase 2:

Calculate & Select

EXAMPLE: Standard Sampling Method

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

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

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

Phase 2:

Calculate & Select

EXAMPLE: Standard Sampling Method

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

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

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

The SFA in this example will need to randomly select 36 applications out of the 62 error-prone applications on file.

Please note: If there are not enough error-prone applications to meet the requirement, SFAs must verify all error-prone applications and then select additional applications at random to meet the required number.

Phase 2:

Calculate & Select

Alternate 1: Random Sampling Method

Only SFAs who qualify to use an alternative sampling method can use this option.

SFAs using this method must select **3% of the applications** to verify. SFAs must randomly select from all case number, foster and free/reduced income applications.

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

Phase 2:

Calculate & Select

EXAMPLE: Alternate 1: Random Sampling Method

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

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Phase 2:

Calculate & Select

EXAMPLE: Alternate 1: Random Sampling Method

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

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

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

Phase 2:

Calculate & Select

EXAMPLE: Alternate 1: Random Sampling Method

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

72 case number applications

2 foster applications

=**1,174** total applications subject to verification

Total applications x 3%

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

Reminder! Error-prone applications do not need to be identified for this sampling method.

This SFA must randomly select 36 applications from all case number, foster and free/reduced income applications.

Phase 2:

Calculate & Select

Alternate 2: Focused Sampling Method

Only SFAs who qualify to use an alternative sampling method can use this option.

SFAs using this method must select **1% of the total applications** (from the error-prone applications) and **0.5% of the case number applications** to verify.

- The benefit of this sampling method is that it reduces the number of total applications the SFA will need to verify.

Phase 2:

Calculate & Select

EXAMPLE: Alternate 2: Focused Sampling Method

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

72 case number applications

2 foster applications

=1,174 total applications subject to verification

Phase 2:

Calculate & Select

EXAMPLE: Alternate 2: Focused Sampling Method

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

72 case number applications

2 foster applications

=1,174 total applications subject to verification

Total applications x 1%

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

Phase 2:

Calculate & Select

EXAMPLE: Alternate 2: Focused Sampling Method

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

72 case number applications

2 foster applications

=1,174 total applications subject to verification

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%

$72 \times .005 = 0.36$ (*always round up* = 1 case number application to verify)

Phase 2:

Calculate & Select

EXAMPLE: Alternate 2: Focused Sampling Method

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

72 case number applications

2 foster applications

=1,174 total applications subject to verification

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%

$72 \times .005 = 0.36$ (*always round up* = 1 case number application to verify)

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

Phase 2:

Calculate & Select

Does the sampling method make a difference?

Using the application counts in the previous examples, let's compare the number of applications needed to be verified in each of the sampling methods.

	Calculation	# of Applications to Verify	Notes
Standard	3% of total applications	36 (chosen from error-prone)	

Phase 2:

Calculate & Select

Does the sampling method make a difference?

Using the application counts in the previous examples, let's compare the number of applications needed to be verified in each of the sampling methods.

	Calculation	# of Applications to Verify	Notes
Standard	3% of total applications	36 (chosen from error-prone)	
Alternate 1: Random	3% of total applications	36 (chosen from total applications)	SFAs are able to select from all applications and not have to track/identify error-prone.

Phase 2:

Calculate & Select

Does the sampling method make a difference?

Using the application counts in the previous examples, let's compare the number of applications needed to be verified in each of the sampling methods.

	Calculation	# of Applications to Verify	Notes
Standard	3% of total applications	36 (chosen from error-prone)	
Alternate 1: Random	3% of total applications	36 (chosen from total applications)	SFAs are able to select from all applications and not have to track/identify error-prone.
Alternate 2: Focused	1% of total applications + 0.5% of case number applications	13 applications (12 error-prone and 1 case number)	SFAs are able to select from a smaller sample size of applications; therefore, they will not have to verify as many applications.

Phase 2:

Calculate & Select

Verification Sample Size Calculator

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

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

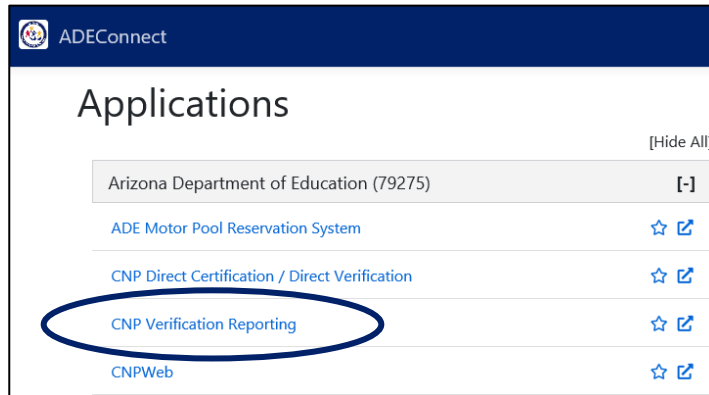
To access the calculator, the SFA must have permissions to the *CNP Verification Reporting* application through ADEConnect.

Users who do not have access to CNP Verification Reporting must contact their Entity Administrator to grant access to this application.



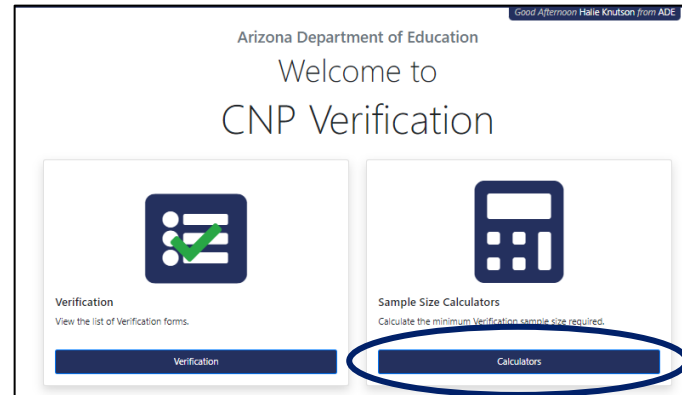
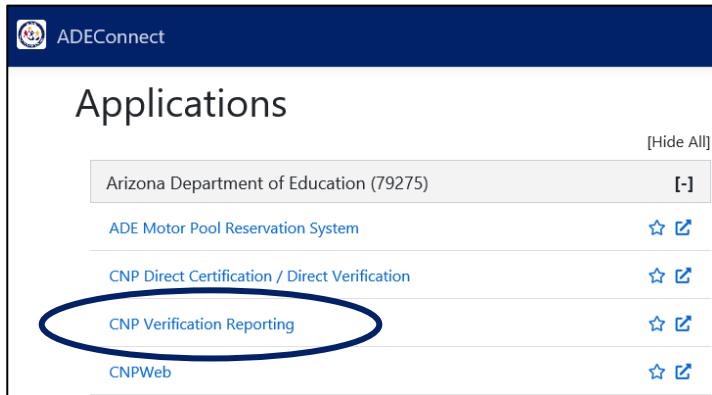
Phase 2:

Calculate & Select

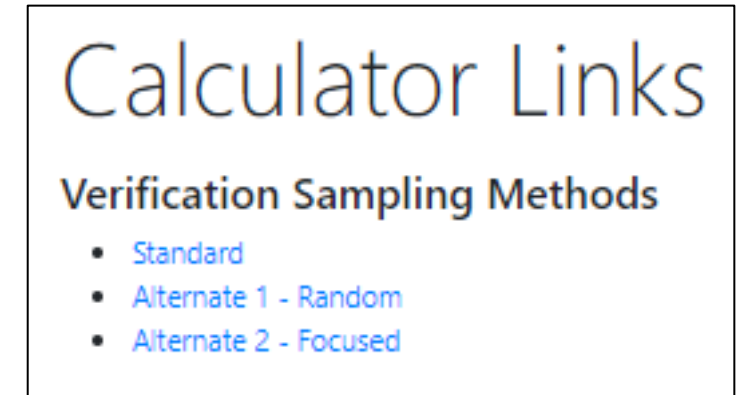
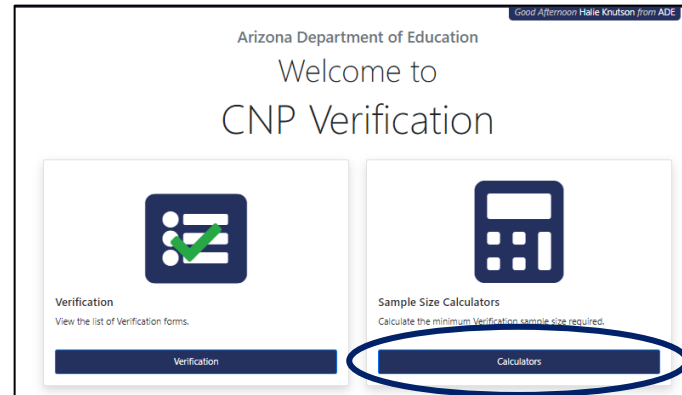
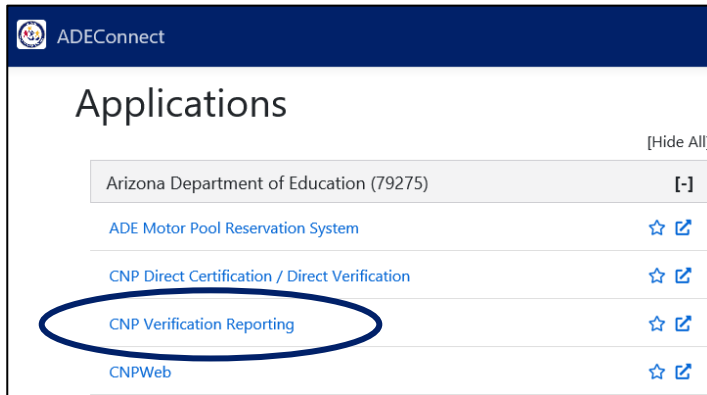


ADEConnect	
Applications [Hide All]	
Arizona Department of Education (79275)	[+]
ADE Motor Pool Reservation System	☆ 🔗
CNP Direct Certification / Direct Verification	☆ 🔗
CNP Verification Reporting	☆ 🔗
CNPWeb	☆ 🔗

Phase 2: Calculate & Select



Phase 2: Calculate & Select



Phase 2:

Calculate & Select

Calculator

Total Number of Approved Applications on file as of October 1st:

1174

Total Number of Applications to Verify:

36

In this example, the Standard Sampling Method was used. Based on the calculator, the SFA would be required to verify 36 applications and select from error-prone.

- Feel free to print the screen for documentation purposes!

Phase 2: Calculate & Select

Select applications

The last step in Phase 2 is to randomly select the correct number of applications as indicated by the *Verification Sample Size Calculator*.

- Remember to select from error-prone if you chose Standard Sampling or Alternate 2!

Once you have selected the applications, you are ready to move on to Phase 3!

Phase 3: Verify Selected Applications



Phase 3: Verify

Phase 3 tasks:

- 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: Verify

Best practice: Verification Tracking Form

For each application selected for verification, ADE recommends printing the [*Verification Tracking Form*](#).

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

Verification Phase 3: Verify

Verification Tracking Form

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

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No

Original Determination was (check one):

- ☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- ☐ Free Eligible Based on Income/Household Size Information
- ☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

- ☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
- ☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- ☐ Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.
- ☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):

- ☐ Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- ☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

↓ Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____

- ☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
- ☐ Follow-up official must sign and date household application
- ☐ Make notes on the application, as necessary

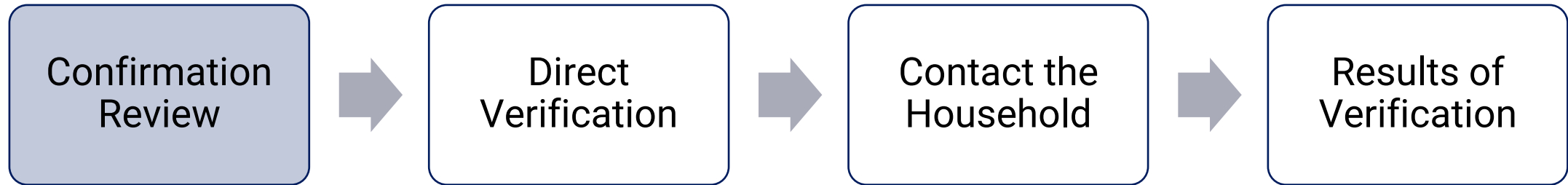
Step 4 ☐ Results of Verification (Select ONE):

- ☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
- ☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
- ☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
- ☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
- ☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

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

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3: Verify



Step 1: Confirmation Review

A school official who did not make the original eligibility decision (known as the Confirming Official) will review the applications and confirm that the correct eligibility was assigned when the application was initially certified.


- The confirmation review can be completed when the application is initially certified for eligibility, or it can be done during the time of verification.

Refer to the *Verification Tracking Form* for guidance on what to do when the initial eligibility determination is incorrect.

Phase 3: Verify

Results of the confirmation review

- If the original determination is confirmed: No change in benefits, move on to Step 2.
- If the original determination changed the benefits: Refer to the *Verification Tracking Form* for next steps.



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.
Results of Confirmation Review (Select ONE):
☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
☐ Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.
☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFA's will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

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

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3: Verify

The confirmation review

Be sure the Confirming Official signs and dates the household application after it is reviewed.

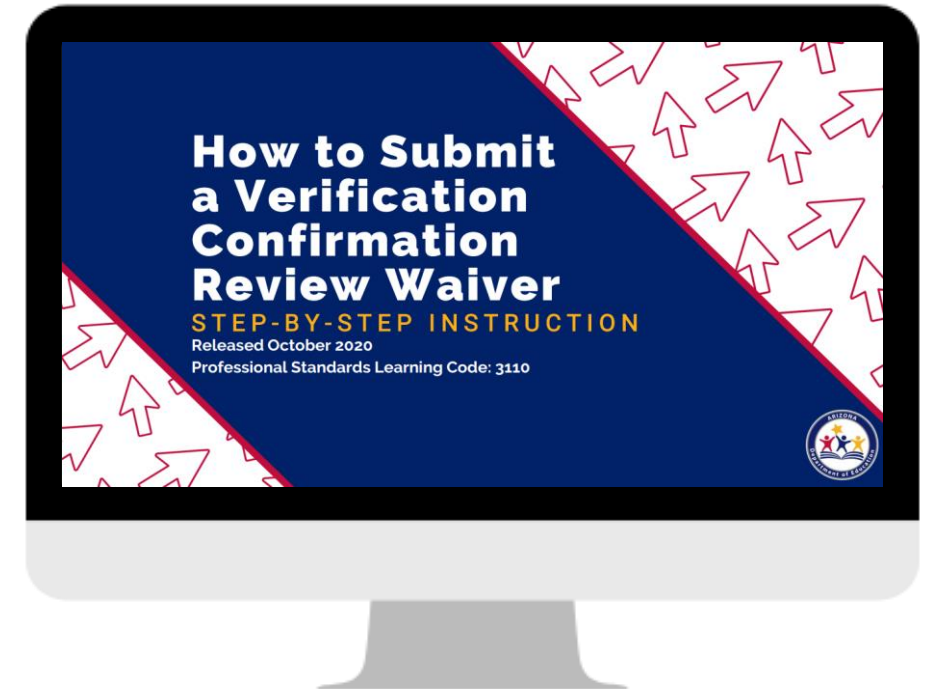
OFFICE USE ONLY	
Eligibility: Free___ Reduced___ Denied___	<input type="checkbox"/> Error Prone
Determining Official's Signature: _____	Date: _____
<input type="checkbox"/> Case # Application <input type="checkbox"/> Foster Application <input type="checkbox"/> Directly Certified: Date of Disregard: _____	
<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: Verify

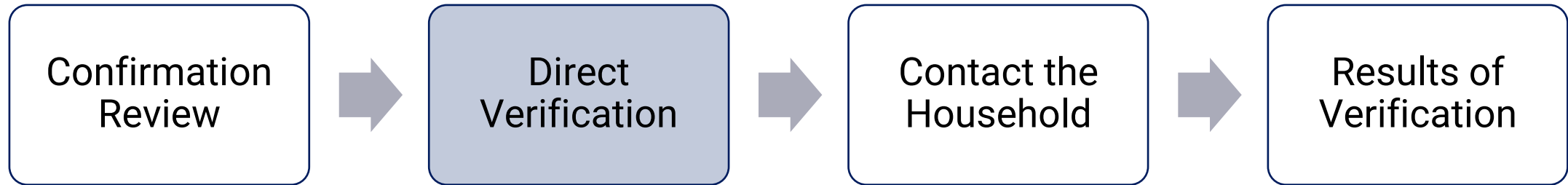
The confirmation review

The confirmation review can be waived for SFAs who use a technology-based system that operates with a high level of accuracy in processing applications.

Recommended training: [*Step by Step Instruction: How to Submit a Verification Confirmation Review Waiver*](#)



Phase 3: Verify



Step 2: Conduct Direct Verification

Direct verification (DV) is a process used to *verify* income and/or participation in assistance programs by directly obtaining documentation from the appropriate state or local agency.

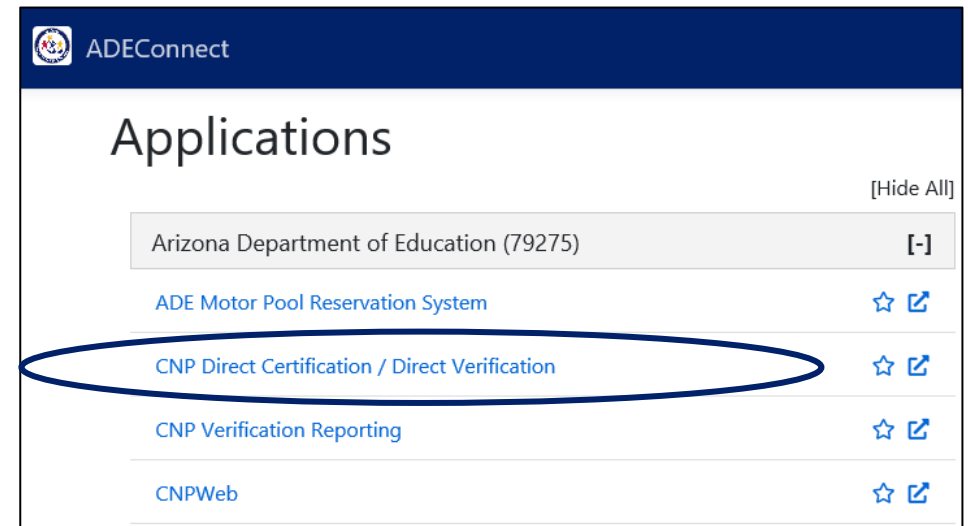
In Arizona, DV is conducted via ADEConnect in the *CNP Direct Certification/Direct Verification* application.

Phase 3: Verify

CNP Direct Certification/Direct Verification

To conduct direct verification you will need permissions to *CNP Direct Certification/Direct Verification* in ADEConnect.

Users who do not have access to CNP Direct Certification/Direct Verification must contact their Entity Administrator to grant access to this application.



Phase 3: Verify

CNP Direct Certification/Direct Verification

When you enter the system, be sure to enter Direct Verification in yellow on the right side of the screen.

The screenshot displays the 'CNP Direct Certification & Direct Verification' web application. At the top, a header bar includes a 'DE seal' logo, the title 'CNP Direct Certification & Direct Verification', and a user greeting 'Welcome, Krug, Jessica'. Below the header is a navigation bar with a 'Home' icon, a 'Help' icon, and links for 'ADEConnect' and 'Logout'. The main content area is divided into two columns. The left column, titled 'Direct Certification' in a blue header, contains text explaining the process, a list of required reports, and a 'Modify' link. The right column, titled 'Direct Verification' in a yellow header, includes a red announcement 'Available October 1st', a detailed explanation of the process, and a 'Modify' link. Both columns feature a button at the bottom to proceed to their respective sections.

DE seal

CNP Direct Certification & Direct Verification

Welcome, Krug, Jessica

Home Help ADEConnect Logout

Direct Certification

Direct Certification means determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency.

All Child Nutrition Program School Food Authorities (SFAs)* are required to run a Direct Certification report at least three times per school year using CNP Direct Certification:

- At or around the beginning of the school year (July 1)
- three months after the initial effort, and
- six months after the initial effort

No application is necessary if eligibility is determined through the direct certification process.

If a household submits an application for children who were directly certified, direct certification takes precedence over an application.

[Modify](#)

Proceed to Direct Certification >>>

Direct Verification

Available October 1st

Conducting Direct Verification is a requirement in the state of Arizona. Direct Verification is not Direct Certification; however, they're located in the same application via the ADE Common Logon, CNP Direct Certification/Direct Verification. Direct Verification can only be conducted during the Verification time frame (Oct. 1- Nov. 15) and must only be conducted for applications that are part of the Verification sample. Since Verification for Cause can be conducted at any time during the year, including dates that Direct Verification is not available, ADE does not require LEAs to conduct Direct Verification for applications selected to be verified for cause.

[Modify](#)

Proceed to Direct Verification >>>

Phase 3: Verify

Direct Verification (DV)

DV is very similar to DC, except for a few differences:

- Only available during verification time
- Only search students who were selected for verification
- Searches using an additional data source: Medical Assistance (MA)

Phase 3: Verify

Direct Verification (DV)

You can use Individual Student Lookup or File Upload to conduct DV

- Case number search
- State Student ID search
- Standard format search (first name, last name, date of birth)



Phase 3: Verify

Interpreting the results

The search results will show Verified or Not Verified.

Search Results

Search Results

Download: ☐ Check here to include NOT VERIFIED results  

Search Type	Search Date	Searched By	Entity Name	Total Records	Verified	Partial Matches	Not Verified
Lookup Standard	9/27/2019 12:47:49 PM	User, HNS	Ajo Unified District	2	1		1

Result:

All

Search:

Show

10

 entries

First Name	Last Name	Birth Date	Result	Result Date	Possible Duplicate
Brian	Maltese	11/22/2013	Verified	09/20/2019	
Jackie	Doe	07/01/2009	Not Verified		

Showing 1 to 2 of 2 entries

Previous


1

Next

Phase 3: Verify

Interpreting the results

Refer to the *Verification Tracking Form* for next steps:



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):
☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
☐ Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.
☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

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

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.


Phase 3: Verify

Interpreting the results

Refer to the *Verification Tracking Form* for next steps:

Verified: Print the results and attach to the tracking form.
Verification is **complete** for this application.

- **STOP.** Do not contact the household! Do not select another application!



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

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Do not change benefits, do not contact household, continue to Step 2.
☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Free
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☐ 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.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3: Verify


Interpreting the results

Refer to the *Verification Tracking Form* for next steps:

Verified: Print the results and attach to the tracking form. Verification is **complete** for this application.

- **STOP.** Do not contact the household! Do not select another application!

Not Verified: Print the results and attach to the tracking form. Continue to Step 3.



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):
☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
☐ Changed from Free to Reduced
Do not change benefits, do not contact household, continue to Step 2.
☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

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

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3: Verify

Interpreting the results

Refer to the Verification Tracking Form for next steps:


Verified: Print the results and attach to the tracking form. Verification is **complete** for this application.

- **STOP.** Do not contact the household! Do not select another application!

Not Verified: Print the results and attach to the tracking form. Continue to Step 3.

Learn more about conducting DV

Recommended training: [*Step by Step Instruction: How to Conduct Direct Verification*](#)



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):
☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
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Do not change benefits, do not contact household, continue to Step 2.
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Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

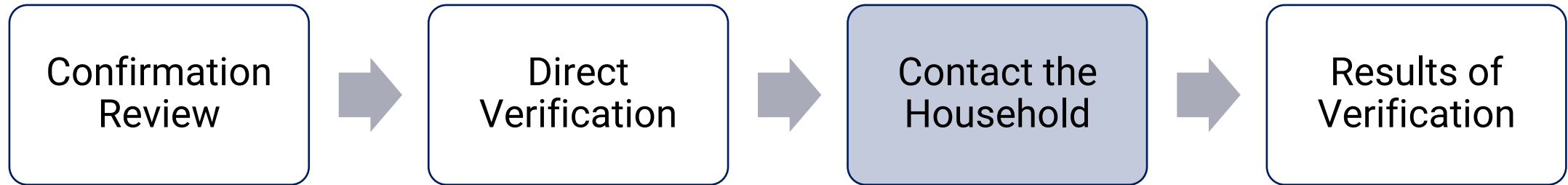
Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Free
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☐ 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.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3: Verify



Step 3: Contact the Household

If the student was not verified, the household must provide documentation to support the information on the application.

Notify the household that their application was selected for verification and request income documentation.

Phase 3: Verify

Contacting the household

ADE's *Notification of Verification Letter School Meals* template can be used to notify the households.

- The letter is available in [English](#) and [Spanish](#).

Important:

If you are operating SSO, the Notification of Verification Letter has been modified to let families know that this does not impact their ability to receive free school meals. This will only impact the eligibility information on file.

WE MUST CHECK YOUR SCHOOL MEALS APPLICATION

School: [School Name]

Date: [Date]

Dear [Name],

The United States Department of Agriculture (USDA) is allowing our school to operate the Seamless Summer Option (SSO) during School Year 2021-2022 (SY 21-22) due to the COVID-19 pandemic, meaning all students will receive meals at no cost regardless of their meal benefit eligibility status.

Schools are required to verify the accuracy of applications that were submitted. You must submit the eligibility documentation outlined below, or contact [Name] by [Date]. Without this documentation, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status for SY 21-22 and may lose benefits from other programs including but not limited to your child(ren)'s meal benefit eligibility status for the first 30 days of SY 22-23, Pandemic Electronic Benefit Transfer (P-EBT), free or discounted fees to participate in most sports, reduced registration fees for AP, SAT, and/or ACT tests, discounted rates on fees associated with applying for college, and discounted rates on Internet services. If you choose not to respond, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status.

We are checking the Free and Reduced-Price School Meals Application for: [Name(s) of child(ren)].

Return this form and the documentation listed below to: [Address]

- 1. If anyone in your household receives SNAP, TANF, or FDIPIR:**
Do not send your EBT card. Provide one of the following:
 - SNAP or TANF or FDIPIR Certification Notice that shows dates of completion
 - Letter from SNAP or TANF or FDIPIR office that shows dates of certification
- 2. If the child meets the definition of homeless, migrant, or runaway:**
Please contact [School homeless liaison, head start or migrant coordinator] for assistance.
- 3. If the child is a foster child under the legal responsibility of a foster care agency or court:**
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 the household receives SNAP or TANF or FDIPIR benefits:**
Provide documentation showing the total income and source(s) of income received by all members of the household. The documentation 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.

Phase 3: Verify

A note on getting families to respond

ADE understands the difficulty in getting families to respond to verification requests, or even submitting household applications at all, while all families have access to free meals through the SSO.

We recommend encouraging the families to respond because “It’s more than a meal application!”

SFAs are welcome to use this flyer to send to families to encourage the submission of household applications and responding to verification.

This flyer is available in [English](#) and [Spanish](#).



Phase 3: Verify

Contacting the household

The letter must include the date by which a response is due.

- The due date is your decision; however, you should allow the household sufficient time to respond to the request, allow yourself sufficient time to do at least one follow up, and complete verification for the household by November 15th.

WE MUST CHECK YOUR SCHOOL MEALS APPLICATION

School: [School Name]

Date: [Date]

Dear [Name],

The United States Department of Agriculture (USDA) is allowing our school to operate the Seamless Summer Option (SSO) during School Year 2021-2022 (SY 21-22) due to the COVID-19 pandemic, meaning all students will receive meals at no cost regardless of their meal benefit eligibility status.

Schools are required to verify the accuracy of applications that were submitted. You must submit the eligibility documentation outlined below, or contact [Name] by [Date]. Without this documentation, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status for SY 21-22 and may lose benefits from other programs including but not limited to your child(ren)'s meal benefit eligibility status for the first 30 days of SY 22-23, Pandemic Electronic Benefit Transfer (P-EBT), free or discounted fees to participate in most sports, reduced registration fees for AP, SAT, and/or ACT tests, discounted rates on fees associated with applying for college, and discounted rates on Internet services. If you choose not to respond, your child(ren) will no longer have a free or reduced-price meal benefit eligibility status.

We are checking the Free and Reduced-Price School Meals Application for: [Name(s) of child(ren)].


Return this form and the documentation listed below to: [Address]

- 1. If anyone in your household receives SNAP, TANF, or FDIPIR:**
Do not send your EBT card. Provide one of the following:
 - SNAP or TANF or FDIPIR Certification Notice that shows dates of completion
 - Letter from SNAP or TANF or FDIPIR office that shows dates of certification
- 2. If the child meets the definition of homeless, migrant, or runaway:**
Please contact [School homeless liaison, head start or migrant coordinator] for assistance.
- 3. If the child is a foster child under the legal responsibility of a foster care agency or court:**
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 the household receives SNAP or TANF or FDIPIR benefits:**
Provide documentation showing the total income and source(s) of income received by all members of the household. The documentation 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.

Phase 3: Verify

Contacting the household

Document the day the letter was sent and the due date on the *Verification Tracking Form*.



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.
Results of Confirmation Review (Select ONE):
☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
☐ Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.
☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

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

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3: Verify

Contacting the household

If a household does not respond by the given due date, you must 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: Verify

Contacting the household

The Follow-Up Official will sign and date 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.
- Document that the Follow-Up Official has signed the application on the *Verification Tracking Form*.

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: Verify

Contacting the household

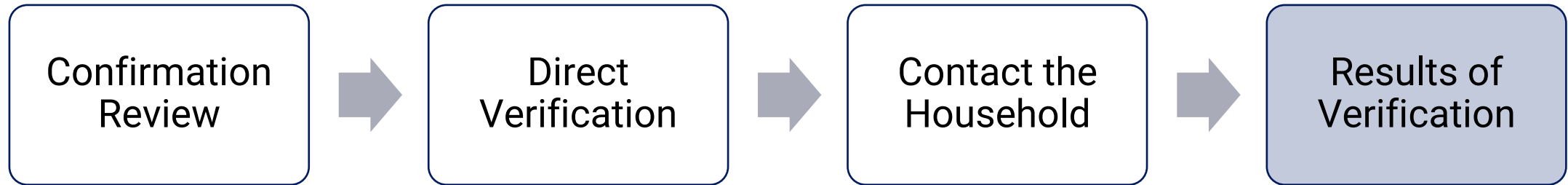
When the household provides you with documentation, the list of *Sources of Acceptable Income Documentation* can assist with determining if the documentation provided can be accepted.

- This list is available in [English](#) and [Spanish](#).

Appendix C

SOURCES OF ACCEPTABLE INCOME DOCUMENTATION	
Types of Income	Suggested Sources of Acceptable Written Evidence
(The following listing contains suggestions of sources of acceptable income documentation. This list is not exclusive and additional sources may be requested.)	
1. Earnings: (wages and salary): Total or <i>gross</i> earnings before withholding FICA, taxes, or other deductions, such as insurance. If the applicant is a self-employed businessperson or farmer, <i>net</i> income should be used. (NOTE: Many of the assets of self-employed business persons are on paper and their cash or net worth is often very low, although they may hold considerable property and equipment [assets]. They should report only their actual cash income, <i>not</i> assets.)	<ul style="list-style-type: none">· A current paycheck stub· Pay envelopes showing total gross pay· Letter from employer stating gross wages· Self-employed:<ul style="list-style-type: none">· Business or farming documents, such as ledger books· Last quarterly tax estimate· Last year's tax return
2. Cash Income: Some persons who work in situations where the employer does not want to be responsible for withholdings, such as domestic workers, casual laborers or persons working for an individual or small business on an irregular basis, may receive wages in the form of cash.	<ul style="list-style-type: none">· A letter from the employer stating wages paid and frequency
3. FDPIR: In Arizona, the Food Distribution Program on Indian Reservations (FDPIR) is administered by Indian Tribal Organizations (ITOs). There are seven ITOs in Arizona, each serving one or two of Arizona's nine Indian tribes. Upon approval of a household's eligibility to participate in FDPIR, the appropriate ITO provides that household with a letter stating they have been approved.	<ul style="list-style-type: none">· An FDPIR approval letter or certification letter
4. General Assistance: or welfare is often a cash payment made by local welfare/human service agencies based upon need. Often these payments are confused with or even combined with CA payments.	<ul style="list-style-type: none">· Benefit letter from the welfare agency

Phase 3: Verify



Step 4: Results of Verification

If documentation from the household was received, compare the documentation provided with the information provided on the application.

When verifying an income application, be sure to look at the **gross income**, not the net income.


- This is a very common mistake! *Never use net income when certifying or verifying household applications.*

Phase 3: Verify

Results of verification

Once you have determined the results of verification, refer to Step 4 in the *Verification Tracking Form* to document the results.

Let's review what the results mean.



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.
Results of Confirmation Review (Select ONE):
☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.
☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
☐ Changed from Free to Reduced
Do not change benefits, do not contact household, continue to Step 2.
☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):
☐ Verified: Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
☐ If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
☐ Follow-up official must sign and date household application
☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):
☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form. _____ (date)
☐ Responded, original determination changed to Reduced
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☐ Responded, original determination changed to Paid
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☐ 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.

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Phase 3: Verify

Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.

Phase 3: Verify

Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.

Phase 3: Verify

Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.

Phase 3: Verify

Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.

Phase 3: Verify

Results of verification

Result	What it Means
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information on the application. The documentation provided decreases 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, therefore, the student's benefits are terminated and changed to paid.

Phase 3: Verify

Results of verification

Notify the households of the results of verification. ADE's *Notice of Verification Results Letter* template can be used to notify the households.

- The letter is recommended to be sent as soon as possible to all households selected for verification, but the final deadline is **November 15th**.
- The letter is available in [English](#) and [Spanish](#).

WE HAVE CHECKED YOUR SCHOOL MEALS APPLICATION

School: [School Name]

Date: [Date]

Dear [Name],

We checked the information you sent us to support that [Name(s) of child(ren)] is/are eligible for free or reduced-price meals. Although your child(ren) will continue to receive free meals during School Year 2021-2022 (SY 21-22) due to our school's participation in Seamless Summer Option (SSO), we have determined that:

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

☐ Starting [Date], your child(ren)'s eligibility classification changed from reduced-price to free because your income is within the free eligibility category.

☐ Starting [Date], your child(ren)'s eligibility for meals will be changed from free to reduced-price because your income is over the limit for the free eligibility category.

☐ Starting [Date], your child(ren) is/are no longer eligible for the free or reduced-price eligibility category 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.

If your household size or income changes, you may apply again **at any time**. If you were 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 be identified as their original eligibility classification until the decision of the hearing official is made. You may request a hearing by contacting: [Name of hearing official], [Address], [Phone], or [E-mail].


Sincerely,
[Signature]

This institution is an equal opportunity provider.

Phase 3: Verify

Results of verification

Document the date the letter was sent and the date the student's eligibility change will be made active (if applicable) in on the *Verification Tracking Form*.



Verification Phase 3: Verify
Verification Tracking Form
Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No
Original Determination was (check one):
☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
☐ Free Eligible Based on Income/Household Size Information
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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)

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Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
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Step 4 ☐ Results of Verification (Select ONE):
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☐ 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.

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Phase 3: Verify

Results of verification

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

If benefits have **decreased**, allow the household 10 calendar days to receive the notification letter and adjust to the new meal benefits.

- Example: If the letter is sent out on October 20th, the student(s) will be changed to reduced or paid on October 30th.

Update your Benefit Issuance Document (BID) if benefits have changed as a result of verification.

Any household selected for verification may reapply after verification is over; however, they must provide income documentation prior to certifying the new application.

Phase 3: Review

- ✓ The *Verification Tracking Form* has been attached to each application and filled out completely.
- ✓ Direct Verification has been conducted on the selected student(s) and the results have been printed.
- ✓ *Notification of Verification Letters* requesting documentation of eligibility have been sent to the households for students not verified in direct verification. This also includes a follow-up attempt if the household does not respond to the first attempt.
- ✓ All documents have been reviewed for households that have submitted evidence supporting the information on the application.
- ✓ The *Letter of Verification Results* have been sent to all households selected for verification.
- ✓ Student eligibility is changed (if applicable) and the BID is updated.

Comprehension Check

When do you conduct DV?

1. After selecting applications for verification
2. Before contacting the households selected for verification
3. Only during verification time
4. All of the above



Comprehension Check

When do you conduct DV?

1. After selecting applications for verification
2. Before contacting the households selected for verification
3. Only during verification time
4. All of the above



Comprehension Check

True or false: If a student is “Verified” in direct verification, you must select a new application for verification.

1. True
2. False



Comprehension Check

True or false: If a student is “Verified” in direct verification, you must select a new application for verification.

1. True
2. False

If a student is “Verified” in direct verification, then verification is complete for that application. Do not contact the household and do not select another application.



Comprehension Check

A parent selected for verification states they do not want to provide application documentation to maintain student eligibility. What do you do next?

1. Select another application for verification
2. Force them to provide documentation
3. Change the meal benefits to Paid in 10 days; verification is complete for this application



Comprehension Check

A parent selected for verification states they do not want to provide application documentation to maintain student eligibility. What do you do next?

1. Select another application for verification
2. Force them to provide documentation
3. **Change the meal benefits to Paid in 10 days; verification is complete for this application**

Try sending them ADE's "It's More Than a Meal Application" flyer to nudge them to submit their documentation!



Comprehension Check

When determining eligibility based on income, which income do you choose?

1. Net income
2. Gross income



Comprehension Check

When determining eligibility based on income, which income do you choose?

1. Net income
2. Gross income



Thank you!

Stay tuned for Phase 4 training opportunities!

If you are attending the live webinar, you will receive a link to complete the survey in EMS. After completing the survey you can print a certificate of completion.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.



Congratulations

You have completed the Recorded Webinar:
Verification Review for School Year 2021-2022

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:** *Recorded Webinar: Verification Review for School Year 2021-2022*
- **Learning Code:** 3110
- **Key Area:** 3000 – Administration
- **Length:** 1.25 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.



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 from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is for your reference when completing the survey:

- Training Title: ***Recorded Webinar: Verification Review for School Year 2021-2022***
- Professional Standards Learning Code: 3110

