

# Online Course: Verification Review



Health and Nutrition Services  
Arizona Department of Education







# Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.



# Intended Audience

**This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the 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 complete all necessary actions successfully;
- be familiar with the 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:

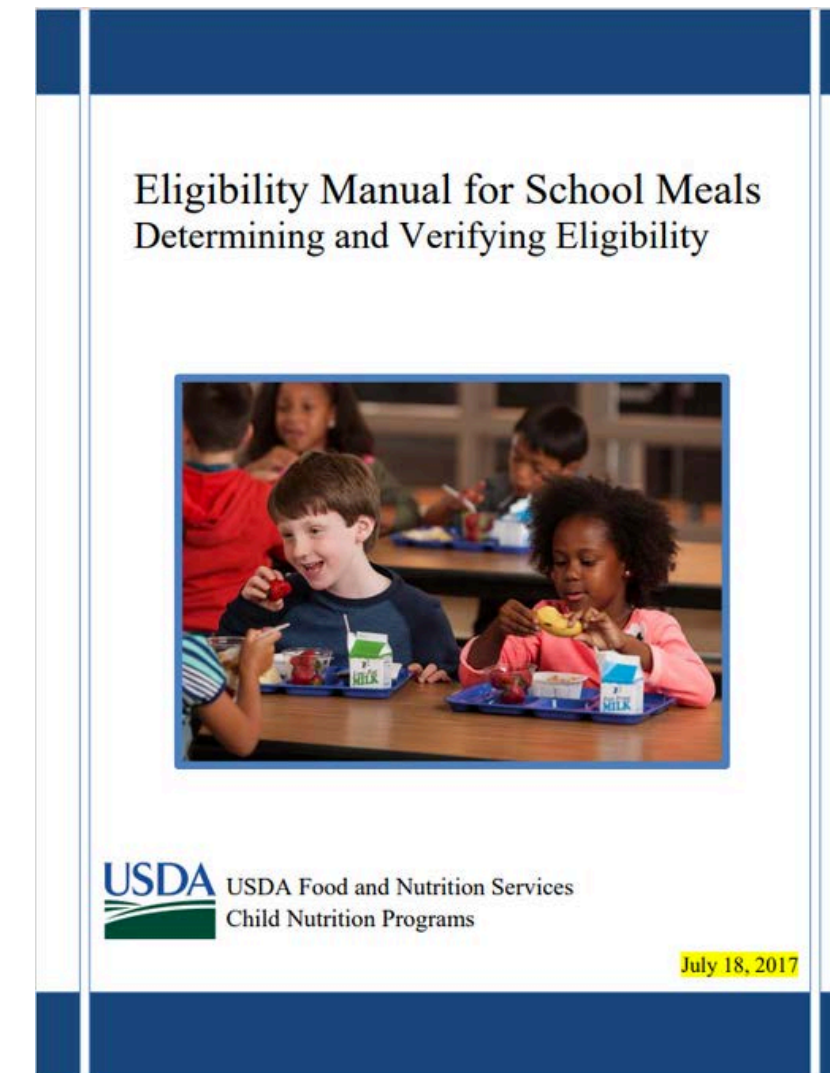
**Training Title:** Online Course:  
Verification Review

**Key Area:** 3000 – Administration

**Learning Code:** 3110

**Length:** 2 hours





The instruction within this Online Course is based on guidance from USDA's Eligibility Manual For School Meals, 2017.

Verification information can be found on pages 97 -118.

It is recommended to review this manual in addition to reviewing this course for complete guidance on verification.

[Click here](#) to access the manual.



# Quiz Time



Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.





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# Introduction to Verification



SECTION 1



# What is Verification?

**VERIFICATION IS THE PROCESS OF CONFIRMING ELIGIBILITY FOR FREE AND REDUCED-PRICE MEALS.**

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

**ALL YEAR, COMPLETED HOUSEHOLD APPLICATIONS ARE APPROVED AT FACE VALUE.**

However, a small sample of household applications are selected for verification, and documentation is requested from the household to verify that the information on the application is accurately reported.

The following are subject to verification:

- Case number applications
- Foster applications
- Income applications (free)
- Income applications (reduced)



# Why is verification important?

## **CHECKS AND BALANCES:**

- Since applications are approved at face value, the NSLP must have a system to support the accuracy of household self-reported data.
- If the documentation provided by the household matches their household application, it supports that self-reported data does ensure free and reduced-price meals are provided only to eligible children.





# Ameliorative Action

## HIGH CHANGE/TERMINATION RATE

Because the purpose of verification is to ensure that the information provided on the household applications is accurate, USDA requires ADE to analyze the results of verification each year. This analysis looks at which SFAs submitted the report with errors and/or had high numbers of applications change or terminate eligibility status due to the verification process.

USDA requires each State agency to create an Ameliorative Action Plan to provide heavy oversight and technical assistance for SFAs that had a high change/termination rate for verification. 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.

## AMELIORATIVE ACTION PLAN

ADE complies with USDA's requirement by providing training and technical assistance to SFAs who have been placed on the Ameliorative Action Plan based on the previous year's verification reporting.

SFAs are placed on the Ameliorative Action Plan if they meet one or more of the following criteria:

- Had a high termination/change rate
- Did not submit the report by February 1st
- Verification activities were not completed by November 15th
- Incorrect sampling method chosen
- Selected an incorrect sample size

SFAs will be notified via memo if they are placed on the Ameliorative Action Plan.



# Quiz Time

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

**A** True

**B** False





# Quiz Time

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

**A** True

**B** False

**Only a small sample of the household applications are selected for verification. This sample includes case number, foster, and free and reduced household applications.**





# Quiz Time

Only a small sample of the household applications are selected for verification. This sample includes case number, foster, and free and reduced household applications

- A** Had a high termination/change rate
- B** Did not submit the report by February 1st
- C** Verification activities were not completed by November 15th
- D** Incorrect sampling method chosen
- E** Selected an incorrect sample size





# Quiz Time

Only a small sample of the household applications are selected for verification. This sample includes case number, foster, and free and reduced household applications

- A** Had a high termination/change rate
- B** Did not submit the report by February 1st
- C** Verification activities were not completed by November 15th
- D** Incorrect sampling method chosen
- E** Selected an incorrect sample size

**USDA requires ADE to provide heavy oversight and technical assistance for SFAs who met one or more of these criteria based on the previous year's VSR submission.**

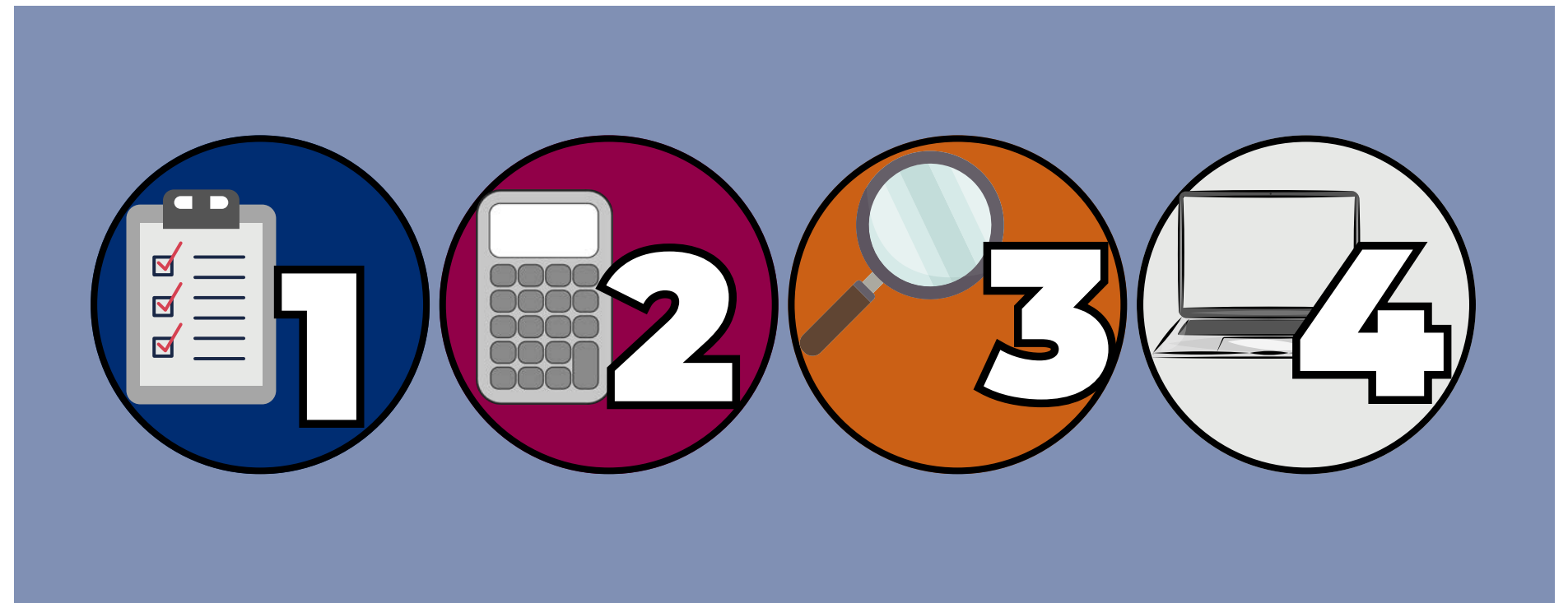




# Verification Phases

**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



## **PHASE 1: PREPARE**

In this phase, organize all approved applications.



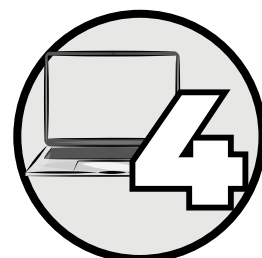
## **PHASE 2: CALCULATE AND SELECT**

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.

# 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.

# Verification Best Practices Calendar

**FOLLOW ALONG WITH THE VERIFICATION PROCESS AND STAY ON TRACK WITH EVERY TASK AND DEADLINE WITH ADE’S VERIFICATION BEST PRACTICES CALENDAR!**

VERIFICATION BEST PRACTICES CALENDAR SCHOOL YEAR 2023-2024			
<b>PHASE 1: Prepare</b> SEPTEMBER - OCTOBER 1		<b>PHASE 2: Calculate and Select Applications</b> STARTS OCTOBER 1	
<b>STUDY UP ON VERIFICATION</b> <input type="checkbox"/> Attend the <a href="#">Verification Review School Year 2023-2024</a> webinar. <input type="checkbox"/> Review the <a href="#">Online Course, Verification Review</a> . <input type="checkbox"/> Read the <a href="#">ADE Student Eligibility Manual for School Meals</a> (Section 6 begins Verification guidance).		<b>CALCULATE</b> <input type="checkbox"/> Review the <a href="#">Verification Non-Response Rate Report</a> . • 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. <input type="checkbox"/> Does your LEA qualify for use of Alternative Sample Size (reggie)? _____ (yes or no). • Choose sampling method (Circle the method you plan to use): • Standard or Alternate 1 or Alternate 2. <input type="checkbox"/> Use the <a href="#">Verification Sample Size Calculator</a> in CDE 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).	
<b>PREPARE</b> <input type="checkbox"/> Complete/Review the <a href="#">Student Eligibility Checklist</a> <b>*** Why the BIC is Important ***</b> . <input type="checkbox"/> Conduct Direct Certification again (look to find all matches today: Verification). <input type="checkbox"/> Use the <a href="#">Verification Counting Cheat Sheet</a> and count number of <b>error applications</b> on file as of <b>October 1</b> . <input type="checkbox"/> Categorically free applications (Case number, Foster). <input type="checkbox"/> Free by income applications. <input type="checkbox"/> Deducted 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 <b>October 1</b> . If you need assistance with calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.		<b>SELECT APPLICATIONS</b> <input type="checkbox"/> Randomly select the correct number of applications provided by the Verification Sample Size Calculator. <input type="checkbox"/> Applications selected are error prone (if Standard or Alternate 2).	
<b>PHASE 3: Verify</b> OCTOBER - NOVEMBER 15		<b>PHASE 4: Report</b> NOVEMBER 16 - FEBRUARY 1	
<b>VERIFICATION ACTIVITIES: October 1-November 15</b> <input type="checkbox"/> Print and attach a <a href="#">Verification Tracking Form</a> for each application being verified. Follow the steps on the Verification Tracking Form for each application selected. <input type="checkbox"/> Conduct Confirmation Review. <input type="checkbox"/> Run <b>Direct Verification</b> . • If household is not verified in Direct Verification, send a <b>Notice of Verification (English/Spanish)</b> to household, review documentation submitted by household and send a <b>Letter of Verification Results (English/Spanish)</b> . • Utilize the <a href="#">Sources of Acceptable Income Documentation (English/Spanish)</a> when reviewing documentation submitted by household. <input type="checkbox"/> Count the number of <b>students</b> on file as of <b>October 1</b> . <input type="checkbox"/> Students and extended household members directly certified through CDE Direct Certification with: <input type="checkbox"/> SNAP; <input type="checkbox"/> TANF; <input type="checkbox"/> ICQIS; <input type="checkbox"/> Medicaid data (DC-M Free, DC-M Reduced). <input type="checkbox"/> Students directly certified as Homeless, migrant, runaway, Head Start, or Foster. <input type="checkbox"/> Students free due to a case number or foster application. <input type="checkbox"/> Students free by income applications. <input type="checkbox"/> Students reduced by income applications.		<b>END OF VERIFICATION: November 15</b> <b>All Verification Activities must be completed.</b> Verification is complete when: • Household is verified in Direct Verification. • Household responded, LEA received documentation that confirmed eligibility. • The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent to household. • 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. <b>REPORT</b> <input type="checkbox"/> Contact your Entity Administrator and request the CDE 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. <div>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.</div>	

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# Phase 1: Prepare for Verification (September – October 1)

SECTION 2







# Phase 1: Prepare for Verification

During Phase 1, SFAs will:

- Count the total number of applications on file
- Count and categorize applications by case number, foster, free by income, and reduced by income
- Complete best practices shared throughout this training to ensure the correct number of applications are chosen for verification



# Best Practice:

## Student Eligibility Checklist

Before counting the number of applications on file, it is recommended that ADE’s Student Eligibility Checklist is completed.

- If you have questions on this checklist, please contact your assigned specialist.

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, FDPIR and/or DC-Medicaid.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our site did <b>not</b> 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 <i>total household members</i> 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	
10. Notified households of eligibility status with notification letter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11. We or our online system organized all household applications according to their eligibility categories and methods of certification:			
a. Divided free by income, free by case number, free by foster, reduced by income.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Labeled all applications for students who are Direct Certification matches and filed them separately.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Labeled all applications for students who have withdrawn.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12. Created a Benefit Issuance Document (BID)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our BID indicates the method of certification for each student.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our BID indicates the date of approval/effective date of benefits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Our BID has rolled over a child's eligibility status from the previous school year into the current school year for no less than 30 operating days.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. On the 31 <sup>st</sup> operating day, updated child's eligibility from the previous school year to paid if child does not have new eligibility documentation submitted for this program year.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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# Best Practice: Conduct Direct Certification

**TO POTENTIALLY REDUCE THE TOTAL NUMBER OF APPLICATIONS ON FILE, IT IS BEST PRACTICE TO CONDUCT DIRECT CERTIFICATION (DC) ON OR CLOSE TO OCTOBER 1 (THE BEGINNING OF PHASE 2).**

- 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.
- The Benefit Issuance Document (BID) needs to be updated after new matches in DC have been identified in order to reflect the most up to date information.
- Remember to also search the case numbers on the case number applications! If the case numbers match in DC, those applications are no longer subject to verification and those students become directly certified.

Please note that case numbers that do not match in DC are still free applications that are subject to verification, as long as the case numbers appear to be valid.



# Quiz Time

What best practices should be completed during Phase 1 of Verification?

- A** Print the tracking form, contact the households and conduct verification.
- B** Complete the Student Eligibility Checklist, conduct direct certification and organize all of your applications.
- C** Count all the students, contact every household and submit the online report.





# Quiz Time

What best practices should be completed during Phase 1 of Verification?

- A** Print the tracking form, contact the households and conduct verification.
- B** Complete the Student Eligibility Checklist, conduct direct certification and organize all of your applications.
- C** Count all the students, contact every household and submit the online report.

**By completing the Student Eligibility Checklist, conducting Direct Certification and organizing the applications, LEAs are ensuring that they are able to get the correct application count required for verification**






# Count Your Applications

**DETERMINE THE NUMBER OF APPLICATIONS ON FILE AS OF OCTOBER 1 AFTER DC HAS BEEN CONDUCTED.**

Remember that not all applications are subject to verification. Use ADE’s Verification Counting Cheat Sheet to help you identify which applications are subject to verification.



Please note: You are counting applications, not students.

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/DC-M)	Free/Reduced	✓	✓	
	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.

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# Subject to Verification

**REFER TO THE CHART TO IDENTIFY WHICH APPLICATIONS ARE SUBJECT TO VERIFICATION.**

APPLICATIONS	MEAL BENEFITS	SUBJECT TO VERIFICATION
Case Number Application	Free	Yes
Foster Application	Free	Yes
Income Application	Free	Yes
Income Application	Reduced	Yes



# Not Subject to Verification

**REFER TO THE CHART TO IDENTIFY WHICH APPLICATIONS AND STUDENTS ARE NOT SUBJECT TO VERIFICATION.**

OTHER CASES & ACCEPTABLE DOCUMENTATION	MEAL BENEFITS	SUBJECT TO VERIFICATION
Income Application	Paid	No
Any disregarded applications due to the student(s) matching in DC	Free	No
Students who have matched in DC	Free	No
Students confirmed by their Homeless/Migrant/Runaway liaison	Free	No
Students with a Notice to Provider (Foster)	Free	No
Students enrolled in Head Start/Even Start	Free	No
Students with a TANF/FDPIR Agency Letter	Free	No
Students with a SNAP Agency Letter	Free	No

# Quiz Time

Which of the following is not subject to verification?

- A** Household application certified for reduced-price.
- B** A free household income application with a household containing three members. On 8/17, one student matched in DC and the other student did not match.
- C** Household application certified for free based on a case number.





# Quiz Time

Which of the following is not subject to verification?

- A** Household application certified for reduced-price.
- B** A free household income application with a household containing three members. On 8/17, one student matched in DC and the other student did not match.
- C** Household application certified for free based on a case number.

Anytime a student is a match in SNAP, TANF, or FDPIR, all students in the household are directly certified. Any students who are directly certified are not subject to verification, even if the household turns in an application.



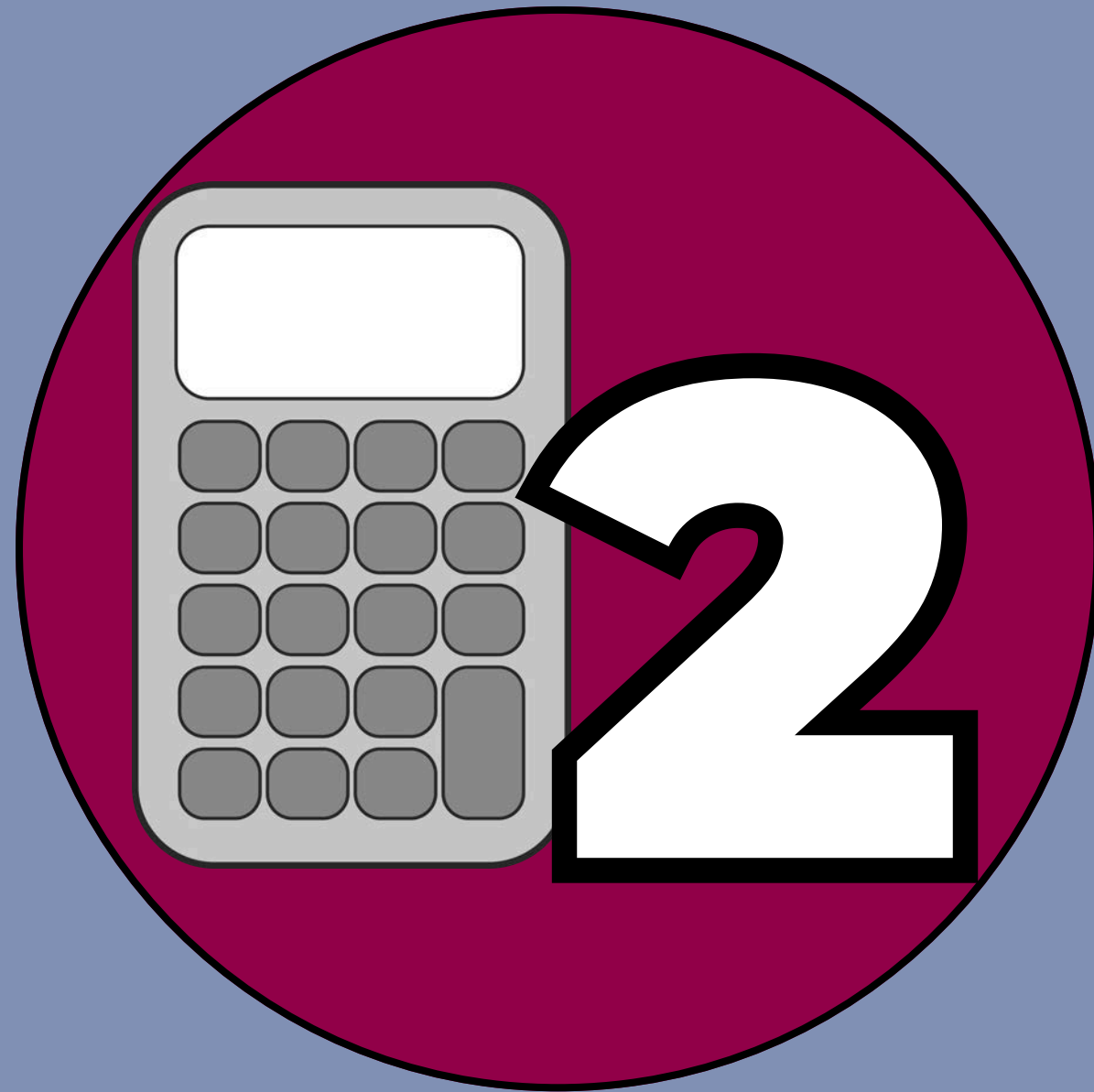


# Phase 2: Calculate & Select Applications (Begins October 1)

SECTION 3







## Phase 2: Calculate & Select Applications

During Phase 2, SFAs will:

- Determine which sampling method your LEA 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

## 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.

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



# 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.

- 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			
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 <b>COPPER</b> qualify for use of an alternative sample size during the 2023-2024 Verification reporting period.		
	Sponsors highlighted in <b>RED</b> <b>DO NOT</b> qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2023-2024 Verification Reporting.		
	Remaining Sponsors <b>DO NOT</b> 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.		
CTDS	Name	Form	Submitted
07-21-22-000	A New Leaf	CNP Verification	Y
11-87-20-000	A+ Charter Schools	CNP Verification	Y
07-82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y
10-87-13-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y
07-82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y
10-86-65-000	Academy of Tucson, Inc.	CNP Verification	Y
07-21-64-000	ADCEL	CNP Verification	Y
07-87-01-000	Adelphi Charter School	CNP Verification	Y
13-07-20-000	Adorn Montessori Charter School	CNP Verification	Y
21-91-01-001	Adobe Mountain School	CNP Verification	Y
07-05-16-000	Agua Fria Union High School District	CNP Verification	Y
07-03-93-000	Agua Elementary District	CNP Verification	Y
10-02-15-000	Ajo Unified District	CNP Verification	Y
07-04-68-000	Alhambra Elementary District	CNP Verification	Y
10-03-51-000	Altamonte Elementary District	CNP Verification	Y
10-37-01-000	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y
11-87-03-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y
07-89-50-000	American Charter Schools Foundation d.b.a. Crestview College Preparatory High Sc	CNP Verification	Y
07-89-47-000	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	Y
07-89-48-000	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	Y
07-89-51-000	American Charter Schools Foundation d.b.a. Peoria Accelerated High School	CNP Verification	Y
07-89-83-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y
07-85-17-000	American Charter Schools Foundation d.b.a. South Ridge High School	CNP Verification	Y
07-89-53-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y
07-89-56-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y
11-87-22-000	American Charter Schools Foundation dba Ridgeway College Preparatory High School	CNP Verification	Y
07-87-25-000	American Leadership Academy, Inc.	CNP Verification	Y
10-02-10-000	Amphitheater Unified District	CNP Verification	Y
14-05-50-000	Antelope Union High School District	CNP Verification	Y
11-02-43-000	Apache Junction Unified District	CNP Verification	Y

## Verification Non-Response Rate Report

- **COPPER**: SFA names shown in copper may choose from any of the three sampling methods.
- **RED** or **NO HIGHLIGHT**: SFAs with red or no highlight must use the Standard Sampling Method and determine Error-Prone applications.



# Quiz Time

How will LEAs know if they qualify to use an alternative sampling method?

- A** The LEA name will be shown in **COPPER** on the Verification Non-Response Rate Report.
- B** The LEA will be shown in white on the Verification Non-Response Rate Report.
- C** Look at the last claim in CNPWeb.





# Quiz Time

How will LEAs know if they qualify to use an alternative sampling method?

- A** The LEA name will be shown in **COPPER** on the Verification Non-Response Rate Report.
- B** The LEA will be shown in white on the Verification Non-Response Rate Report.
- C** Look at the last claim in CNPWeb.

**ADE posts the Verification Non-Response Rate Report annually on the NSLP website. The LEA name will be highlighted in **COPPER** to indicate they have qualified to use an alternative sampling method.**



# Phase 2: Calculate & Select

## STANDARD SAMPLING METHOD

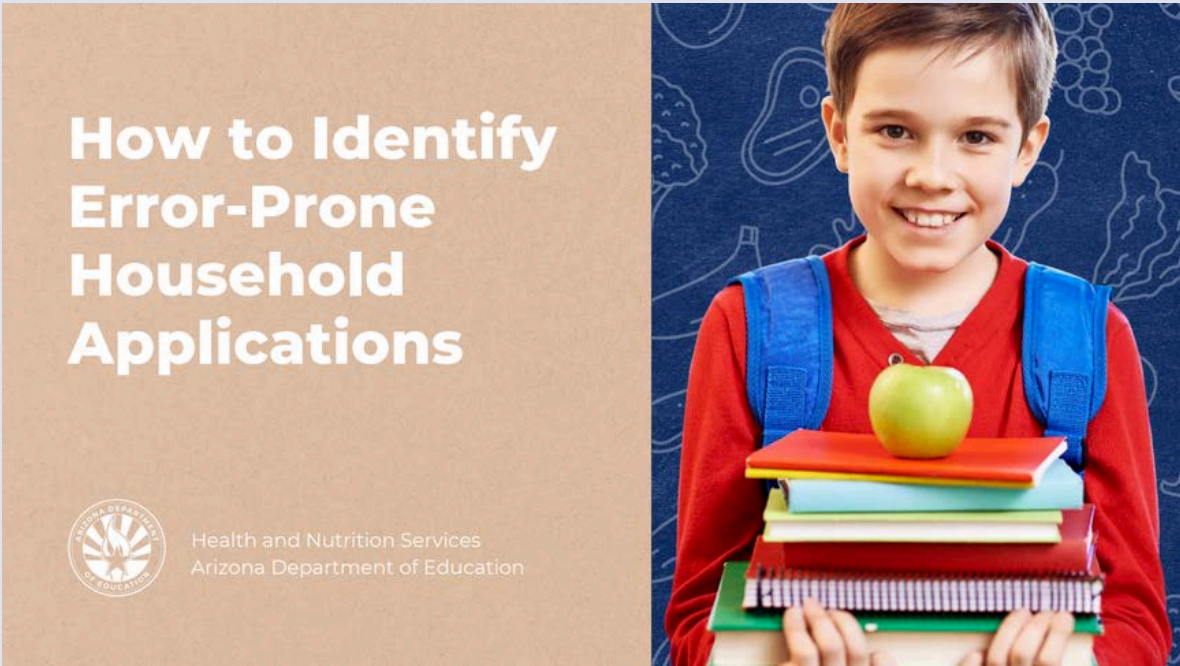
The Standard Sampling Method must be used if the SFA is operating in its first year or if they do not qualify to use an alternative sampling method.

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 [Error-Prone Guidelines](#).

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										
Household Size	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount
1	341.93 to 365		682.85 to 729		740 to 790		1,480 to 1,580		17,754 to 18,954	
2	469.93 to 493		939.85 to 986		1,019 to 1,069		2,037 to 2,137		24,436 to 25,636	
3	598.93 to 622		1,196.85 to 1,243		1,297 to 1,347		2,594 to 2,694		31,118 to 32,318	
4	726.93 to 750		1,453.85 to 1,500		1,575 to 1,625		3,150 to 3,250		37,800 to 39,000	
5	855.93 to 879		1,710.85 to 1,757		1,854 to 1,904		3,707 to 3,807		44,482 to 45,682	
6	983.93 to 1,007		1,967.85 to 2,014		2,132 to 2,182		4,264 to 4,364		51,164 to 52,364	
7	1,112.93 to 1,136		2,224.85 to 2,271		2,411 to 2,461		4,821 to 4,921		57,846 to 59,046	
8	1,240.93 to 1,264		2,481.85 to 2,528		2,689 to 2,739		5,378 to 5,478		64,528 to 65,728	
REDUCED How often income was received										
Household Size	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount
1	495.93 to 519		991.85 to 1,038		1,074 to 1,124		2,148 to 2,248		25,773 to 26,973	
2	678.93 to 702		1,357.85 to 1,404		1,471 to 1,521		2,941 to 3,041		35,282 to 36,482	
3	861.93 to 885		1,722.85 to 1,769		1,867 to 1,917		3,733 to 3,833		44,791 to 45,991	
4	1,044.93 to 1,068		2,088.85 to 2,135		2,263 to 2,313		4,525 to 4,625		54,300 to 55,500	
5	1,227.93 to 1,251		2,454.85 to 2,501		2,659 to 2,709		5,318 to 5,418		63,809 to 65,009	
6	1,410.93 to 1,434		2,820.85 to 2,867		3,055 to 3,105		6,110 to 6,210		73,318 to 74,518	
7	1,592.93 to 1,616		3,186.85 to 3,232		3,452 to 3,502		6,903 to 7,003		82,827 to 84,027	
8	1,775.93 to 1,799		3,551.85 to 3,598		3,848 to 3,898		7,695 to 7,795		92,336 to 93,536	
<b>Error-Prone Application Guidelines:</b> <ul style="list-style-type: none"><li>• <b>Weekly:</b> Error-prone applications are those applications where income falls between the income eligibility limits and \$23.07 of the income eligibility limits for weekly.</li><li>• <b>Bi-Weekly:</b> Error-prone applications are those applications where income falls between the income eligibility limits and \$46.15 of the income eligibility limits for every 2 weeks.</li><li>• <b>2x Month:</b> Error-prone applications are those applications where income falls between the income eligibility limits and \$50 of the income eligibility limits for twice per month.</li><li>• <b>Monthly:</b> Error-prone applications are those applications where income falls between the income eligibility limits and \$100 of the income eligibility limits for monthly income.</li><li>• <b>Annually:</b> Error-prone applications are those applications where income falls between the income eligibility limits and \$1200 of the income eligibility limits for annual income.</li></ul>										
June 2023   Health and Nutrition Services   Arizona Department of Education   This institution is an equal opportunity provider.										

### Error-Prone Guidelines



### 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**

**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 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.



# Phase 2: Calculate & Select

## 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%**

$1,174 \times .03 = 35.22$  (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.

# Quiz Time

True or False: Any LEA can use Alternate 1: Random Sampling.

- A True**
- B False- No LEA can use Alternate 1: Random Sampling**
- C False- Only LEAs who qualify to use an alternative sampling method can choose this option.**





# Quiz Time

True or False: Any LEA can use Alternate 1: Random Sampling.

- A True**
- B False- No LEA can use Alternate 1: Random Sampling**
- ☒ C False- Only LEAs who qualify to use an alternative sampling method can choose this option.**

**The LEAs who qualify to use an alternative sampling method can choose from Standard Sampling, Alternate 1: Random Sampling, or Alternate 2: Focused Sampling.**



# Phase 2: Calculate & Select

## **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.



# Phase 2: Calculate & Select

## 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%

$1,174 \times .01 = 11.74$  (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 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.



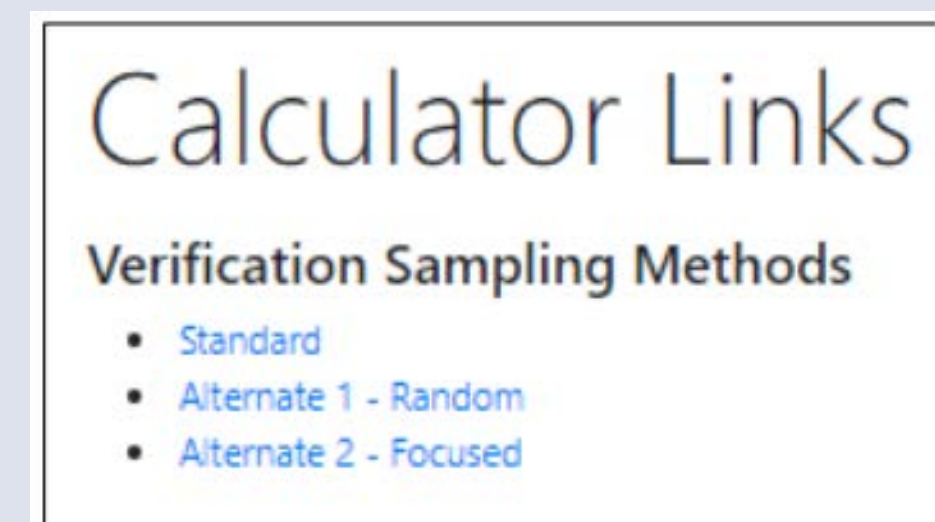
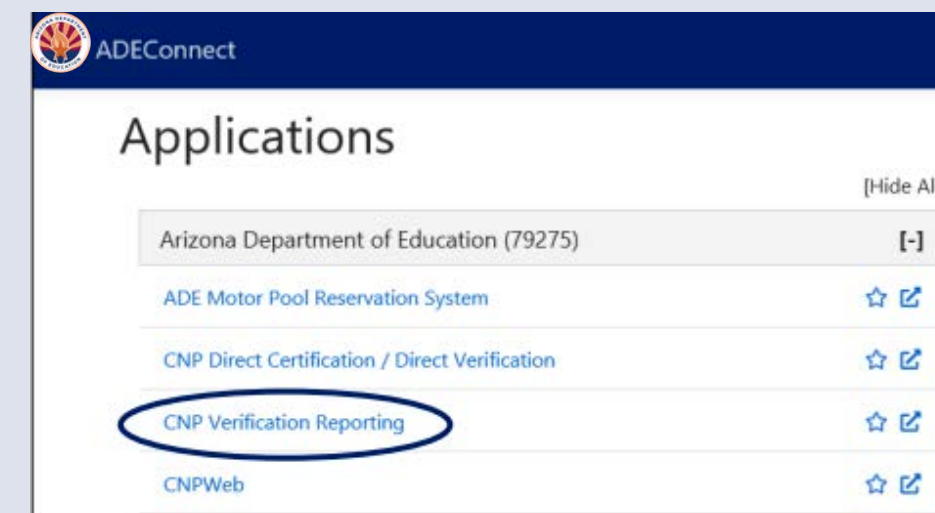
# Phase 2: Calculate & Select

## 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 request access from their Entity Administrator.



# Phase 2: Calculate & Select

## STANDARD SAMPLING METHOD EXAMPLE

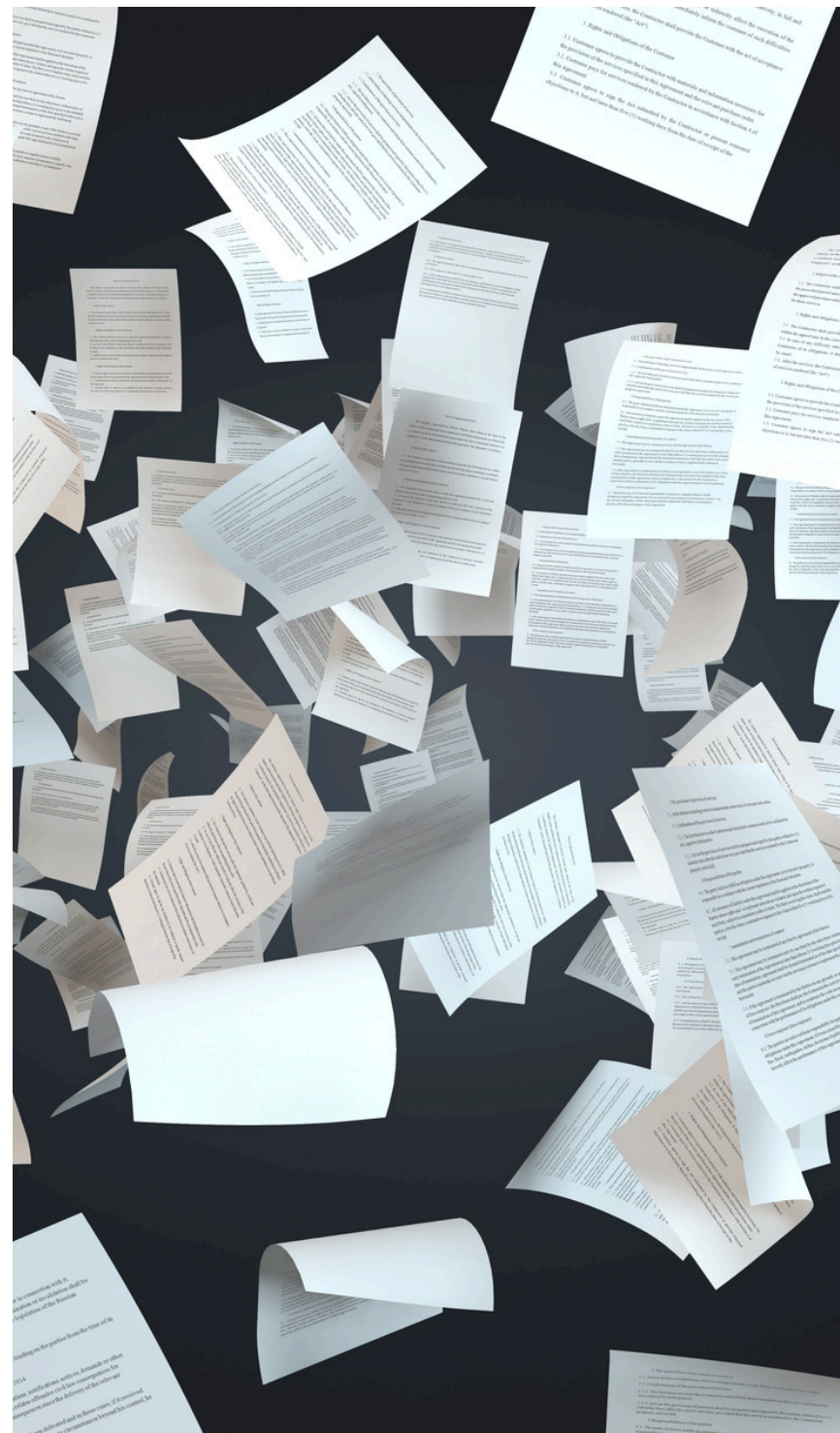
### Calculator

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 (October 1 – November 15)



SECTION 4





## Phase 3: Verify Selected Applications

During Phase 3, SFAs will:

- 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 # SHAP/TANF/FDPR 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 verified correctly. Cannot be the same person who initially verified 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 benefit 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 SDE: \_\_\_\_\_ (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 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 \_\_\_\_\_, 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)

\*Changed 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.



# Quiz Time

What ADE form is recommended to be printed and attached to each application being verified?

- A** Sources of Acceptable Documentation
- B** Verification Tracking Form
- C** Verification Non-Response Rate Report



# Quiz Time

What ADE form is recommended to be printed and attached to each application being verified?

- A** Sources of Acceptable Documentation
- B** Verification Tracking Form
- C** Verification Non-Response Rate Report

**This form provides step-by-step guidance for conducting verification and it should be used as the place to track all activities and outcomes of the verification process for each application.**





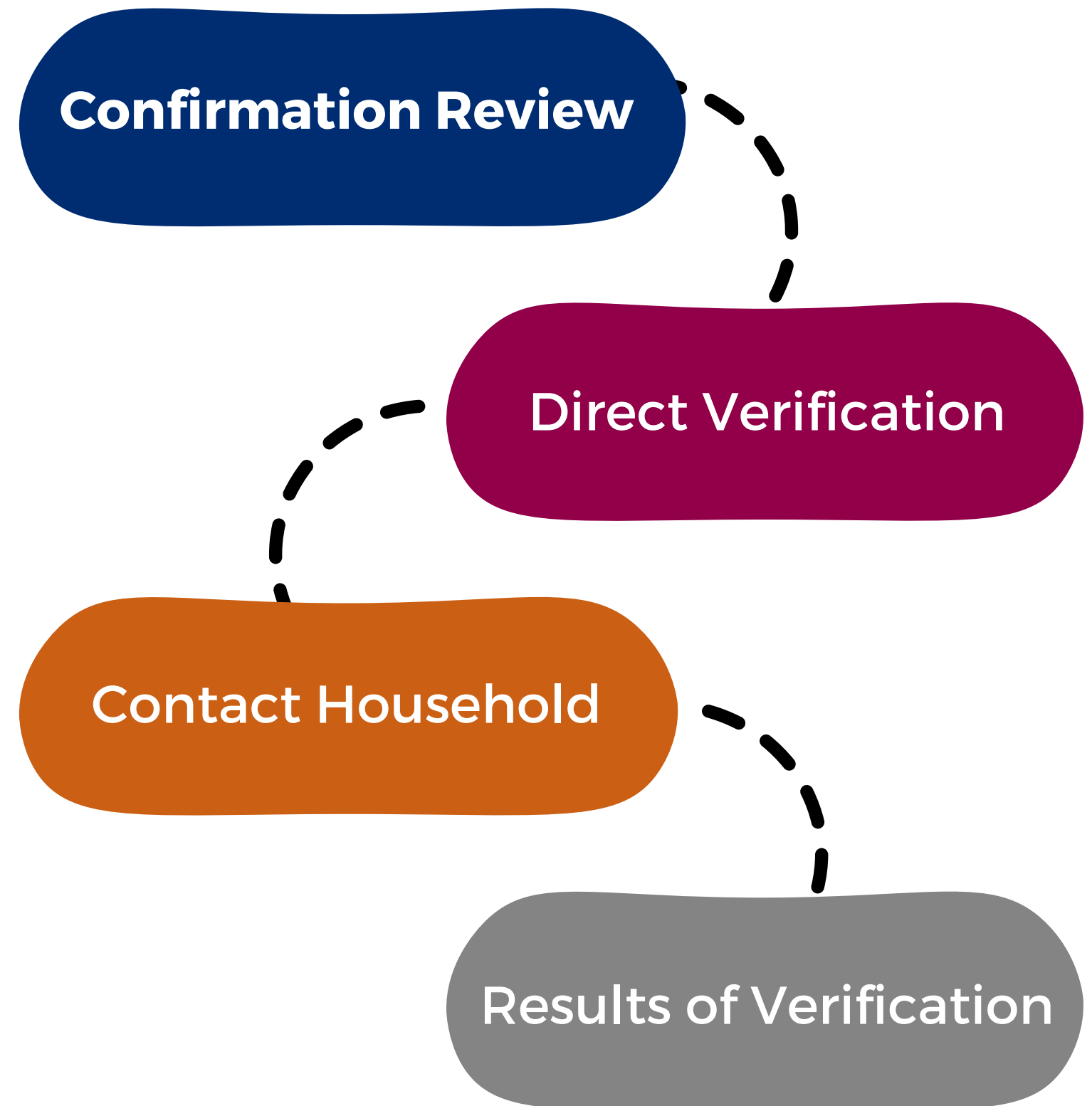
# Phase 3: Verify

## 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.

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 Smith

Date: 9/27/23

☐ Case # Application

☐ Foster Application

☐ Directly Certified: Date of Disregard: \_\_\_\_\_

☒ Income Application

☐ Homeless/Migrant/Runaway

Household Size: 3

Total Income: \$400

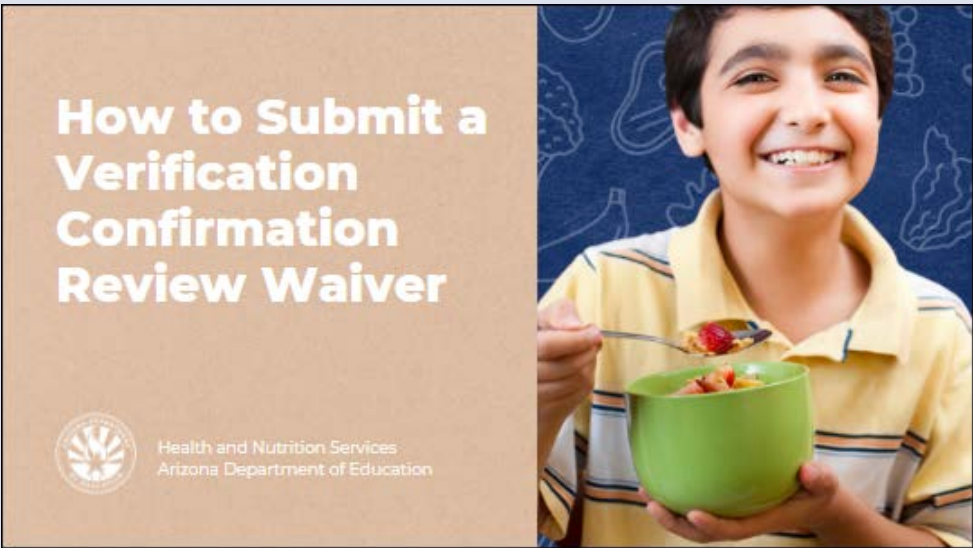
Per: ~~X~~ Week ☐ Bi-Weekly (Every 2 Weeks) ☐ 2x Month ☐ Monthly ☐ Annual

☐ Selected For Verification: Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-Up Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Error Prone

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](#)

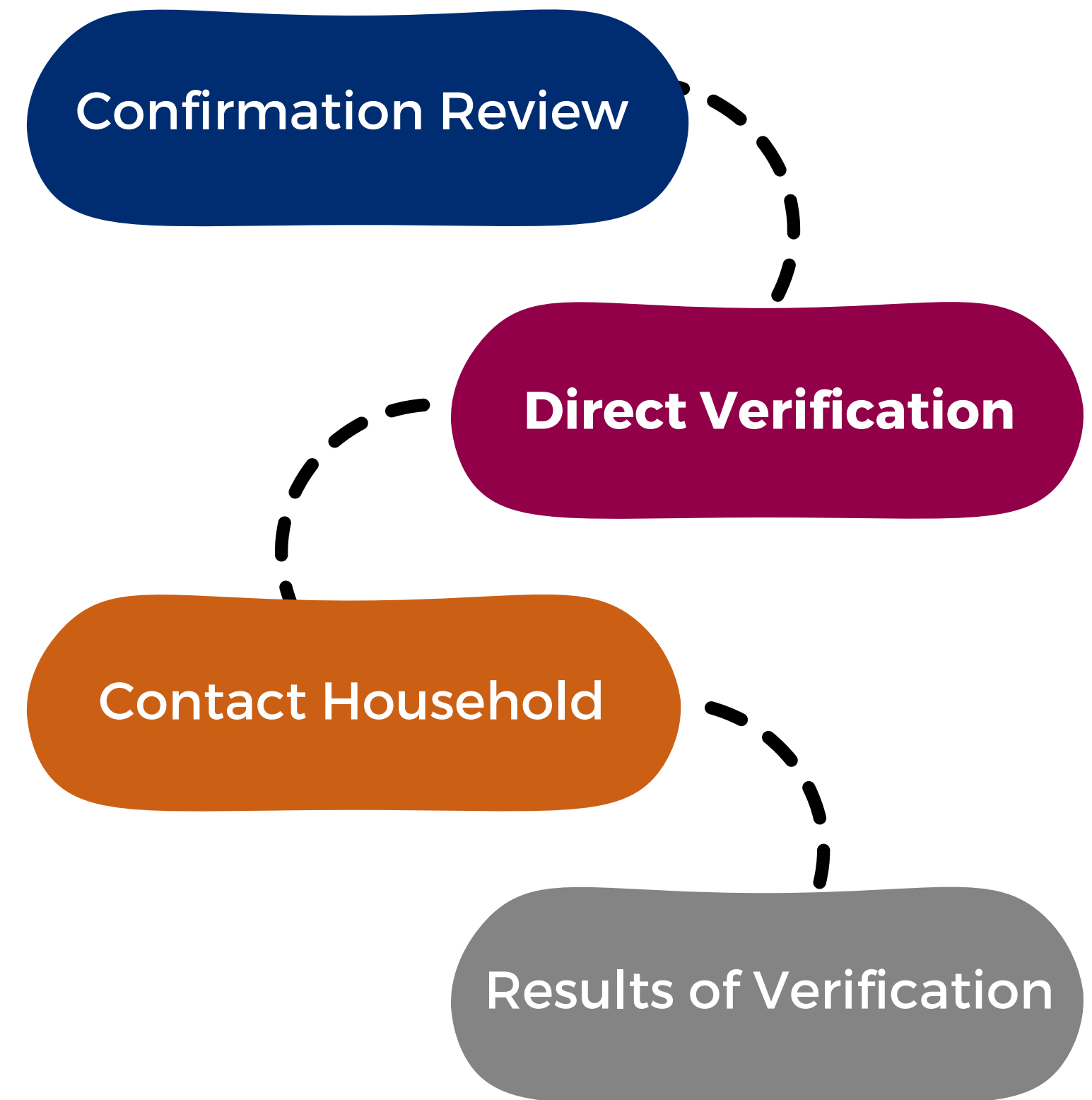


# Phase 3: Verify

## 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

Please refer to the online training Step-by-Step Instruction: How to Conduct Direct Verification for detailed instructions on how to:

- Log into ADEConnect and CNP Direct Certification/Direct Verification.
- Search students using various methods.
- Save your search results.



Please ensure this training has been completed before moving on to the next step.



# Quiz Time

Which ADE online training must be completed prior to moving on to the next step?

- A** None, continue to the next step
- B** Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/  
Direct Verification
- C** Step-by-Step Instruction: How to Submit the Verification Report in CNP Verification



# Quiz Time

Which ADE online training must be completed prior to moving on to the next step?

- A** None, continue to the next step
- B** Step-by-Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/  
Direct Verification
- C** Step-by-Step Instruction: How to Submit the Verification Report in CNP Verification

It is important to understand how to conduct Direct Verification prior to moving on with the verification process.

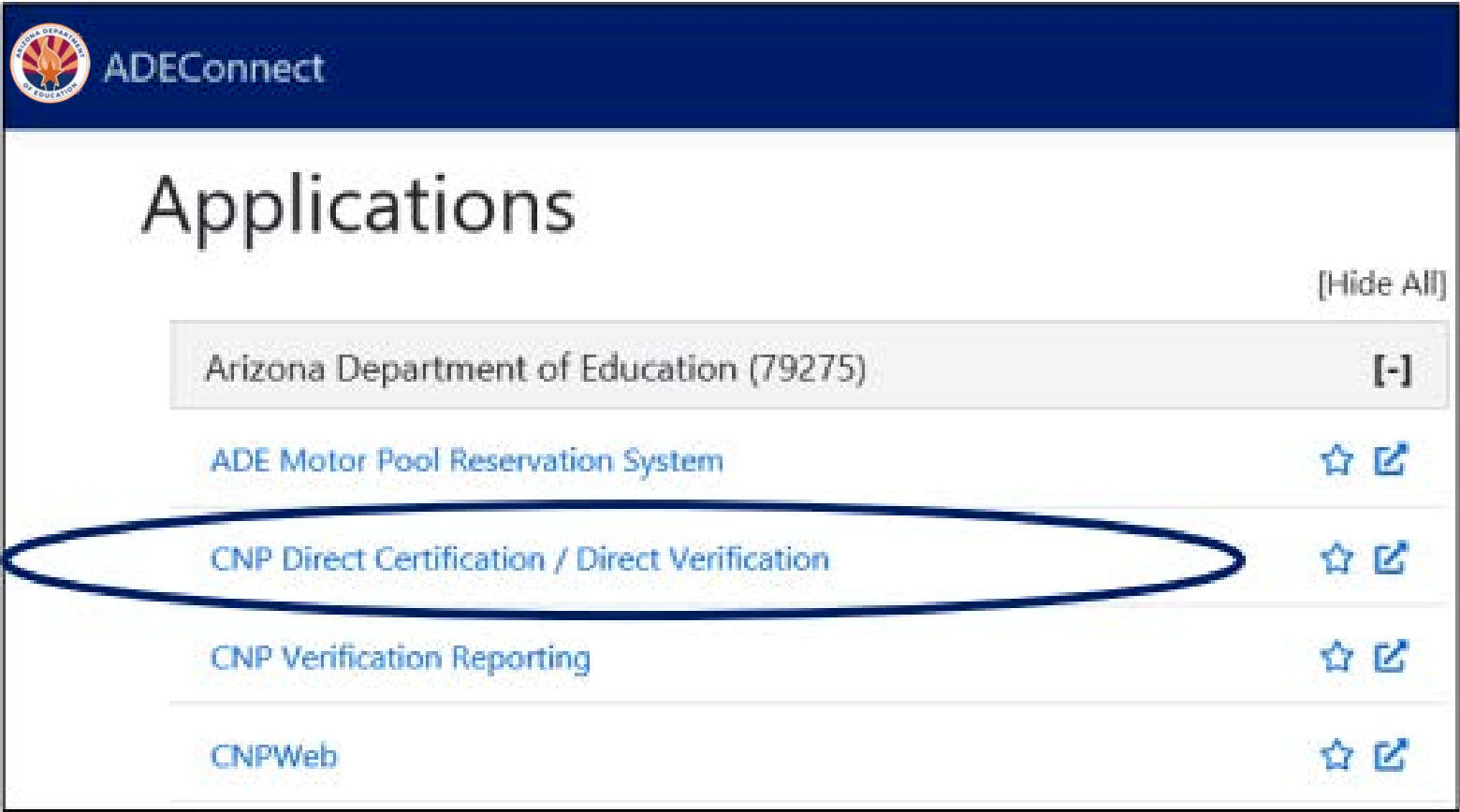




# Phase 3: Verify

## 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.

# Phase 3: Verify

## 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."

The screenshot shows the 'CNP Direct Certification & Direct Verification' application page. At the top, there is a header with the Arizona Department of Education logo and the title. Below the header, a welcome message for 'Rhodes, Maddie' is displayed. The main content area contains a 'Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification Application' message, followed by an 'ATTENTION:' section with a disclaimer about FERPA and the application's purpose. Below this is an 'Acknowledgement:' section with a statement: 'I acknowledge that my use of the CNP Direct Certification / Direct Verification application is in compliance with all restrictions stated above.' There are two buttons: 'I AGREE / CONTINUE' (green) and 'I DO NOT AGREE / Exit' (red). A 'Modify' link is also present. At the bottom, there is a footer with 'Acceptable Use Policy', 'Copyright © 2017 Arizona Department of Education . All rights reserved.', and a 'Contact ADE Support' button with social media icons.

The screenshot shows the 'CNP Direct Certification & Direct Verification' application page after the FERPA statement. The page is divided into two main sections: 'Direct Certification' (blue background) and 'Direct Verification' (yellow background). The 'Direct Certification' section explains that it means determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. It also states that 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, with bullet points: 'At or around the beginning of the school year (July 1)', 'three months after the initial effort, and', and 'six months after the initial effort'. It notes that no application is necessary if eligibility is determined through the direct certification process, and that if a household submits an application for children who were directly certified, direct certification takes precedence over an application. A 'Proceed to Direct Certification >>>' button is at the bottom. The 'Direct Verification' section is titled 'Available October 1st' and explains that conducting Direct Verification is a requirement in the state of Arizona. It states that 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. A 'Proceed to Direct Verification >>>' button is at the bottom. A large red arrow points to this button. At the bottom, there is a footer with 'Acceptable Use Policy', 'Copyright © 2017 Arizona Department of Education . All rights reserved.', and a 'Contact ADE Support' button with social media icons.



# Phase 3: Verify

## **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)

# 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

Show 10 entries

Result: All

Search:

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

Previous1Next



# Quiz Time

Which of the following are true for direct verification?

- A** Required to conduct at least 3 times per year.
- B** Search all enrolled students.
- C** Need ADEConnect to access it.
- D** Search only students who were selected for verification.
- E** Only available during verification, beginning October 1.
- F** Is the same as direct certification.



# Quiz Time

Which of the following are true for direct verification?

- A** Required to conduct at least 3 times per year.
- B** Search all enrolled students.
- ☒ **C** Need ADEConnect to access it.
- ☒ **D** Search only students who were selected for verification.
- ☒ **E** Only available during verification, beginning October 1.
- F** Is the same as direct certification.

**Direct verification can only be conducted during verification, beginning October 1, via the CNP Direct Verification application in ADEConnect. It allows SFAs to search only for students selected for verification using an additional data source, Medical Assistance.**





# 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/FDPR 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 verified correctly. Cannot be the same person who initially verified 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 benefit 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 SDO: \_\_\_\_\_ (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. SDOs 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 please, 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)

\*Changed 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.

# Quiz Time

True or false: SFAs will need to contact the household when a student has been verified in the CNP Direct Verification system.

**A** True

**B** False





# Quiz Time

True or false: SFAs will need to contact the household when a student has been verified in the CNP Direct Verification system.

**A** True

**B** False

**SFAs will only contact the household if the student was not verified. Refer to the Verification Tracking Form, Step 2, if further explanation is needed.**



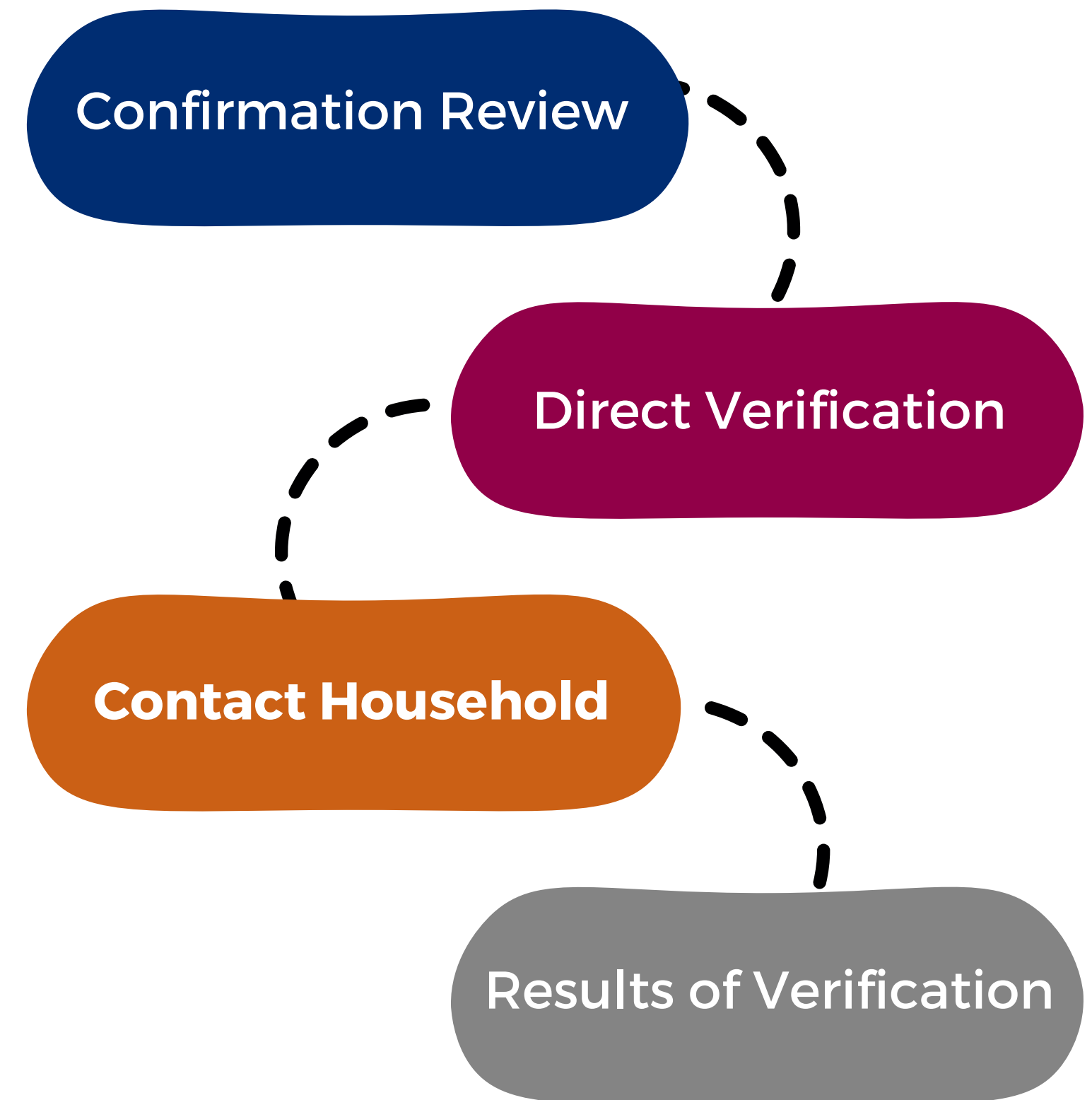
# Phase 3: Verify

## 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.

The SFA must document the day the letter was sent.





# Phase 3: Verify

## 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**.

**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 FDIIR:**  
Do not send your EBT card. Provide one of the following:
  - SNAP or TANF or FDIIR Certification Notice that shows dates of completion
  - Letter from SNAP or TANF or FDIIR 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 FDIIR 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.

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.

### Meal Application

**School Funding**  
Maintains funding for student programs and services.

**Academic Tests**  
Reduced registration fees for AP, SAT, and/or ACT tests.

**Athletics**  
Free or discounted fees to participate in most sports.

**College Application Fees**  
Discounted rates on fees associated with applying for college.

**Internet Access**  
Eligible for discounted rates on internet services.

**School Meals**  
Free or reduced prices on delicious and nutritious meals.

**Turn in your meal application today to take advantage of these additional benefits and ensure your school continues to receive funding!**

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

This flyer is available [here](#).



# Phase 3: Verify

## 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

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 # SHAP/TANF/FDPR 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 verified correctly. Cannot be the same person who initially verified 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 benefit 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 SDO: \_\_\_\_\_ (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. SDOs 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 \_\_\_\_\_, 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.

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# Phase 3: Verify

## 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.

OFFICE USE ONLY

☐ Error Prone

Eligibility: Free ☐ Reduced ☒ Denied ☐

Determining Official's Signature: Julie Smith Date: 9/27/23

☐ Case # Application ☐ Foster Application ☐ Directly Certified: Date of Disregard: \_\_\_\_\_

☒ Income Application ☐ Homeless/Migrant/Runaway

Household Size: 3

Total Income: \$400 Per: ☒ Week ☐ Bi-Weekly (Every 2 Weeks) ☐ 2x Month ☐ Monthly ☐ Annual

☐ Selected For Verification: Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Follow-Up Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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/FDPR 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 benefit 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 SD: \_\_\_\_\_ (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 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.

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# Phase 3: Verify

## 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 additional sources may be requested.

Types of Income	Suggested Sources of Acceptable Written Evidence
<b>Earnings:</b> (wages and salary): Total or gross earnings before withholding FICA, taxes, or other deductions, such as insurance. If the applicant is a self-employed businessperson or farmer, net 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, not assets.)	<ul style="list-style-type: none"><li>• A current paycheck stub</li><li>• Pay envelopes showing total gross pay</li><li>• Letter from employer stating gross wages</li></ul> <b>Self-Employed:</b> <ul style="list-style-type: none"><li>• Business or farming documents, such as ledger books</li><li>• Last quarterly tax estimate</li><li>• Last year's tax return</li></ul>
<b>Cash Income:</b> 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"><li>• A letter from the employer stating wages paid and frequency</li></ul>
<b>FDPIR:</b> In Arizona, the Food Distribution Program in Indian Reservations (FDPIR) is administered by Indian Tribal Organizations (ITOs) serving one or two of Arizona's tribes. To participate in FDPIR, the applicant must be approved by the ITO.	



### Fuentes Aceptables de Documentación de Ingresos

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

Tipos de Ingresos	Fuentes Sugeridas de Evidencia Escrita Aceptable
<b>Ingresos:</b> (sueldos y salarios): ingresos totales o brutos antes de la retención FICA, impuestos o otras deducciones, como el seguro. Si el solicitante es un trabajador 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.)	<ul style="list-style-type: none"><li>• Un talón de cheque actual</li><li>• Sobres de pago que muestren el salario bruto total</li><li>• Carta del empleador declarando los salarios brutos</li></ul> <b>Trabajadores por cuenta propia:</b> <ul style="list-style-type: none"><li>• Documentos de negocio o granjero, como libros de cuentas</li><li>• Estimación fiscal trimestral pasada</li><li>• Declaración de impuestos del año pasado</li></ul>
<b>Ingresos en efectivo:</b> 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.	<ul style="list-style-type: none"><li>• Una carta del empleador indicando los salarios pagados y la frecuencia</li></ul>
<b>FDPIR:</b> 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.	<ul style="list-style-type: none"><li>• Una carta de aprobación FDPIR o certificación carta</li></ul>

agosto 2023 | Health and Nutrition Services | Departamento de Educación de Arizona | Esta institución es un proveedor de igualdad de oportunidades.

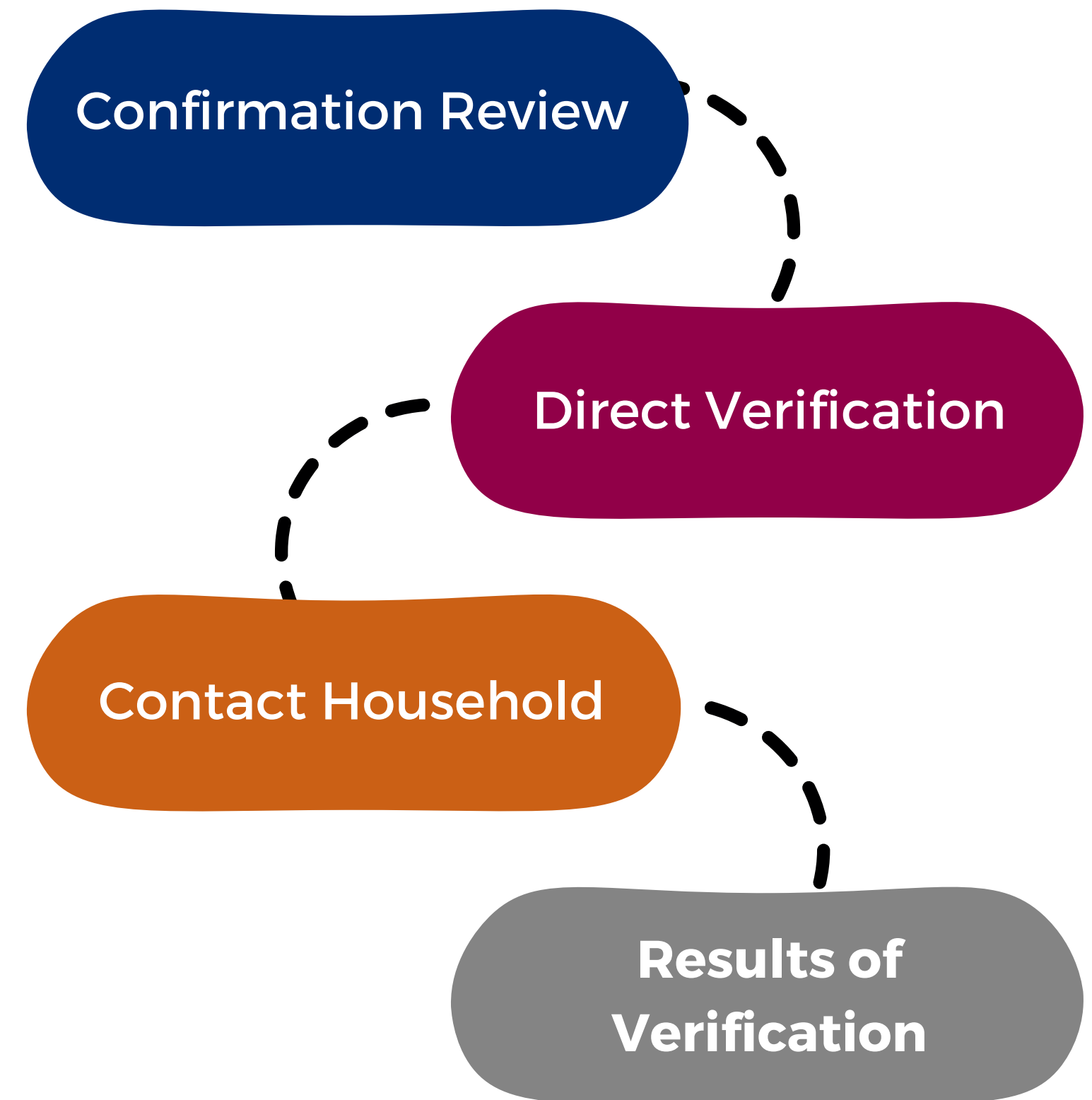
# Phase 3: Verify

## 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.



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/FDPR 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 verified correctly. Cannot be the same person who initially verified 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 benefit 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 SDO: \_\_\_\_\_ (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 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 please, see, 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.

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# Phase 3: Verify

## RESULTS OF VERIFICATION

RESULT	WHAT IT MEANS
<b>Responded, no change in benefits.</b>	Documentation provided supports the information on the application.
<b>Responded, original determination changed to free.</b>	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.
<b>Responded, original determination changed to reduced.</b>	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
<b>Responded, original determination changed to paid.</b>	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
<b>No response, original determination changed to paid.</b>	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**.

### 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, FOPR 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 anytime**. If you were denied benefits because no one in the household received SNAP, TANF or FOPR 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]

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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: \_\_\_\_\_ Direct Proven: ☐ Yes ☐ No

Original Determination was (check one):  
☐ Free Eligible Based on Categorical Eligibility (Case # SHAP/TALENT/PPSR 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 verified correctly. Cannot be the same person who initially verified 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.

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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.

# 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 STUDENT(S) 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.**



# Quiz Time

By what date do all verification activities need to be completed?

- A** October 1
- B** October 31
- C** November 1
- D** November 15



# Quiz Time

By what date do all verification activities need to be completed?

- A** October 1
- B** October 31
- C** November 1
- D** November 15

**Verification is complete when the household provides adequate documentation supporting the information on their application, or when the Letter of Verification Results is sent to families who did not respond. These notices must be sent out no later than November 15th.**





# Phase 4: Submit the Verification Summary Report (November 15 – February 1)

SECTION 5







## Phase 4: Submit the Verification Summary Report

During Phase 4, SFAs will:

- Need permissions to ADEConnect
- Categorize and count all needed documents for submitting the report
- Fill out and submit the Verification Summary Report (VSR) in the CNP Verification Reporting application in ADEConnect

# Submitting the VSR

Beginning on November 16th, SFAs can begin submitting the VSR in CNP Verification Reporting.

Before you begin your report, you will need to gather all of the information you used to conduct verification, including the October 1 application counts and the results of each application selected for verification.

## Google Chrome

**PLEASE USE GOOGLE CHROME TO SUBMIT THIS REPORT.**





# ADEConnect

- 1 Go to any ADE webpage: [www.azed.gov/hns](http://www.azed.gov/hns)
- 2 Click **ADEConnect**.
- 3 The system will either log you in automatically or you will need to enter your username and password.
- 4 Click **View Applications**.
- 5 Select **CNP Verification Reporting**.

The first screenshot shows the Arizona Department of Education website. The top navigation bar includes links for Students & Families, Educators, Administrators, Programs & Supports, About ADE, and ADEConnect. A mouse cursor is pointing at the ADEConnect link. The main content area has a 'Welcome to Health & Nutrition Services' banner and a sidebar with links for Administrators and School Leaders, Parents and Families, Child Nutrition Program Operators, Peer to Peer Support for Child Nutrition Professionals, Free and Reduced-Price Percentage Report, and HNS/USDA Memos.

The second screenshot shows the ADEConnect login page. It features a sign-in form with fields for email address and password, a 'Sign In' button, and links for 'Forgot Password?' and 'Reset Password?'. A photo of a smiling woman is overlaid on the left side of the page.

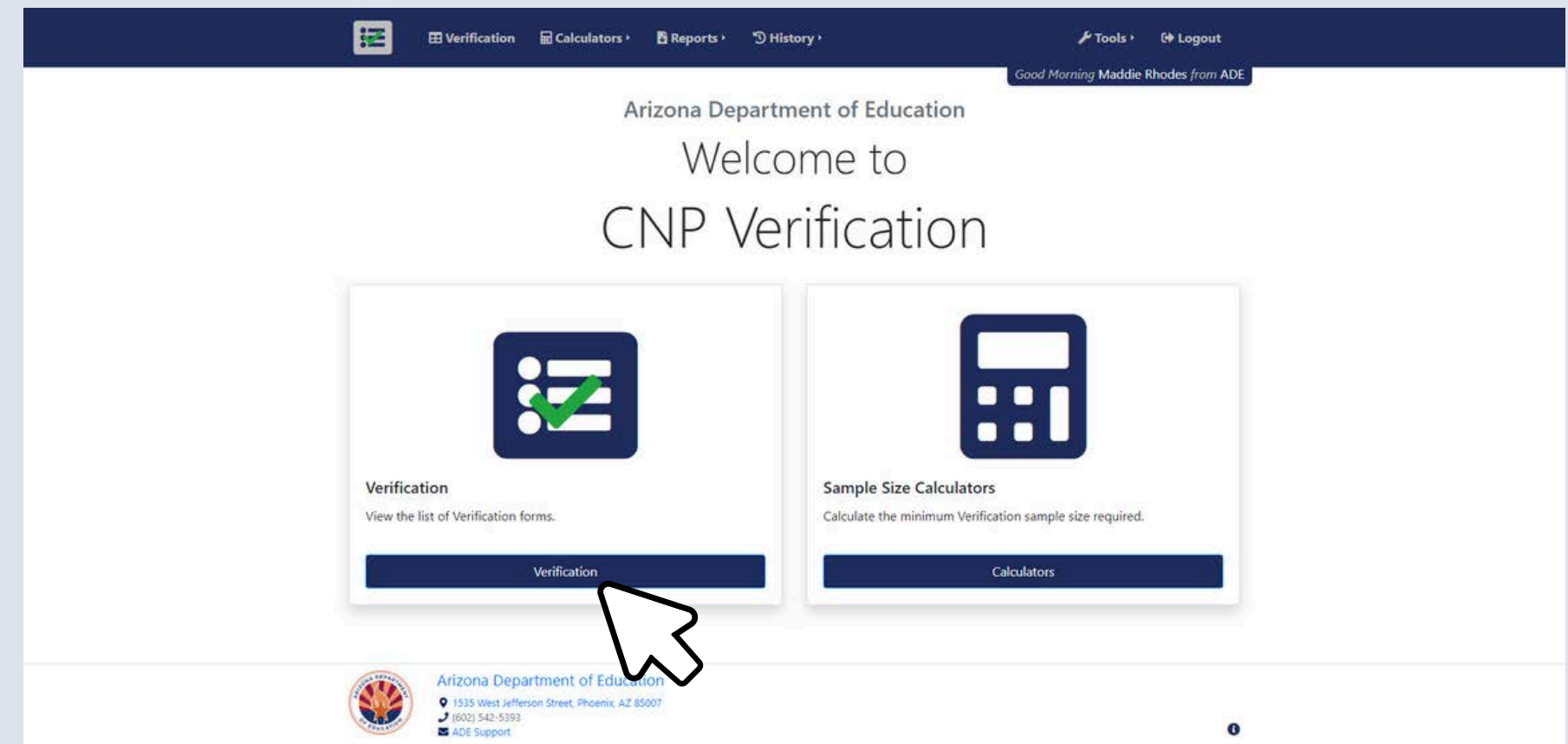
The third screenshot shows the ADEConnect dashboard. It displays a 'Welcome Maddie Rhodes' message and three main sections: Applications (with a 'View Applications' button), My Profile (with a 'View My Profile' button), and Help (with a 'Help and FAQs' button). A mouse cursor is pointing at the 'View Applications' button.

The fourth screenshot shows the 'Applications' list. It includes a table with columns for application name, status, and actions. The applications listed are: Arizona Department of Education (79275), ADE Motor Pool Reservation System, ADE Professional Learning and Development (APLD), CNP Direct Certification / Direct Verification, CNP FDCH Providers, CNP Management Plans and Budgets, CNP P-EBT Eligibility, CNP Supplemental Payments, CNP Verification Reporting, CNPWeb, Education Organization System, Independent Applications, ADE Professional Learning and Development (APLD), Certification Portal, and ESA Applicant Portal. A mouse cursor is pointing at the 'CNP Verification Reporting' application.

# CNP Verification Reporting

The **CNP Verification Reporting** application will load.

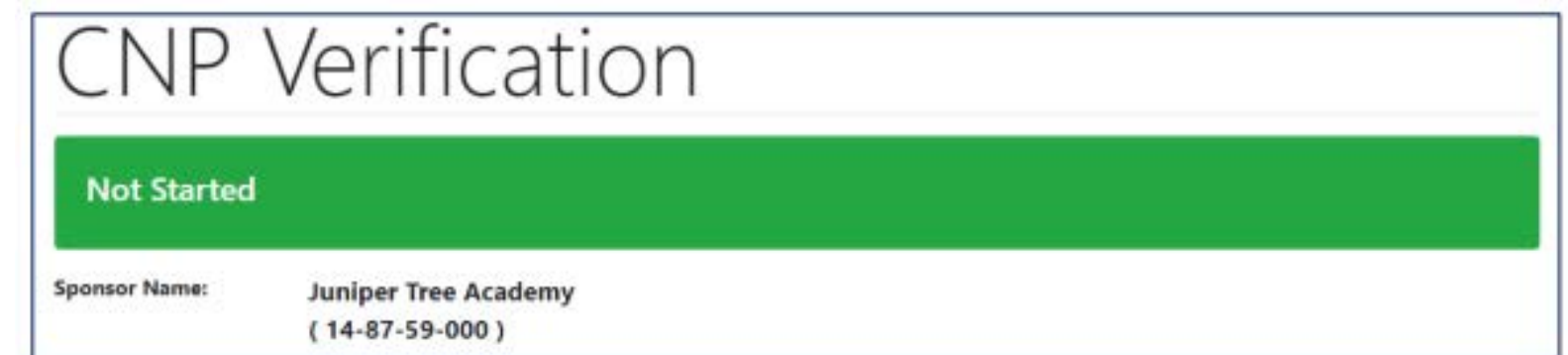
Next, select **Verification**.



# Submitting the VSR

**AT THE TOP OF THE REPORT THERE IS A STATUS BAR INDICATING THE STATUS OF THE REPORT. THE STATUS OPTIONS ARE:**

- Not Started: The SFA has not begun the report
- Pending: The SFA has begun the report but has not submitted
- Submitted: The SFA has submitted the report and is awaiting ADE approval
- Approved: ADE has approved the SFA's report



CNP Verification

Not Started

Sponsor Name: Juniper Tree Academy  
( 14-87-59-000 )



# The VSR

## AREAS OF THE REPORT

The top of each page shows:

- which step you are on,
- if the step is required, and
- instructions to complete this step.

**Step 1 of 23:**  
**Step Is Required**

**Description:**  
Total schools and Residential Child Care Institutions (RCCI)

**Instructions:**  
Total schools and RCCIs

**Instructions:**  
View, confirm and enter the number of NSLP schools and RCCIs. Click 'Save & Continue' after you've entered the information.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

[View Summary Report](#)

[Back](#) [Next](#) [Reject](#) [Approve](#)

# The VSR

## AREAS OF THE REPORT

- This navigation bar allows the user to click on a step to move to another page.
- Hover over a step to see which questions are on that step.
- Steps in gray are not required for the SFA.

**Step 1 of 23:**  
**Step Is Required**

**Total schools and Residential Child Care Institutions (RCCI)**

**Description:**  
**Total schools and RCCIs**

**Instructions:**  
**View, confirm and enter the number of NSLP schools and RCCIs. Click 'Save & Continue' after you've entered the information.**

[View Summary Report](#)


[Back](#) [Next](#) [Reject](#) [Approve](#)



# The VSR

## AREAS OF THE REPORT

Some questions provide data from other platforms as a comparison. Confirm that your value is correct and enter the number into the white box. If the data you are entering is different than what is shown from the other source, discrepancies should be evaluated by the SFA to identify any mistakes.



Number	Question	Value	CNP DC Matches
3-2B	Please enter the number of SNAP matches from Direct Certification and all extended household SNAP students as of October 31st. <small>Do not include students certified with SNAP through the letter method.</small>	1492	2491
3-3B	Please enter the number of students Direct Certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid Free; those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials as of October 31st. <small>DO NOT include SNAP students already reported in 3-2. DO NOT include Medicaid Reduced students in this count.</small>	1519	2023
3-4B	Please enter the number of students certified through the SNAP letter method as of October 31st. <small>Include students certified for free meals through the family providing a letter from the SNAP agency.</small>	0	



# The VSR

## AREAS OF THE REPORT

Use the “Back” button to move back a step. Click “Save & Continue” to save the data and move to the next step. Click “Save” to save the data and stay on this step. Click “Submit to ADE” when all fields have been entered in the report and there are no validation errors.



# The VSR

## VALIDATION ERRORS

The system has edit checks in place that validate the data entered into the report. If the system identifies any errors, you will be notified with a red error message at the top of the report.

Click “Validation Messages” to expand the list of errors.

- You will be provided with the reasons for the errors and how to correct them. All validation messages must be resolved prior to submitting the report.

⚠ Validation Failed! This Verification does not meet USDA requirements.

Validation Messages ▶

Validation Messages ▼

1-1B	Per CNPWeb, this is the reported enrollment from your October claim(s). Please enter the number of students enrolled in your NSLP schools as of October 31st.	1 message(s)
[FNS Error 81] - Total free and reduced price students cannot be greater than the total number of students in the SFA. Please correct the numbers reported in fields 1-1:B, 1-2:B, T-1, and/or T-2.		Critical

# What happens after I submit my report?

After an SFA submits the report, the assigned HNS Specialist will review the report to ensure the data was submitted accurately.

- If revisions need to be made, the specialist will reject the report and contact the SFA. The SFA will then make the necessary revisions and resubmit the report.
- When no revisions need to be made, the specialist will approve the report.

# Final Thoughts on Verification

The VSR can be submitted anytime between November 16th and February 1st.

The report must be submitted and approved by the specialist no later than February 1st .

SFAs who do not have a submitted and approved report by February 1st will have their reimbursements placed on hold until the report is submitted and approved.

ADE hosts annual webinars for both preparing for verification and submitting the VSR.



# Quiz Time

By what date must the VSR be submitted?

- A** November 16
- B** December 1
- C** February 1
- D** Whenever



# Quiz Time

By what date must the VSR be submitted?

**A** November 16

**B** December 1

**C** February 1

**D** Whenever

**All LEAs must submit the VSR by February 1st. Those who do not submit the report by the deadline will have their reimbursements placed on hold.**





# 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](mailto:ContactHNS@azed.gov)



[www.azed.gov/hns](http://www.azed.gov/hns)







# Congratulations

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**You have completed the Online Course:  
Online Course: Verification Review**

Information to include when documenting this  
training for Professional Standards:

**Training Title:  
Online Course:  
Verification Review**

**Key Area: 3000 – Administration  
Learning Code: 3110  
Length: 2 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.



# Certificate

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## 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:**

**Key Area: 3000 – Administration**

**Online Course:**

**Learning Code: 3110**

**Verification Review**

**Length: 2 hours**

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







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