Verification Review for School Year 2023-2024

September 21, 2023



Health and Nutrition Services Arizona Department of Education



Today's webinar will be facilitated by Kim Ruiz. Kim is a registered dietitian and joined the Arizona Department of Education Health and Nutrition Services in October of 2019.

Kim helps lead upLIFT initiatives that provide professional development for directors to serve their desired menus and nutritious meals.





Welcome to today's webinar!

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). This training is intended for School Food Authorities (SFAs) who collect household applications. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.



Disclaimer

SFAs with all sites on an active Provision 2/3 non-base year or Community Eligibility Provision cycle are prohibited from collecting school meal applications and do not conduct verification activities. This training does not apply to these operators.

* These operators must still submit the Verification Summary Report

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) under the direction of ADE.

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 2023-2024 (SY 23-24) verification timeline to ensure compliance with all deadlines; and
- be prepared to submit the Verification Summary Report (VSR) through ADEConnect.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: Verification Review for School Year 2023-2024

Key Area: 3000 - Administration

Learning Code: 3110

Length: 1 hour

Questions

- Questions can be asked in the Q&A at any time and will be answered by another HNS trainer during the webinar.
- At the end of the webinar, the trainer will answer new questions or questions that still need to be addressed.
- Any questions not addressed during the webinar should be directed to your HNS Specialist.



Agenda

Section 1: Introduction to Verification

Section 2: Timeline for SY 23-24

Section 3: Phase 1: Prepare

Section 4: Phase 2: Calculate & Select

Section 5: Phase 3: Verify

ADE HNS will be offering future trainings on Phase 4: Reporting. VERIFICATION REVIEW FOR SCHOOL YEAR 2023-2024

SECTION I 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).

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 matches the household application, it supports that selfreported data and ensures free and reducedprice meals are provided only to eligible children.

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Household Applications are 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

Quiz Time

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







Quiz Time

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





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



Verification Phases

THE FOUR PHASES

There are four phases of verification. These phases are:

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

PHASE 1: PREPARE In this phase, organize all approved applications.

In this phase, determine how many applications will be verified and select the applications using an appropriate sampling method.

PHASE 3: VERIFY

In this phase, conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.

PHASE 4: REPORT

In this phase, log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

PHASE 2: CALCULATE AND SELECT

Verification Best Practices Calendar

Follow along with the verification process and stay on track with every task and deadline with ADE's <u>Verification Best</u> <u>Practices Calendar!</u>

This calendar outlines action items and resources available for each phase of verification.

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

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024

	SE I: Prepare
SEPTE	MBER – OCTOBER 1
STUDY UP ON VERIFICATION	
Attend the Verification Review School Ye	ar 2023-2024 webinar.
Review the Online Course: Verification Review the Onli	eview.
Review the USDA Student Eligibility Man	ual for School Meals (Section 6 begins Verification guidance
PREPARE	
Complete/Review the Student Eligibility C	Checklist and Why the BID is Important.
Conduct Direct Certification again (best to	find all matches before Verification!).
Use Verification Counting Cheat Sheet ar	nd count number of paper applications on file as of October I:
Categorically free applications (Case n	umber, Foster).
Free by income applications.	
Reduced by income applications.	
Did NOT count any applications for stu	udents that were Directly Certified.
Did NOT count any applications that h	ave been copied.
Did NOT count any applications that a	re incomplete (missing total household members, signature,
etc.).	
Count the number of error prone application	ons on file as of October 1.
If you need a	ssistance with calculating how many applications should
	······································
	PHASE 3. Vorify
	PHASE 3: Verify
	PHASE 3: Verify OCTOBER - NOVEMBER 15
VERIFICATION ACTIVITES- October 1-Novem	PHASE 3: Verify OCTOBER - NOVEMBER 15 ber 15
VERIFICATION ACTIVITES- October 1-Novem	PHASE 3: Verify OCTOBER - NOVEMBER 15 ber 15 orm for each application being verified. Follow the steps on
VERIFICATION ACTIVITES- October 1-Novem Print and attach a <u>Verification Tracking F</u> the Verification Tracking Form for each ap	Der 15 orm for each application being verified. Follow the steps on plication selected.
VERIFICATION ACTIVITES- October 1-Novem Print and attach a <u>Verification Tracking F</u> the Verification Tracking Form for each ap Conduct Confirmation Review. Do Disco Purification Review.	ber 15 orm for each application being verified. Follow the steps on plication selected.
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VERIFICATION ACTIVITES- October 1-Novem Print and attach a <u>Verification Tracking F</u> the Verification Tracking Form for each ap Conduct Confirmation Review. Run <u>Direct Verification</u> If household is not verified in Direct Ver household, review documentation subi Results (English/Spanish). Utilize the Sources of Acceptable Incon documentation submitted by househo Count the number of <u>students</u> on file as of Students and extended household mer SNAP. TANF. FDPIR. Medicaid data (DC-M Free: D	C-M Reduced).
VERIFICATION ACTIVITES- October 1-Novem Print and attach a <u>Verification Tracking F</u> the Verification Confirmation Review. Run <u>Direct Verification</u> . If household is not verified in Direct Ver household, review documentation subi Results (English/Spanish). Utilize the Sources of Acceptable Incom documentation submitted by househol Count the number of <u>students</u> on file as of Students and extended household mer SNAP. TANF. FDPIR. Hedicaid data (DC-M Free; D Students directly certified as homeless.	C-M Reduced).
VERIFICATION ACTIVITES- October 1-Novem Print and attach a <u>Verification Tracking</u> F the Verification Tracking Form for each ap Conduct Confirmation Review. Run <u>Direct Verification</u> . If household is not verified in Direct Ver household, review documentation subi Results (English/Spanish). Utilize the Sources of Acceptable Incon documentation submitted by househol Count the number of <u>students</u> on file as of Students and extended household mer SNAP. TANF. FDPIR. Hedicaid data (DC-M Free; D Students free due to a case number or	C-M Reduced). Minister U.S. C.C.M Reduced). Minister U.S. Minister U.S. Mini
VERIFICATION ACTIVITES- October 1-Novem Print and attach a <u>Verification Tracking F</u> the Verification Tracking Form for each ap Conduct Confirmation Review. Run <u>Direct Verification</u> If household is not verified in Direct Ver household, review documentation subi Results (English/Spanish). Utilize the Sources of Acceptable Incom documentation submitted by househol Count the number of <u>students</u> on file as of Students and extended household mer SNAP. TANF. FDPIR. Hedicaid data (DC-M Free; D Students free due to a case number or Students free by income applications.	C-M Reduced). Migrant, runaway, Head Start, or Foster. Commandation (English) (Spanish) Menter 15 Output of the steps



	PHASE 2: Calculate and	d Select Applications					
	STARTS OC	TOBER 1					
	CALCULATE						
ins Verification guidance).	 Review the Verification Non-Response Rate Report If your LEA is highlighted in copper, you can use any sampling method (Standard, Alternate 1, or Alternate 2). If your LEA is not highlighted in copper, (no highlight or red), must use Standard sampling method. 						
rtant.	Does your LEA qualify for use of Alternative Sample Siz	e (copper)? (yes or no)					
l). <u>ons</u> on file as of <u>October 1</u> :	Choose sampling method (Circle the method you plan • Standard or Alternate 1 or Alternate 2	n to use):					
nold members, signature,	Use the Verification Sample Size Calculator in CNP V ADEConnect—see Phase 4) to determine how many a calculator, select a sampling method and enter the tol calculator will automatically round up to the correct sa SELECT APPLICATIONS Randomly select the correct number of applications p Applications selected are error prone (if Standard of	erification Reporting (must have access in pplications need to be selected for Verification. (In the tal number of applications on file as of October 1. The ample size). rovided by the Verification Sample Size Calculator. or Alternate 2).					
any applications should b	1 e verified, contact your assigned Health and Nutrition Se T	ervices Specialist.					
3: Verify		PHASE 4: Report					
NOVEMBER 15	ti	NOVEMBER 16 - FEBRUARY 1					
ied. Follow the steps on ion (English/ <u>Spanish)</u> to tter of Verification <u>h</u>) when reviewing	 END OF VERIFICATION- November 15 All Verification Activities must be completed. Verification is complete when: Household is verified in Direct Verification. Household responded; LEA received documentation that confirmed eligibility. The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is 	REPORT Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account Begin Verification Summary Report in ADEConnect. Submit Verification Summary Report to ADE no later than February 1.					

that changed. Verification is complete when Letter of Verification Results is <u>sent</u> to household.
Household did not respond - Verification is complete when Letter of Verification Results is <u>sent</u> to household. *If you need assistance submitting your Verification Summary Report, training will be available virtually in the form of webinars and/or one-on-one meetings with a Health and Nutrition Services Specialist.

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Verification Timeline

SEPTEMBER 1 Begin Phase 1

OCTOBER 1

Begin Phases 2 & 3

NOVEMBER 15

- Phase 3 ends.
- Phase 4 begins.

FEBRUARY 1 Phase 4 deadline.

PHASE 1: P In this phas

PHASE 2: CALCULATE AND SELECT

In this phase, determine how many applications will be verified and select the applications using an appropriate sampling method.

PHASE 3: VERIFY

In this phase, conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.

PHASE 4: REPORT

In this phase, log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

PHASE 1: PREPARE

In this phase, organize all approved applications

Verification Activities



Submitting the Report

November 16th: VSR is Available



February 1st: VSR Deadline VERIFICATION REVIEW FOR SCHOOL YEAR 2023-2024

SECTION 2 Phase 1: Prepare for Verification



Phase 1: Prepare

BEST PRACTICE: STUDENT ELIGIBILITY CHECKLIST

Complete and review the <u>Student Eligibility</u> <u>Checklist</u> as a best practice to ensure the correct number of applications are chosen for verification.

ADE recommends completing the Student Eligibility Checklist before counting the number of applications on file.



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.

our organization has access to ADEConnect and can use CNP Direct erification.	Yes	□ No	
fication for our entire enrollment.	Yes	□ No	
extended eligibility benefits to siblings of students who matched on FDPIR and/or DC-Medicaid.	Yes	□ No	
ot extend eligibility benefits to siblings of students who matched on t or homeless.	Yes	□ No	
CNP Direct Certification Match results.	Yes	🗆 No	
ed documentation about which students are enrolled in the Head Start	Yes	□ No	□ N/A
rovider document that was submitted for Foster children.	🗆 Yes	🗆 No	□ N/A
tion submitted for children from a liaison for homeless, migrant or	Yes	□ No	□ N/A
NF and/or FDPIR letters submitted by the household for children programs.	Yes	□ No	□ N/A
tions checking for completeness:			
date stamp to indicate when applications were received.	Yes	🗆 No	
all case numbers were validated for assistance programs in Arizona being 8 digits or less or FDPIR based on Indian Tribal Organizations).	Yes	□ No	
he total household members box was filled out and that there was ty Number information on all income applications.	□ Yes	□ No	
all applications contained an adult signature.	Yes	□ No	
certified homeless, migrant, and runaway applications for free meal received confirmation from the liaison.	Yes	□ No	
hich applications were error-prone.	Yes	🗆 No	
bers listed on case number applications through CNP Direct	Yes	🗆 No	
f eligibility status with notification letter.	Yes	□ No	
em organized all household applications according to their eligibility ids of certification:			
y income, free by case number, free by foster, reduced by income.	Yes	🗆 No	
oplications for students who are Direct Certification matches and filed ely.	Yes	□ No	
oplications for students who have withdrawn.	Yes	🗆 No	
uance Document (BID)	□ Yes	□ No	
ates the method of certification for each student.	Yes	□ No	
ates the date of approval/effective date of benefits.	Yes	□ No	
olled over a child's eligibility status from the previous school year into hool year for no less than 30 operating days.	Yes	□ No	
perating day, updated child's eligibility from the previous school year to bes not have new eligibility documentation submitted for this program	Yes	□ No	

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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.



CNP Direct Certification & Direct Verification

Welcome, Hensley, Cori



Quiz Time

Which of the following is not subject to verification?

- A school meal application certified as reduced-price.
- 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.
- C A school meal application certified as free based on a case number.



Quiz Time

Which of the following is not subject to verification?

- A school meal application certified as reduced-price.
- **B** 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.*
 - C A school meal application certified as 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. *This also applies for students in households that were directly certified for free or reduced-price meals using Medicaid match data (DC-M).



VERIFICATION REVIEW FOR SCHOOL YEAR 2023-2024

SECTION 3 Phase 2: Calculate & Select Applications



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



COUNT YOUR APPLICATIONS

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

Reminders:

- Not all applications are subject to verification. Use ADE's <u>Verification Counting</u> <u>Sheet</u> to help you identify which applications are subject to verification.
- Only count the applications you received for SY 23-24. Do not count any applications from previous school years.



Verification Phase 1: Prepare

Verification Counting Sheet

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

	Eligibility Status	Extend to all Household members?	Directly Certified?	Count toward Verification sample?
on	Free	X		X
nt/Runaway	Incomplete, must confirm with liaison			
cked	Free			x
ion – Free	Free	X		X
ion – Reduced	Reduced	X		x
ion – Paid	Paid	X		
ification Match TANF, FDPIR, DC-M luced)	Free/Reduced	x	х	
ification Match Migrant)	Free		х	
er (Foster)	Free		Х	
nt/Runaway Liaison	Free		х	
n Start Enrollment	Free		х	
etter	Free	X	х	
_etter	Free	X	Х	
etter	Free	X		

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

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Verification Phase 1: Prepare

Verification Counting Sheet

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

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

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



Verification Phase 1: Prepare

Verification Counting Sheet

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

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

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



WHAT ABOUT DC MEDICAID?

Since directly certified students are eligible for free or reduced-price meals without an application, they do not need to be verified. This includes students directly certified for DC-Medicaid Free and Reduced (DC-M Free, DC-M Reduced).



The reporting of DC-M Free and Reduced Data in the Verification Summary Report in CNP Verification Reporting in ADEConnect will be reviewed in more detail this winter.

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.

/ RAN

A FOC

Sampling Methods							
STANDARD	Option for all SFAs.						
ALTERNATE 1: DOM SAMPLING	Only those who qualify for an alternative sampling method can use this method.						
LTERNATE 2: USED SAMPLING	Only those who qualify for an alternative sampling method can use this method.						

DETERMINE YOUR SAMPLING METHOD

Use the <u>Verification Non-Response Rate Report</u> to determine if your SFA qualifies to use an alternative sampling method.

The Verification Non-Response Rate Report is:

- 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.



Verification Non-Response Rate Report

- methods.
- applications.

	Verification Non-Response Rate Report Important: For use in determining the allowability of an alternate sample size for Verification in SY 2023-2024 Verification Non-Response Rate Report Key									
	Sponsors highlighted in <u>COPPER</u> qualify for use of an alternative sample size during the 2023-2024 Verification reporting period.									
	Sponsors highlighted in <u>RED</u> DO NOT qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Me 2023-2024 Verification Reporting.									
	Remaining Sponsors DO NOT qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2023-2024 Verification Reporting.									
os	Name	Form	Submitted							
	A New Leaf	CNP Verification	Ŷ							
	A+ Charter Schools	CNP Verification	Ť							
	Academy of Mathematics and Science South, Inc.	CNP Verification	ţ							
	Academy of Mathematics and Science, Inc.	CNP Verification								
	Academy of Turcon, Inc.	CNP Verification	Y.							
	ACCEI	CNP Verification								
	Acclaim Charter School	CNP Verification	Y							
	Acom Montessori Charter School	CNP Verification	Y							
	Adobe Mountain School	CNP Verification	Y							
	Agua Fria Union High School District	CNP Verification	Y							
	Aquila Elementary District	CNP Verification	Y							
	Alo Unified District	CNP Verification	Y							
	Alhambra Elementary District	CNP Verification	Y							
	Altar Valley Elementary District	CNP Verification	Y							
	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y							
	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y							
	American Charter Schools Foundation d.b.a. Crestview College Preparatory High Sc	CNP Verification	Y							
	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	Y							
	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	Y.							
	American Charter Schools Foundation d.b.a. Peoria Accelerated High School	CNP Verification	Ŷ							
	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y							
	American Charter Schools Foundation d.b.a. South Ridge High School	CNP Verification								
	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y							
	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y							
	American Unarter Schools Foundation dba Ridgeview College Preparatory High Schoo	GNP Ventication	L.							
_	American Leadership Academy, Inc.	CNP Vernication	T							
	Amphitheater United District	CNP Verification	1000 C							
	Antelope Union High School District	CNP Verification								

• **COPPER**: SFA names shown in copper may choose from any of the three sampling

• **RED** or **NO HIGHLIGHT**: SFAs with red or no highlight must use the Standard Sampling Method and determine Error-Prone

STANDARD SAMPLING METHOD

The Standard Sampling Method must be used if the SFA is operating in its 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: 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, review all income applications and indicate which ones are error-prone using the <u>Error-Prone Guidelines</u>.

Child Nutrition Programs							
Error-Prone Guidelines							
Effective July 1, 2023 – June 30, 2024							

The following are the error-prone guidelines to be used by child nutrition program operators when determining whether an income application is error-prone

	FREE How often income was received										
	Weekly		Weekly Bi-Weekly		2x M	2x Month		Monthly		Annually	
Household Size	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	
1	341.93	3 to 365	682.85	to 729	740 1	o 790	1,480 1	o 1,580	17,754	to 18,954	
2	469.93	3 to 493	939.85	to 986	1,0191	o 1,069	2,037 1	o 2,137	24,436	to 25,636	
3	598.90	3 to 622	1,196.85	to 1,243	1,297 t	o 1,347	2,5941	o 2,694	31,118 to 32,318		
4	726.93	8 to 750	1,453.85	to 1,500	1,575 1	o 1,625	3,150 t	o 3,250	37,800	to 39,000	
5	855.93	8 to 879	1,710.85	to 1,757	1,854 t	o 1,904	3,707 1	o 3,807	44,482	to 45,682	
6	983.93	to 1,007	1,967.85	to 2,014	2,1321	o 2,182	4,264 1	o 4,364	51,164	to 52,364	
7	1,112.93	to 1,136	2,224.85	to 2,271	2,4111	o 2,461	4,8211	o 4,921	57,846	to 59,046	
8	1,240.93	3 to 1,264	2,481.85	to 2,528	2,689 t	o 2,739	5,378 1	o 5,478	64,528	to 65,728	
	REDUCED How often income was received										
	Weekly		Bi-We	ekly	2x M	onth	Mor	thly	Ann	ually	
Household	Max	Min	Max	Min	Max	Min	Max	Min	May	Min	

Household Size	Max Amount	Min Amount								
1	495.93 to 519		991.85	to 1,038	1,074 t	o 1,124	2,1481	o 2,248	25,773	0 26,973
2	678.93	8 to 702	1,357.85	to 1,404	1,471 t	0 1,521	2,941 1	o 3,041	35,282	lo 36,482
3	861.93	3 to 885	1,722.85	to 1,769	1,867 t	o 1,917	3,733 t	o 3,833	44,791	10 45,991
4	1,044.93	3 to 1,068	2,088.85	to 2,135	2,263 t	0 2,313	4,525 t	o 4,625	54,300	0 55,500
5	1,227.93	8 to 1,251	2,454.85	to 2,501	2,659 t	0 2,709	5,318 1	o 5,418	63,8091	0 65,009
6	1,410.93	3 to 1,434	2,820.85	to 2,867	3,055 t	0 3,105	6,110 1	0 6,210	73,3181	0 74,518
7	1,592.93	3 to 1,616	3,185.85	to 3,232	3,452 t	0 3,502	6,903 t	o 7,003	82,827	0 84,027
0	1 775 03	8 to 1 700	2 551 95	to 2 508	2 9 4 9 *	3 808	7.605 *	0 7 705	02 226	02 526

rror-Prone Application Guidelines:

Weekly: Error-prone applications are those applications where income fails between the income eligibility limits and \$23.07 of the income eligibility limits for weekly.
 Bi-Weekly: Error-prone applications are those applications where income fails between the income eligibility limits and \$46.15 of the

 2x Month: Error-prone applications are those applications where income falls between the income eligibility limits and \$50 of the income solubility. Information and the solution of the income solution in the income eligibility limits and \$50 of the income solution.

 Monthly: Error-prone applications are those applications where income fails between the income eligibility limits and \$100 of the income eligibility limits for monthly income.

 Annually: Error-prone applications are those applications where income fails between the income eligibility limits and \$1200 of income eligibility limits for annual income.

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Error-Prone Guidelines



<u>Step-by-Step Instruction: How to Identify</u> <u>Household Applications That Are Error-Prone</u>

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 x .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 errorprone applications to meet the requirement, SFAs must verify all errorprone applications and then select additional applications at random to meet the required number

ALTERNATE 1: RANDOM SAMPLING METHOD

Only SFAs who qualify to use an alternative sampling method can use the Random Sampling Method.

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.

EXAMPLE: 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 x .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.

ALTERNATE 2: FOCUSED SAMPLING METHOD

Only SFAs who qualify to use an alternative sampling method can use the Focused Sampling Method.

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.

EXAMPLE: 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 x .01 = 11.74 (always round up) - 12 error-prone applications to verify

÷

Total case number applications x 0.5%

72 x .005 = 0.36 (always round up) - 1 case number application to verify

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

This SFA must randomly select 12 error-prone applications and 1 case number application.

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 APPS TO VERIFY	NOTES
STANDARD	3% of total applications	36 (chosen from error-prone)	Anyone can use this method
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.

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 request access from their Entity Administrator.

ADEConnect		
Applications	ations	
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ADE Motor Pool Reservation System	☆ Ľ	
CNP Direct Certification / Direct Verification	\$ C	
CNP Verification Reporting	00	
CNPWeb	12 B	

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Verification	Sample Size Calculators
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Phase 2: Calculate & Select

STANDARD SAMPLING METHOD EXAMPLE

Calculator

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

Total Number of Applications to Verify:

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 APPLICATIONS **SECTION 3**





Ζ

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

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

Phase 2: Calculate & Select

SELECT APPLICATIONS

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

VERIFICATION REVIEW FOR SCHOOL YEAR 2023-2024

SECTION 4 Phase 3: Verify Selected Applications



PHASE 3 TASKS:

- Complete the <u>Verification Tracking</u>
 <u>Form</u> for each application selected for verification
- Conduct direct verification in CNP Direct Certification/Direct Verification
- Contact the households and collect documentation



BEST PRACTICE: VERIFICATION TRACKING FORM

For each application selected for verification, ADE recommends printing the <u>Verification Tracking Form</u>.

- 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 Disatents on Application: Enter Proper Di Ves Di Ves Original Determination was (check one) 23 Free Eligible Based on Categorical Eligibility (Case # SNAPYTANE/FORE or Foster) C Free Eligible Based on Income Household Size Information D Reduced Price Eligible Step 1 🔄 Meetily year confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially pertified the application. Results of Confirmation Review (Select QNE) Gonfernant 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 <u>sot</u> charge benefits, do not contact liqueshold, portinue to Step 2 C Changed to FMD Notify household of paid benefits, change basefits after 18 calendar days of letter sent and remove this application Forn verification sample, Select new application for verification, (Itarit epairs with Step 1 with new application and new tracking form.) Date eligibility status updated on BD: ____ Lafter 10 calerolar dave of letter sectil. Step 2 Gonduct Direct Verification, Results (Select CHE) L3 Vertiled. Print off results and attach to this tracking form. Verification is complete. 570P and do not contact the Rousehold. SPAs will report this application and all the students listed as Devotly VerRed. C Not Yerfled. Print off results, attach to tracking form. Continue with Dep 3. < > Now contact the household Step 3 🔾 Bend First Verification Hotice _____ (sent date) Requesting Donamentation returned by: C If we response by given day date. Aslow up with household, Second Vertication Notice/called/ensel ______ (date Follow-up official must sign and data household application Make optex on the application, as necessary Step 4 GResults of Verification (Select ONE): C Responded, no change in benefits Send Latter of Verification Results (confirming no change) and attach to this tracking form. _____ (date). G Responded, original determination changed to Free Send Letter of Verification Results and attach to this tracking form G Responded, original determination changed to Reduced Send Latter of Verification Results and attach to this tracking form Responded, original determination charged to Paid Send Letter of Verification Results and ettach to this tracking form Edgewite 1 Ru response after follow up, original determination changed to Paid. Send Letter of Verification Results and attach to this tracking form "Changes in meel benefits due to Ventication: increased benefits changed within 3 days, decreased benefits changed within 10 caterdar days of latter serie.

Verification | September 2000 | Arbans Department of Education | This initiation is an equal opportunity provide:

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.



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.

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

OFFICE USE ONLY				
Eligibility: Free Reduced X Denied Determining Official's Signature: Julie Suite Date: Date: Case # Application Detection Directly Certified: Date of Disrection Directly Certified: Date of Disrectly Certified: Da	9/27/23 gard:			
Selected For Verification: Confirming Official's Signature:	Date:			
Follow-Up Official's Signature: Date:				

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:

<u>Step-by-Step Instruction: How to</u> <u>Submit a Verification Confirmation</u> <u>Review Waiver</u>

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.



CNP DIRECT CERTIFICATION/DIRECT VERIFICATION

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





If CNP Direct Certification / Direct Verification is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

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ACCESSING THE SYSTEM

After successfully logging in to the CNP Direct Certification / Direct Verification System, a screen with a Family Educational Rights and Privacy Act (FERPA) statement will load. The statement must be read, understood, and acknowledged to advance in the system by selecting "I AGREE/CONTINUE."

After the FERPA statement has been acknowledged, you will then be brought to a new screen where you must select CNP Direct Verification by clicking "**Proceed to Direct Verification**."



CNP Direct Certification & Direct Verification			
	Welcome, Rhodes, Maddie		
	🔁 Help	ADEConnect	Logout
PDirect Certification / Direct Verification Application			
verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information.			
RPA and may not be used for any purpose other than as stated above.			
BE MONITORED TO ENSURE COMPLIANCE.			
compliance with all restrictions stated above			
compliance intra an accurations sources			
I AGREE / CONTINUE I DO NOT AGREE / Ext			
Acceptable Use Policy Copyright © 2017 Arizona Department of Education . All rights reserved.	Contact ADE	Support	



DIRECT VERIFICATION VS DIRECT CERTIFICATION

Direct Verification (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)

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)

INTERPRETING THE RESULTS

The search results will show Verified or Not Verified.

Search Resu	ults							
				Search Results				
Download: 🗌 Check here to inclu	de 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
Show 10 🗸 entries		Result:	All				Searc	h:
First Name	Last Name	Birth D	ate	Result	Result Date	Po	ssible Duplicate	
Brian	Maitese	11/22/2013		Verified	09/20/2019			
Jackie	Doe	07/01/2	009	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

- **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.

Recommended training:

<u>Step-by-Step Instruction: How to Conduct Direct</u> <u>Verification</u> 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 Disatents on Application: Enter Proper Di Ves Di Ves Original Determination was (check one) 2 Free Eligible Based on Categorical Eligibility (Case # SNAP/TANE/FDPR or Forker) Cone Eligible Raised on Income Household Size Information D Reduced Price Eligible Step 1 🔄 Meetily year confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially pertified the application. Results of Confirmation Review (Select QNE) Gonfernant 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 <u>sot</u> charge benefits, do not contact liqueshold, portinue to Step 2 C Changed to FMD Notify household of paid benefits, change havefits after 10 calendar days of letter sent and remove this application from verification sample, Select new application for self-pation. (Ital't epair with Step 1 with new application and new tracking form.) Date eligibility status updated on BD: ____ Caffor 10 coloridar. dava of letter secti-Step 2 Gonduct Direct Verification, Results (Select CHE) Werthat Print of results and attach to this tracking form. Verification is complete. 570P and do not contact. the Rousehold. SPAs will report this application and all the students listed as Devotly VerRed. Cher Vertiled. Print off results, attach to tracking form. Continue with Drep 3 Vow contact the household Step 3 C) Band First Verification Notice _____ (and the life Requesting Documentation returned by 3 If we response by along data data. Aslow up with household. Second Verification Notice-trailed/onsal ____ Follow-up official must sign and data household application Make optex on the application, as necessary Step 4 GResults of Verification (Select (INE)) C Responded, no change in benefits Send Latter of Verification Results (confirming no change) and attach to this tracking form. _____ (date). G Responded, original determination changed to Free Send Letter of Verification Results and attach to this tracking form G Responded, original determination changed to Reduced Send Latter of Verification Results and attach to this tracking form Responded, original determination charged to Paid Send Letter of Verification Results and ettach to this tracking form C Ru response after follow up, original determination changed to Paid Send Letter of Verification Results and attach to this tracking form . "Changes in meel benefits due to Ventication: increased benefits changed within 3 days, decreased benefits changed within 10 caterdar days of latter serie.

Verification | September 2000 | Arbans Department of Education | This initiation is an equal opportunity provide:

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.



STEP 3: CONTACT THE HOUSEHOLD

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

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.

Date [Date]

Schools are regulared 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 banefit eligibility status for SV 21-22 and may lose banefits from other programs including but not limited to your child(ren) a meal benefit eligibility status for the first 30 days of 5Y 22-23. Pandemic Electronic Banefit 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(ref) will no longer have a free or reduced-orice meal benefit eligibility status.

child/ren/il.

If no one in the household receives SNAP or TANF or FOPIR banefits: 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 office it was received.

WE MUST CHECK YOUR SCHOOL MEALS APPLICATION

School Name

Dear Namel

The United States Department of Agriculture (USDA) is allowing our action to operate the Seamless Summer Option (\$50) during School Year 2021-2022 (\$Y 21-22) due to the COVID-19 pendemic, meaning all students will receive meals at no cost regardless of their meal benefit aligibility status.

We are checking the Free and Reduced Price School Meals Application for (Name's) of

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

1. If amona in your household receives SNAP, TANF, or FDPIR:

Do not send your EST card. Provide one of the following:

- SNAP or TANF of FDPIR Certification Notice that shows dates of completion
- Letter from SNAP or TANF or FDPIR office that shows dates of certification.

2. If the oldd meets the definition of homeless, migrant, or runaway.

Please context School homeless Italian head start or migrant coordinator for applations.

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 varify that the child is a foster child.

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.

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 response to verification.



It's More Than a Meal Application!

The information collected on meal applications for the National School Lunch Program (NSLP) can do more than just provide free and reduced-price meals.



June 2023 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provide

This flyer is available here.

STEP 3: CONTACT THE HOUSEHOLD

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

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 follow-up was conducted is documented and a due date for the household to respond by is included. Verification Phase 3: Verify

Verification Tracking Form this form to the application with a copy of all documents from the household Number of Disatents on Application: Ding Proper Divise Divise Original Determination was (check one) 23 Free Eligible Based on Categorical Eligibility (Case # SNAPYTANE/FORE or Foster) Cone Eligible Raised on Income Household Size Information D Reduced Price Eligible Step 1 🔄 Meetily year confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially pertified the application. Results of Confirmation Review (Select QNE) Gonfernant 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 <u>sot</u> charge benefits, do not contact liqueshold, portinue to Step 2 C Changed to FMD Notify household of paid benefits, change basefits after 18 calendar days of letter sent and remove this application from verification sample, Select new application for verification. (Bart epairs with Step 1 with new application and new tracking form.) Date eligibility status updated on BD: ____ Lafter 10 calerolar dava of letter secti-Step 2 Gonduct Direct Verification, Results (Select CHE) L3 Vertiled. Print off results and attach to this tracking form. Verification is complete. 570P and do not contact the Rousehold. SPAs will report this application and all the students listed as Devotly VerRed. C Not Yerfled. Print off results, attach to tracking form. Continue with Dep 3. < > Now contact the household Step 3 Citized First Verification Notice (area) dated Requesting Documentation returned by If we response by along data data. Aslow up with household, Secured Verification Notice/called/email _____ Follow-up official must sign and data household application Make notes on the application, as necessary Step 4 GResults of Verification (Select (INE)) C Responded, no change in benefits Send Latter of Verification Results (confirming no change) and attach to this tracking form. _____ (date). G Responded, original determination changed to Free Send Letter of Verification Results and attach to this tracking form G Responded, original determination changed to Reduced Send Letter of Verification Results and attach to this tracking form Responded, original determination charged to Paid Send Letter of Verification Results and ettach to this tracking form 3 No response after follow up, original determination changed to Paid Send Letter of Verification Results and attach to this tracking form "Changes in meel benefits due to Ventication: increased benefits changed within 3 days, decreased benefits changed within 10 caterdar days of latter serie.

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STEP 3: CONTACT 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.

Eligibility: Free
Determining Officia
□Case # Applicatio
Vincome Applicatio
Household Size:
Total Income: <u>\$40</u>
Selected For Ver

OFFICE USE ONLY				
Eligibility: Free Reduced X Denied Determining Official's Signature: <i>Table_Smith</i>	Date:			
□Case # Application □Foster Application □Directly Certified: Date of Disregard: Income Application □Homeless/Migrant/Runaway Household Size: <u>3</u> Total Income: <u>\$400</u> Per: Week □Bi-Weekly (Every 2 Weeks) □2x Month □Monthly □Annual				
Selected For Verification: Confirming Official's Signature:	Date:			
Follow-Up Official's Signature: Dat	e:			

	Complete this form for each application selected for verification. Attach this form to the application with a copy of all documents from the household
- 1	Number of Students on Application: Error Prover 🗆 Yes 🗆 No
	Original Determination was (check one)
	Free Digible Based on Categorical Digibility (Case # SNAP/TANE/PDPR or Foster)
	Free Eligible Based on Income/Household Size Information
	W Reduced Price Englise
38ep 1	Identify your confirming official. This person will double check that the application was settlined correctly. Cannut be the same person who initially settlined the application.
	Results of Confirmation Review (Select QNE):
	Confirmed Original Determination, no change in Iterrefits Continue to Step 2.
	Changed from Reduced to Free Notify tocasehold of increased benefits, change benefits within 3 days, continue to Step 2.
	Changed from Free to Roduced Do <u>soit</u> change Senefits, do not contact household; continue to Step 2
	Changest to FNB Period of paid benefits, change benefits after 18-calendar days of letter sent and remore this application from vertication sample. Select new application for setficiation, (Start again with Step 1 with ne application and new tracking form.) Date eligibility status updated on 850
Shep 2	Conduct Direct Verification, Results (Select <u>DNE</u>):
	3 Vertiled Print off results and attach to the tracking form. Vertication is complete. \$750P and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
	C Not Verified. Print off results, attach to tracking form. Continue with Ship 3.
Now	ontact the household
Step 3	G Bend First Verification Notice (sent date) Requesting Documentation returned by
	C If no response by gluon dae data, follow up with household. Second Verification Notice/called/email(data)
	C Follow-up afficial must sign and date household application
	Allake cotes on the application, as necessary
Step 4	C Results of Verification (Select (ME):
	C Responded, no change in benafits Send Latter of Verification Results (confirming no change) and attach to this tracking form (date)
	Frequended, original determination changed to Ree Send Letter of Verification Results and attach to this tracking form (date)
	Cl Responded, original determination changed to Reduced Send Latter of Verification Results and attach to this tracking form (date)
	Responded, ariginal determination ofkanged to Pold Send Letter of Verification Results and ettach to this tracking form (date)
	Ru response after follow up, original determination changed to Paid Send Letter of Verification Results and attack to this tracking form(date)
· ·	are in much boulde due to Upplication increased baselin channel within 1 days, devenues it baselin channel within

STEP 3: CONTACT 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.



Sources of Acceptable Income Documentation This chart contains suggestions of sources of acceptable income documentation. This list is not exclusive and lditional sources may be requested.

Earnings: (wages and salary): T other deductions, such as insura farmer, net income should be use persons are on paper and their c considerable property and equipr income, not assets.)

Cash Income: Some persons w be responsible for withholdings, working for an individual or small form of cash.

FDPIR: In Arizona, the Food Di administered by Indian Tribal C serving one or two of Arizona's to participate in FDPIR, the app they have been approved.

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Types of Income	Suggested Sources of Acceptable Written Evidence
otal or gross earnings before withholding FICA, taxes, or nce. If the applicant is a self-employed businessperson or ed. (NOTE: Many of the assets of self-employed business ash or net worth is often very low, although they may hold ment [assets]. They should report only their actual cash	 A current paycheck stub Pay envelopes showing total gross pay Letter from employer stating gross wages Self-Employed: Business or farming documents, such as ledger books Last quarterly tax estimate Last year's tax return
ho work in situations where the employer does not want to such as domestic workers, casual laborers or persons	A letter from the employer stating wages paid and frequency



Fuentes Aceptables de Documentacion de Ingresos

La siguiente lista contiene sugerencias de fuentes aceptables de documentacion de ingresos. Esta lista no es exclusiva y fuentes adicionales pueden ser solicitadas

Tipos de Ingresos	Fuentes Sugeridas de Evidencia Escrita Aceptable	
Ingresos: (sueldos y salarios): ingresos totales o brutos antes de la retención FICA, impuestos o otras deducciones, como el seguro. Si el solicitante es un trabajadores por cuenta propia o granjero, se debe usar el ingreso neto . (NOTA: Muchos de los bienes de las personas de negocios propios están en papel y en efectivo o el valor neto a menudo es muy bajo, aunque puedan tener un valor considerable en propiedad y equipo [bienes]. Deben de informar solo el ingreso efectivo real, no los bienes.)	 Un talón de cheque actual Sobres de pago que muestren el salario bruto total Carta del empleador declarando los salarios brutos Trabajadores por cuenta propia: Documentos de negocio o granjero, como libros de cuentas Estimación fiscal trimestral pasada Declaración de impuestos del año pasado 	
Ingresos en efectivo: algunas personas que trabajan en situaciones donde el empleador no quiere ser responsable de las retenciones, como las empleadas domésticas, trabajadores ocasionales o personas que trabajan para una empresa individual o pequeña en bases irregulares, puede recibir salarios en efectivo.	 Una carta del empleador indicando los salarios pagados y la frecuencia 	
EDPIR: en Arizona, el programa de Distribución de Alimentos en las Reservas de Indios Nativos (FDPIR) es administrado por las organizaciones tribales de Indios Nativos (ITO). Existen siete ITO en Arizona, cada uno de los cuales sirve a uno o dos de los nueve indios nativos de Arizona tribus. Una vez aprobada la elegibilidad de un hogar para participar en FDPIR, la ITO apropiado proporciona a ese hogar una carta que indique que han sido aprobado.	 Una carta de aprobación FDPIR o certificación carta 	

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. 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: Enter Proter Di Vec Di No. Original Determination was (check one) 23 Free Eligible Based on Categorical Eligibility (Case # SNAP/TANE/FDPR or Forker) 2 Free Eligible Based on Income Household Size Information D 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 settlifed the application. Results of Confirmation Review (Select QNE): Gonferned Original Determination, no change in Isenefits Continue to Step 2. G Changed from Reduced to Free Notify household of increased benefits, change benefits within 3 days, continue to Step 2. G Changed from Free to Reduced On out charge benefits, do not contact household, continue to Sito 2 C Changel to FMD Notify household of paid benefits, charge lancefits after 18 calendar days of letter sent and remove this application from verification sample, Select new application for verification. (Ital't spain with Step 1 with new application and new tracking form.) Date eligibility status updated on 80: Lafter 10 calendar days of letter sent). Thep 2 Gonduct Direct Verification, Results (Select CRE) D Verification is complete. 570P and detect to this tracking form. Verification is complete. 570P and do not contact the household. SFAs will report this application and all the students listed as Directly Verified. C Not Yerfled. Print off results, attach to tracking form. Continue with Dep 3. < > Now contact the household Step 3 G Band First Verification Notice ____ (sent date) Requesting Documentation returned by: If no response by always data data. Aslow up with household, Second Vertilization Notice/called/onnal _____(data) Follow-up official must sign and data household application. Make opten on the application, as receasing Step 4 GResults of Verification (Select ONE): C Responded, no change in benefits Send Latter 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 12424 G Responded, original determination changed to Reduced Send Letter of Verification Results and attach to this tracking form C Responded, original determination changed to Paid Send Letter of Verification Results and ettach to this tracking fame **Report** C No response after follow up, original determination changed to Paid Send Letter of Verification Results and attack to this tracking form ____ "Changes in meel benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 10 caterolar days of lefter sent.

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RESULTS OF VERIFICATION

RESULT	WHAT I
Responded, no change in benefits.	Documentation provided supports
Responded, original determination changed to free.	Documentation provided does not sup The documentation provided i
Responded, original determination changed to reduced.	Documentation provided does not sup The documentation provided o
Responded, original determination changed to paid.	Documentation provided does not sup The documentation provided c
No response, original determination changed to paid.	The household did not provide any d provided is incomplete and, therefore, the changed

T MEANS

the information on the application.

port the information on the application. ncreases the student's benefits.

port the information on the application. lecreases the student's benefits.

port the information on the application. lecreases the student's benefits.

locumentation, or the documentation he student's benefits are terminated and d to paid.

RESULTS OF VERIFICATION

Notify the households of the results of verification. ADE's <u>Notice of Verification Results</u> <u>Letter</u> 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.

WE HAVE CHECKED YOUR SCHOOL MEALS APPLICATION

School Name)

Date (Cate)

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 (SSID), we have determined that:

Your ohlid(ren)'s eligibility has not ohenged.

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 means will be changed from free to reducedprice because your income is over the limit for the free eligibility category.

Starting [Date], your child(ran) ta/are no longer eligible for the free or reduced-price eligiblity category for the following reason(a):

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

Records show that the child(ren) is/are not homeless, runeway, 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 FDPIR benefits, you may reapply based on income aligibility. If you did not provide proof of current eligibility, you will be eaked 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]

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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) on the Verification Tracking Form.



Update your BID if benefits have changed as a result of 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: Ditor Prote: D Ves. D No. Original Determination was (check one) 2 Pres Digible Based on Categorical Digibility (Case # SNAP/TANI/FDPR or Foster) Free Eligible Based on Income/Household Size Information D Reduced Price Eligible Step 1 🖂 Identify your confirming official. This person will double check that the application your certified correctly. Cannot he the same senses who initially pertified the application. Results of Configuration Review (Select QNE) (3 Confirmed Original Determination, no change in henefits Continue to Step 2. Changed from Reduced to Free Natify household of increased benefits, change benefits within 3 days, continue to Step 2 Changed from Prez to Reduced Do sot charge benefits, do not contact liqueshold, pontinue to Step 2. C Changed to FiLD Notify household of paid herefits, change barrefits after 10 calendar days of letter sent and remove this application Fore verification sample, Select new application for verification. (Italt epairs with Step 1 with new application and new tracking form.) Date eligibility status updated on 807 Lafter 10 calendar davin of letter section Step 2 Gonduct Direct Verification, Results (Select DIE): L3 Vertiliest Print of 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. 2 Not Verified: Print off results, attach to tracking form. Continue with Direc 3. < > Now contact the household Step 3 Q Bend First Verification Hotice _____ (sent date) Requesting Documentation returned by If we response by given day date, follow or with hoseshold. Second Verification Notice/called/onsal _____ (date) C Follow-up official must size and data tessehold application. Make opten on the application, as necessary. Step 4 G Results of Verification (Select ONE): **G** Responded, no change in benafits Send Latter of Verification Results (confirming no change) and attach to this tracking form. _____ (Jate) Feedbanded, original determination changed to five Send Letter of Verification Results and attack to this tracking form G Responded, original determination changed to Reduced Send Letter of Verification Results and attach to this tracking farm C Responded, original determination changed to Paid Send Letter of Verification Results and ettach to this tracking farm 3 No response after follow up, original determination changed to Paid Send Letter of Verification Results and attach to this tracking form ____ "Changes in meal benefits due to Verification: increased benefits changed within 3 days, decreased benefits changed within 12 caption data of technologies

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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 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.

When do you conduct DV?

- A After selecting applications for verification.
- **B** Before contacting the households selected for verification.
- **C** Only during verification time
- All of the above.





When do you conduct DV?

- A After selecting applications for verification.
- **B** Before contacting the households selected for verification.
- **C** Only during verification time





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







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



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.



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

A Net income

B Gross income



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

A Net income

B Gross income



REGISTER NOW!

Submitting the Verification Summary Report for SFAs That Collected Household Applications

December 7, 2023 @ 1:30 pm – 2:30 pm





REGISTER NOW!

Submitting the Verification Summary Report for SFAs That Did Not Collect Household Applications

January 18, 2024 @ 1:30 pm – 2:30 pm

Thank you!

PLEASE PUT QUESTIONS IN THE Q&A

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in Arizona Professional Learning Development (APLD).

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



CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed the Online Course: Verification Review for School Year 2023-2024

Information to include when documenting this training for Professional Standards:

Training Title:Key Area: 3000 – AdministrationVerification Review for
School Year 2023-2024Learning Code: 3110Length: 1 hourLength: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training for Professional Standards:

Training Title: Verification Review for School Year 2023-2024 Key Area: 3000 – Administration Learning Code: 3110 Length: 1 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.


In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <u>https://www.usda.gov/sites/default/files/documents/ad-3027.pdf</u>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or

- 2. fax: (833) 256-1665 or (202) 690-7442; or
- 3. email: <u>Program.Intake@usda.gov</u>

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