

Today's webinar will be facilitated by Kim Ruiz, Health and Nutrition Services Specialist/Trainer at the Arizona Department of Education. Kim is a Registered Dietitian and has been a part of the Health and Nutrition Services Division since October 2019.

Thank you for joining us today!



Kim Ruiz, RDN



Welcome to today's webinar!

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are encouraged to access professional development materials directly from the training library to prevent the use of outdated content.



Disclaimer

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

**These operators must still submit the Verification Summary Report*

Intended Audience

This training is intended for **School Food Authorities (SFAs)**. All regulations are specific to operating the National School Lunch Program (NSLP) under the direction of ADE.

Objectives

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

- understand the USDA requirements for ADE's oversight of the verification process;
- understand the details of each phase of verification in order to successfully complete all verification activities;
- be aware of the School Year 2025-2026 (SY 25-26) verification timeline to ensure compliance with all deadlines; and
- be prepared to submit the Verification Summary Report (VSR) through ADEConnect.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: Verification Review for School Year 2025-2026

Key Area: 3000 - Administration

Learning Code: 3110

Length: 1 hour

Questions

Questions can be asked in the Q&A at any time during the webinar.

Questions will not be answered live but will instead be addressed in a follow-up communication to ensure all operators have access to the responses.

The chat function has been disabled for this webinar. Please input questions in the Q&A.



Use the Q&A to ask a question.

Agenda

Section 1: Introduction to Verification

Section 2: Timeline for SY 25-26

Section 3: Phase 1: Prepare

Section 4: Phase 2: Calculate & Select

Section 5: Phase 3: Verify

ADE HNS will be offering future trainings on
Phase 4: Reporting.

VERIFICATION REVIEW

SECTION 1

Introduction to Verification



What is Verification?

Verification is the process of **confirming free and reduced-price** meal eligibility. Verification is only required when eligibility is determined through the **household application** process, not through direct certification (DC).

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

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

The image shows a sample of the 2023-2024 Application for Free and Reduced-Price School Meals form. The form is divided into several steps:

- STEP 1:** List ALL infants, children, and students up to and including grade 12 in your household. It includes a table for listing children with columns for Child's First Name, MI, Child's Last Name, and School Name.
- STEP 2:** Report Income for ALL Household Members. This section includes:
 - A. Child Income:** A table for reporting income for each child.
 - B. All Adult Household Members (including yourself):** A table for reporting income for all adults, including columns for Name, Date of Birth, and Income.
 - C. Total Household Members:** A section for reporting the total number of household members.
- STEP 3:** Contact information and adult signature. It includes fields for the parent/guardian's name, address, phone number, and email, along with a signature line and date.
- OFFICE USE ONLY:** A section for school officials to record the application type (DC or Household), the date of the application, and the date of verification.

Household Applications are approved at face value



USDA requires a small percentage of applications to be verified



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

Quiz Time

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

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.



Verification Phases

THE FOUR PHASES

There are four phases of verification. These phases are:

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

PHASE 1: PREPARE

In this phase, organize all approved applications.

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 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!](#)

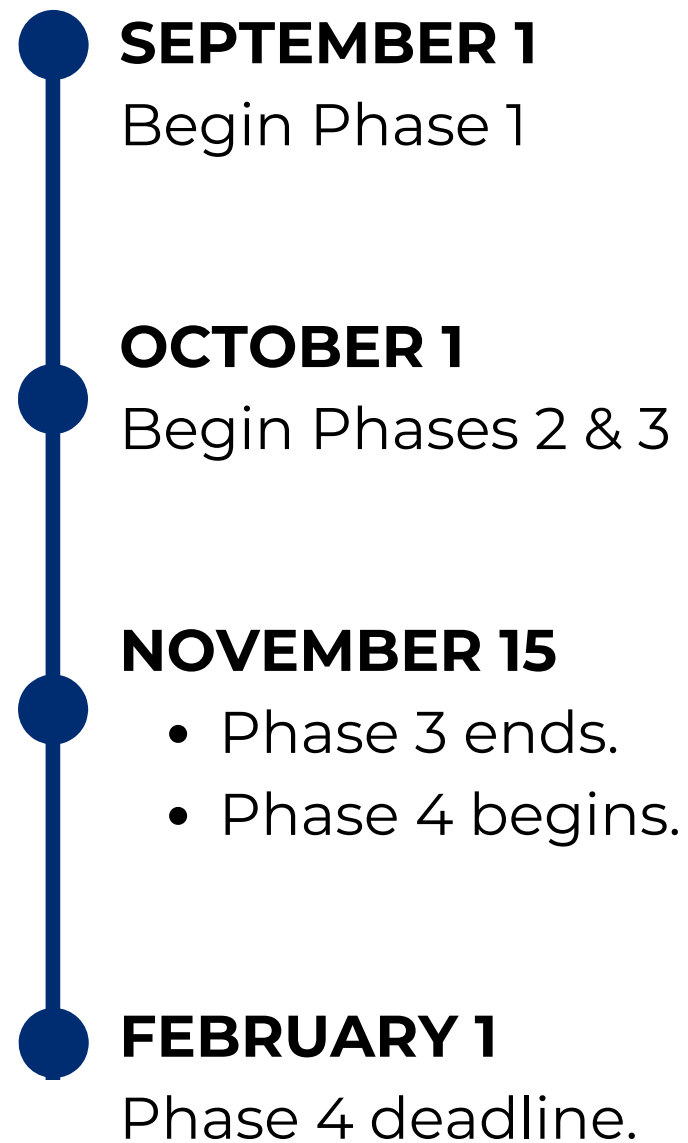
This calendar outlines action items and resources available for each phase of verification.

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

 VERIFICATION BEST PRACTICES CALENDAR	
Phase 1: Prepare	Phase 2: Calculate and Select Applications
SEPTEMBER - OCTOBER 1	STARTS OCTOBER 1
<p>STUDY UP ON VERIFICATION</p> <ul style="list-style-type: none"> Complete/review the following trainings and resources: <ul style="list-style-type: none"> <u>Verification Review Webinar (register in APLD)</u> <u>Online Course: Verification Review</u> <u>Step-by-Step Instruction: How to Identify Error-Prone Household Applications</u> <u>USDA Student Eligibility Manual for School Meals</u> <u>Student Eligibility Checklist</u> <u>Why is the BID Important?</u> <p>PREPARE</p> <ul style="list-style-type: none"> Conduct Direct Certification again to ensure all matches are found <u>before</u> Verification Use the <u>Verification Counting Cheat Sheet</u> and count the number of <u>paper applications</u> on file as of <u>October 1</u>. <ul style="list-style-type: none"> Categorically free applications (Case Number, Foster) Free by Income Applications Reduced by Income Applications Did NOT count any applications for students that were Directly Certified Did NOT count any applications that have been copied Did NOT count any applications that are incomplete (missing total household members, signature, etc.) Count the number of error-prone applications on file as of <u>October 1</u>. 	<p>CALCULATE</p> <ul style="list-style-type: none"> Review the <u>Verification Non-Response Rate Report</u> <ul style="list-style-type: none"> If your LEA is highlighted in copper, you can use any sampling method (Standard, Alternate 1, or Alternate 2). If your LEA is not highlighted in copper, (no highlight or red), must use Standard sampling method. Does your LEA qualify for use of Alternative Sample Size (copper)? ____ (yes or no) Choose sampling method (Circle the method you plan to use): <ul style="list-style-type: none"> Standard or Alternate 1 or Alternate 2 Use the Verification Sample Size Calculator in CNP Verification Reporting (must have access in ADEConnect—see Phase 4) to determine how many applications need to be selected for Verification. (In the calculator, select a sampling method and enter the total number of applications on file as of October 1. The calculator will automatically round up to the correct sample size).* <p>SELECT APPLICATIONS</p> <ul style="list-style-type: none"> Randomly select the correct number of applications provided by the Verification Sample Size Calculator. <ul style="list-style-type: none"> Applications selected are error prone (if Standard or Alternate 2). <p><i>*If you need assistance calculating how many applications should be verified, contact your assigned Health and Nutrition Services Specialist.</i></p>
Phase 3: Verify	
OCTOBER - NOVEMBER 15	
<p>VERIFICATION ACTIVITIES (OCTOBER 1 - NOVEMBER 15)</p> <ul style="list-style-type: none"> Print and attach a <u>Verification Tracking Form</u> for each application being verified. Follow the steps on the form for each application selected. <ul style="list-style-type: none"> Conduct Confirmation Review. Run <u>Direct Verification</u>. If household is not verified in Direct Verification, send a <u>Notice of Verification (English/Spanish)</u> to household, review documentation submitted by household and send a <u>Letter of Verification Results (English/Spanish)</u>. Utilize the <u>Sources of Acceptable Income Documentation (English/Spanish)</u> when reviewing documentation submitted by household. Count the number of students on file as of October 31: <ul style="list-style-type: none"> Students and extended household members directly certified through CNP Direct Certification with: <ul style="list-style-type: none"> SNAP TANF FDPIR Medicaid data (DC-M Free; DC-M Reduced) Students directly certified as homeless, migrant, runaway, Head Start, or Foster. Students free due to a case number or foster application. Students free by income applications. Students reduced by income applications. 	<p>END OF VERIFICATION (NOVEMBER 15) All Verification Activities must be completed.</p> <p>Verification is complete when:</p> <ul style="list-style-type: none"> Household is verified in Direct Verification. Household responded; LEA received documentation that confirmed eligibility. The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits, and Letter of Verification Results is sent. Household responded, received documentation that changed eligibility. Verification is complete when Letter of Verification Results is sent to household. Household did not respond - Verification is complete when Letter of Verification Results is sent to household.
Phase 4: Report	
NOVEMBER 16 - FEBRUARY 1	
<p>REPORT</p> <ul style="list-style-type: none"> Contact your Entity Administrator and request the CNP Verification Reporting application be added to your ADEConnect account. Begin Verification Summary Report in ADEConnect. Submit Verification Summary Report to ADE no later than February 1.* <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>*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.</p> </div>	

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Verification Timeline



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.

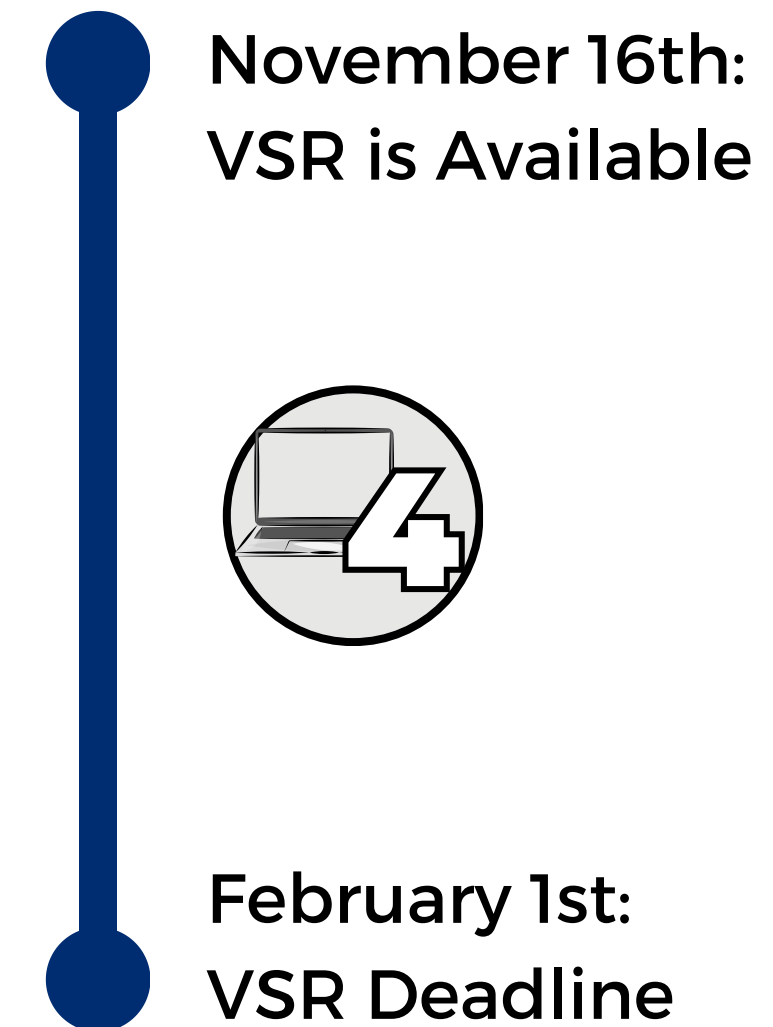
PHASE 4: REPORT

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

Verification Activities



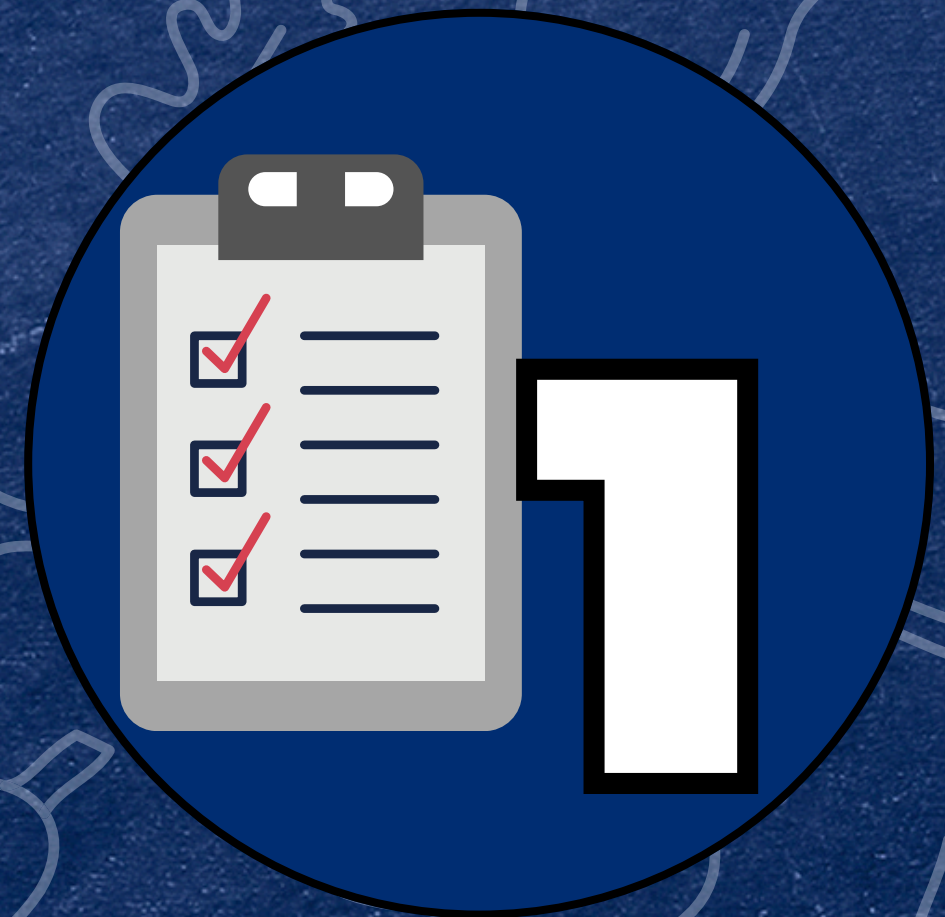
Submitting the Report



VERIFICATION REVIEW

SECTION 2

Phase 1: Prepare for Verification



Phase 1: Prepare

BEST PRACTICE: STUDENT ELIGIBILITY CHECKLIST

Complete and review the [Student Eligibility Checklist](#) as a best practice to ensure the correct number of applications are chosen for verification.

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

Verification Phase 1: Prepare			
Student Eligibility Checklist			
Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.			
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 not extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Printed or saved the CNP Direct Certification Match results.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Reviewed Notice to Provider document that was submitted for Foster children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Reviewed documentation submitted for children from a liaison for homeless, migrant or runaway status.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Reviewed SNAP, TANF and/or FDPIR letters submitted by the household for children receiving assistance programs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Processed all applications checking for completeness:			
a. We utilized a date stamp to indicate when applications were received.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. We ensured the <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 st 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	

Phase 1: Prepare

BEST PRACTICE: CONDUCT DIRECT CERTIFICATION

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

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

CNP Direct Certification & Direct Verification

Welcome, Hensley, Cori

Home Help ADEConnect Logout

Direct Certification

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

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

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

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

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

[Modify](#)

[Proceed to Direct Certification >>>](#)

Direct Verification

Available October 1st

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

[Modify](#)

[Proceed to Direct Verification >>>](#)

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Contact ADE Support [t](#) [f](#)

Quiz Time

Which of the following is not subject to verification?

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



Quiz Time

Which of the following is not subject to verification?

A A school meal application certified as reduced-price.

B A free income application from a household containing two students. On 8/17, one student matched in DC under SNAP and the other student did not match.*

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

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

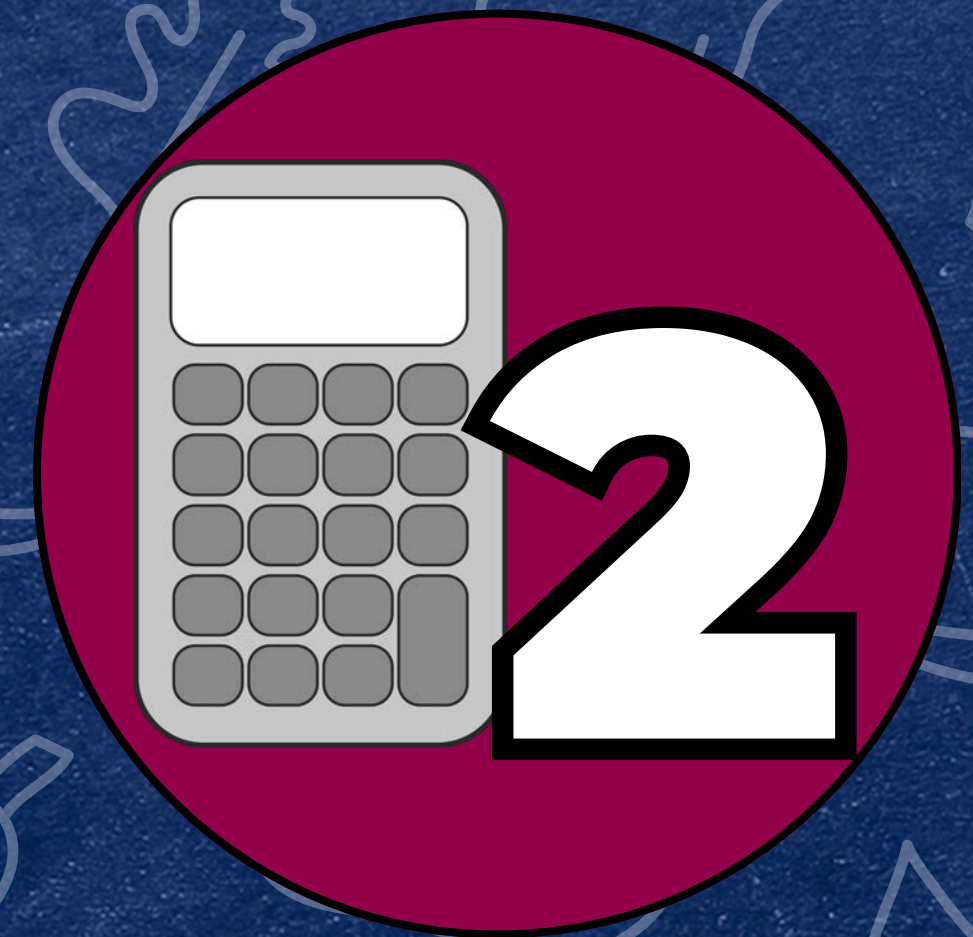
****This also applies for students in households that were directly certified for free or reduced-price meals using Medicaid match data (DC-M).***



VERIFICATION REVIEW

SECTION 3

**Phase 2:
Calculate &
Select
Applications**



Phase 2: Calculate & Select

PHASE 2 TASKS

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



Phase 2: Calculate & Select

COUNT YOUR APPLICATIONS

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

Reminders:

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

Verification Phase 1: Prepare

Verification Counting Sheet

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

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

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

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

Verification Phase 1: Prepare

Verification Counting Sheet

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

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

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

Verification Phase 1: Prepare

Verification Counting Sheet

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

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

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

Phase 2: Calculate & Select

WHAT ABOUT DC MEDICAID?

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



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

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 2025-2026

Verification Non-Response Rate Report Key

Sponsors highlighted in **COPPER** qualify for use of an alternative sample size during the 2025-2026 Verification reporting period.

Sponsors highlighted in **RED** DO NOT qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2025-2026 Verification Reporting.

Remaining Sponsors **DO NOT** qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2025-2026 Verification Reporting.

FTE	Name	Form	Comments
10-87-34-000	Academy One, Inc.	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
10-88-85-000	Academy of Tucson, Inc.	CNP Verification	Y
00-00-00-000	ADP	CNP Verification	Y
07-87-01-000	Adrian Charter School	CNP Verification	Y
13-87-80-000	Adrian Montessori Charter School	CNP Verification	Y
21-01-01-000	Adobe Mountain School	CNP Verification	Y
07-05-18-000	Agua Fria Union High School District	CNP Verification	Y
07-03-83-000	Agua Elementary District	CNP Verification	Y
10-02-15-000	Ajo Unified District	CNP Verification	Y
07-04-88-000	Alhambra Elementary District	CNP Verification	Y
10-03-81-000	Altamonte Elementary District	CNP Verification	Y
10-87-94-000	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
07-89-80-000	American Charter Schools Foundation d.b.a. Christview College Preparatory High School	CNP Verification	Y
07-88-47-000	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
07-89-81-000	American Charter Schools Foundation d.b.a. Pima Acad@-SFA + S-BBAs + S-BCAs / S-S + VC-1; Non-response percentage High School	CNP Verification	Y
07-89-89-000	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
07-89-83-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y
07-89-86-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y
00-87-05-000	American Leadership Academy, Inc.	CNP Verification	Y
00-00-00-000	AMERICAN LEADERSHIP ACADEMY	CNP Verification	Y
14-05-80-000	Amesque Union High School District	CNP Verification	Y
00-00-00-000	AMERICA'S LEADERSHIP ACADEMY	CNP Verification	Y
10-87-85-000	Aprender Tucson	CNP Verification	Y
07-82-28-000	Arizona Autism Charter Schools, Inc.	CNP Verification	Y
10-87-09-000	Arizona Community Development Corporation	CNP Verification	Y
00-00-00-000	ARIZONA COMMUNITY DEVELOPMENT CORPORATION	CNP Verification	Y
21-10-82-000	Arizona Department of Corrections	CNP Verification	Y
07-87-22-000	Arizona School For The Arts	CNP Verification	Y
00-12-02-000	Arizona State Schools for the Deaf and the Blind	CNP Verification	Y
07-04-47-000	Arlington Elementary District	CNP Verification	Y
02-04-83-000	Ash Creek Elementary District	CNP Verification	Y
13-02-31-000	Ash Fork Joint Unified District	CNP Verification	Y
07-88-88-000	ASU Preparatory Academy	CNP Verification	Y
07-04-44-000	Avondale Elementary District	CNP Verification	Y
10-02-40-000	Baboguan Unified School District #40	CNP Verification	Y
13-02-00-000	Baldwin Unified District	CNP Verification	Y
07-89-88-000	Bali Charter Schools (Dobson)	CNP Verification	Y
00-88-87-000	Bali Charter Schools (Dobson)	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.

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, 2025 - June 30, 2026												
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 was income received												
Household Size	Weekly		Bi-Weekly		2x Month		Monthly		Annually			
	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount
1	568.93	502	136.85	793	798	848	1,096	1,696	19,145	20,341		
2	505.93	529	1,011.85	1,058	1,096	1,146	2,192	2,292	29,290	27,492		
3	643.93	607	1,288.85	1,333	1,374	1,444	2,768	2,868	33,443	34,641		
4	780.93	604	1,561.85	1,608	1,650	1,742	3,382	3,483	40,595	41,793		
5	918.93	942	1,836.85	1,883	1,990	2,040	3,979	4,079	47,743	48,943		
6	1,055.93	1,079	2,111.85	2,158	2,268	2,338	4,579	4,675	56,899	58,097		
7	1,193.93	1,217	2,386.85	2,433	2,566	2,636	5,171	5,271	62,045	63,243		
8	1,330.93	1,354	2,661.85	2,708	2,864	2,934	5,767	5,867	69,195	70,393		

REDUCED												
How often was income received												
Household Size	Weekly		Bi-Weekly		2x Month		Monthly		Annually			
	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount
1	533.93	507	1,067.85	1,114	1,157	1,207	2,313	2,413	27,753	28,953		
2	729.93	753	1,458.85	1,505	1,541	1,611	3,111	3,211	37,229	38,429		
3	925.93	949	1,850.85	1,897	2,005	2,055	4,009	4,109	48,103	49,303		
4	1,120.93	1,144	2,241.85	2,288	2,420	2,479	4,857	4,957	58,279	59,479		
5	1,316.93	1,340	2,632.85	2,679	2,833	2,892	5,705	5,805	68,453	69,653		
6	1,512.93	1,536	3,024.85	3,071	3,237	3,297	6,563	6,663	79,629	80,829		
7	1,707.93	1,731	3,415.85	3,462	3,701	3,751	7,401	7,501	88,803	90,003		
8	1,903.93	1,927	3,806.85	3,853	4,125	4,175	8,249	8,349	98,979	100,179		

Error-Prone Applications: Calculating the Range	Weekly	Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{3}$ of the income eligibility limits for weekly.
	Bi-Weekly	Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{6}$ of the income eligibility limits for every 2 weeks.
2x Month	Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{3}$ of the income eligibility limits for twice per month.	
Monthly	Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{12}$ of the income eligibility limits for monthly income.	
Annually	Error-prone applications are those applications where income falls between the income eligibility limits and $\frac{1}{12}$ of the income eligibility limits for annual income.	

June 2025 | Health and Nutrition Services | Arizona Department of Education
USDA is an equal opportunity provider, employer, and lender.

Error-Prone Guidelines

How to Identify Error-Prone Household Applications



Health and Nutrition Services
Arizona Department of Education



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.

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.

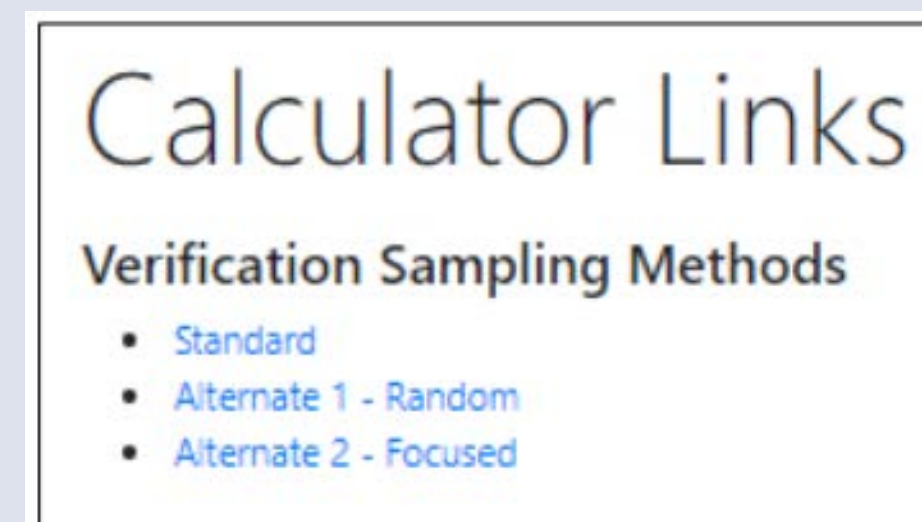
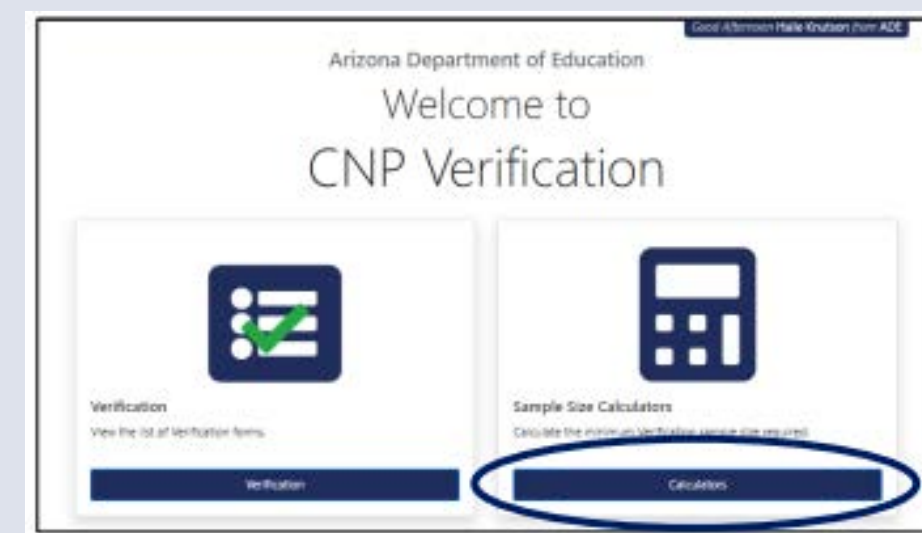
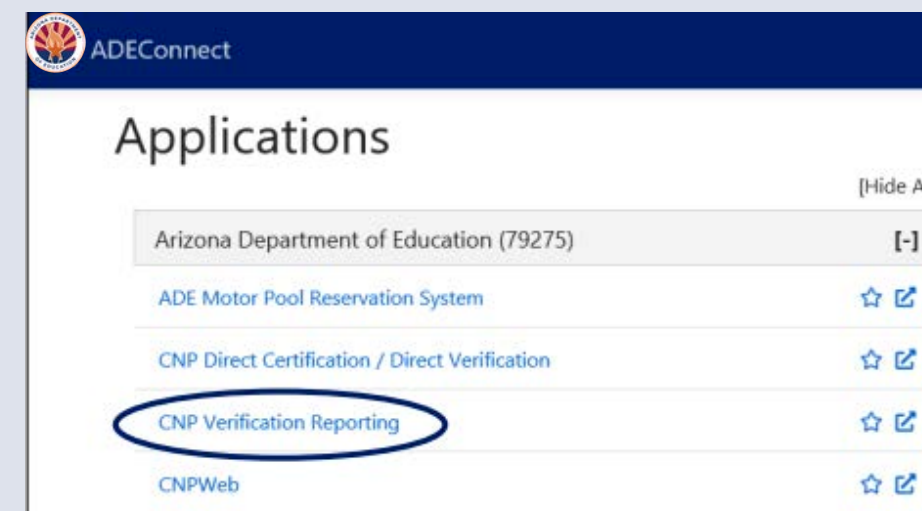
Phase 2: Calculate & Select

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

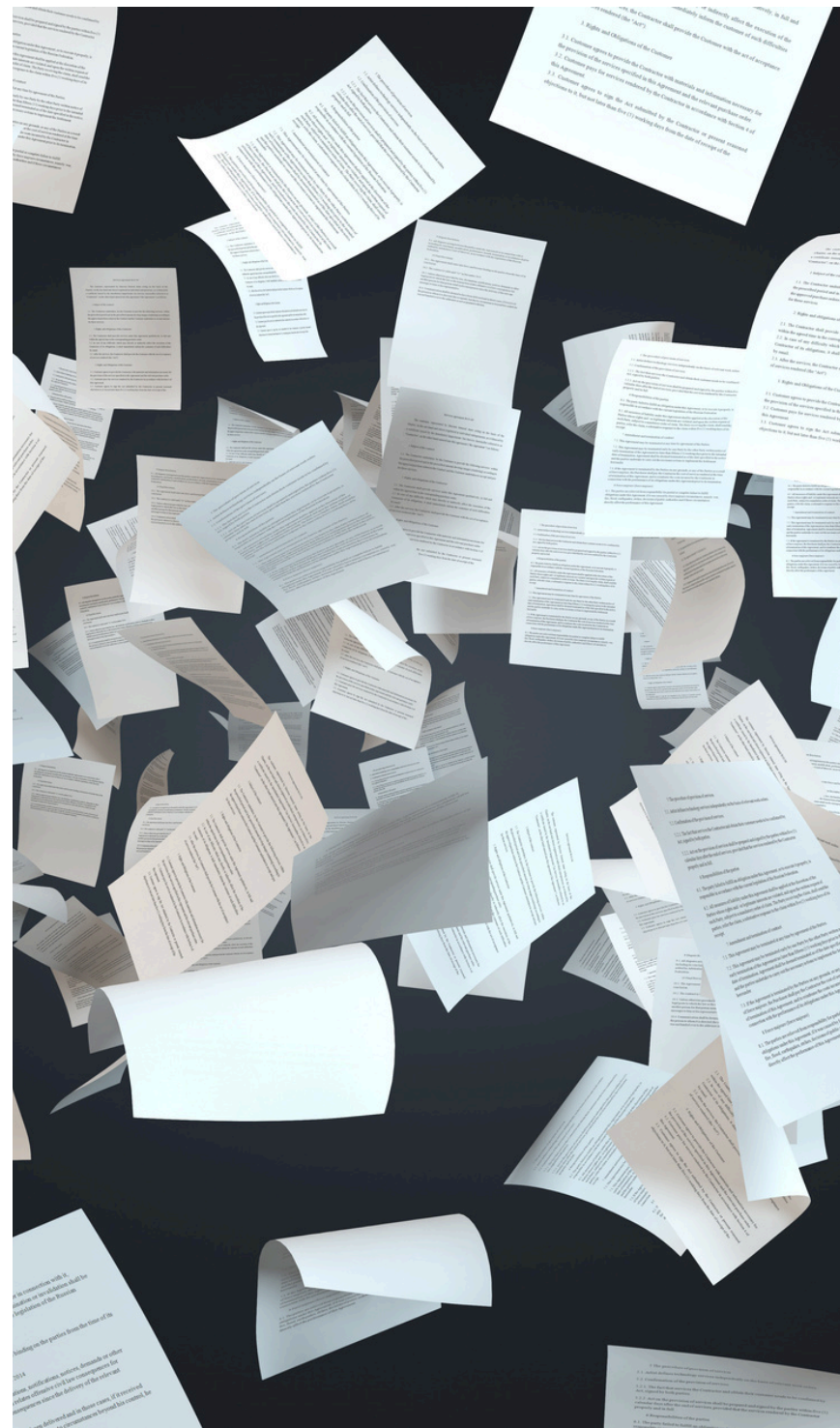
STANDARD SAMPLING METHOD EXAMPLE

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

z

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!

VERIFICATION REVIEW

SECTION 4

Phase 3: Verify Selected Applications



Phase 3: Verify

PHASE 3 TASKS:

1. Complete the [Verification Tracking Form](#) for each application selected for verification
2. Conduct direct verification in CNP Direct Certification/Direct Verification
3. 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 certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

Confirmed Original Determination, no change in benefits
Continue to Step 2.

Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

Changed from Free to Reduced
Do not change benefits, do not contact household, continue to Step 2.

Changed to Paid
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on SSO: _____ (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 _____ (date), follow up with household. Second Verification Notice called/email _____ (date)

Follow-up official must sign and date household application

Make notes on the application, as necessary

Step 4 Results of Verification (Select ONE):

Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)

Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

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

Verification | September 2022 | Arizona Department of Education | This institution is an equal opportunity provider.

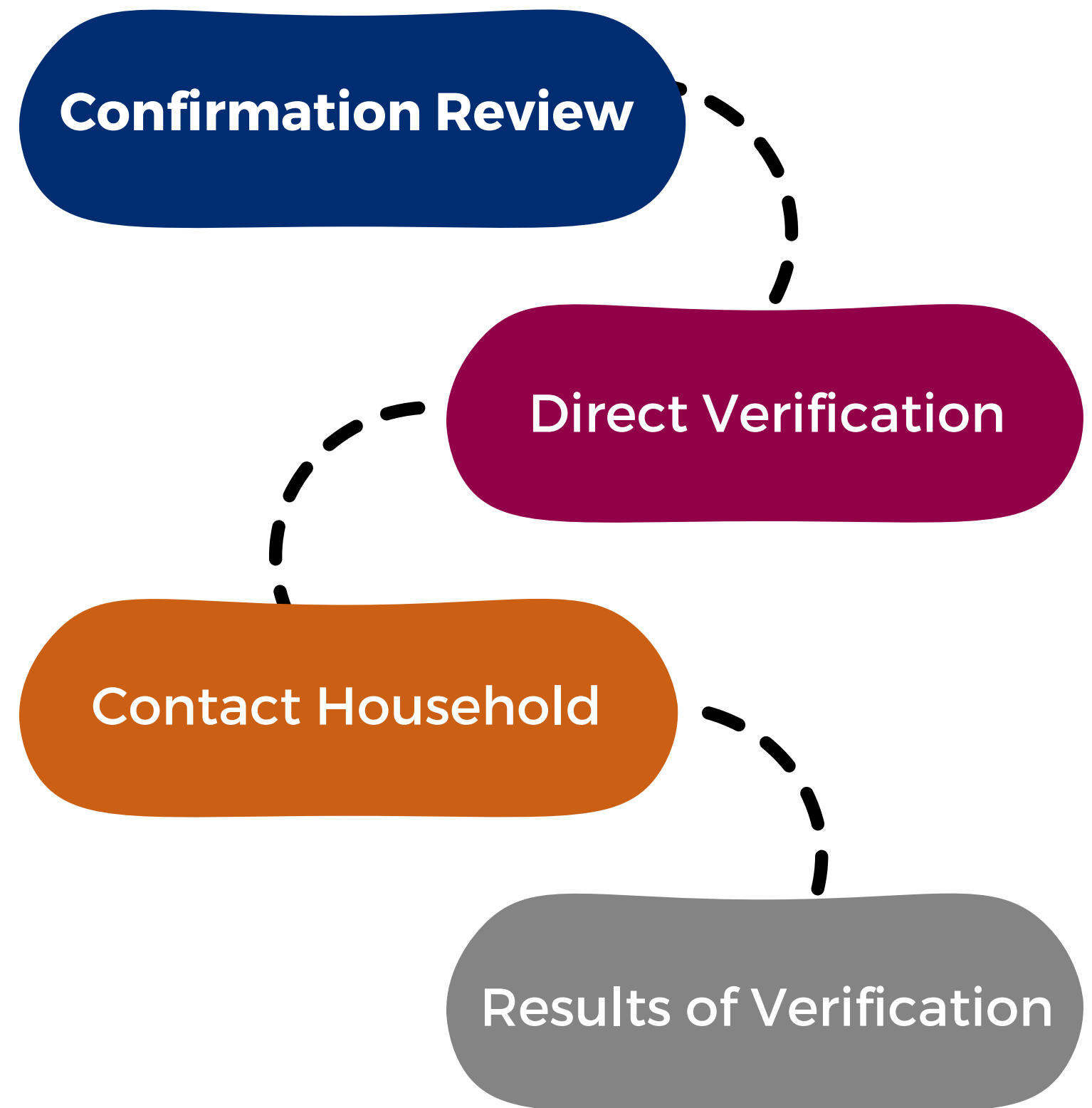
Phase 3: Verify

STEP 1: CONFIRMATION REVIEW

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

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

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



Phase 3: Verify

RESULTS OF THE CONFIRMATION REVIEW

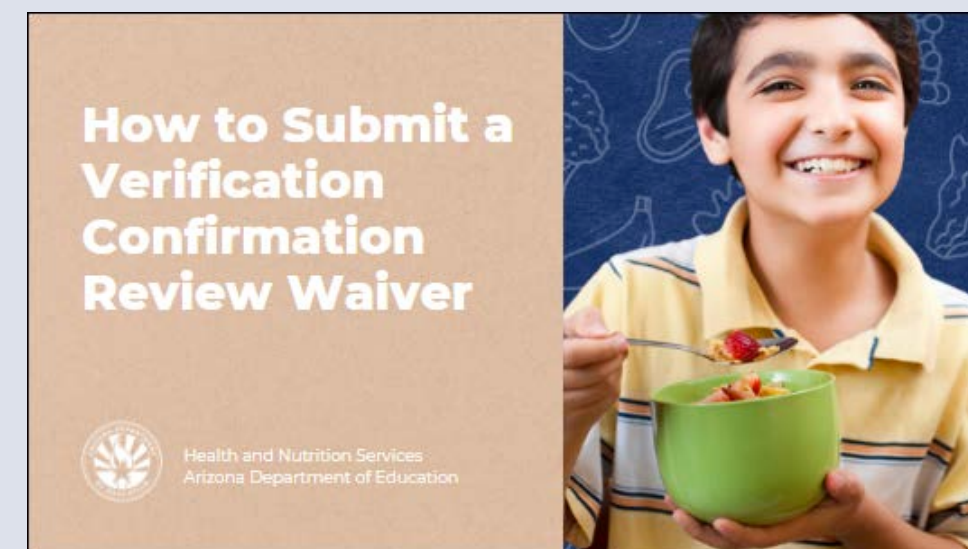
If the original determination is confirmed: No change in benefits, move on to Step 2.

If the original determination changed the benefits: Refer to the Verification Tracking Form for next steps.

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

OFFICE USE ONLY	
Eligibility: Free ___ Reduced <input checked="" type="checkbox"/> Denied ___	<input type="checkbox"/> Error Prone
Determining Official's Signature: <u>Julie Smith</u>	Date: <u>XXXXXX</u>
<input type="checkbox"/> Case # Application <input type="checkbox"/> Foster Application <input type="checkbox"/> Directly Certified: Date of Disregard: _____	
<input checked="" type="checkbox"/> Income Application <input type="checkbox"/> Homeless/Migrant/Runaway	
Household Size: <u>3</u>	
Total Income: <u>\$400</u> Per: <input checked="" type="checkbox"/> Week <input type="checkbox"/> Bi-Weekly (Every 2 Weeks) <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annual	
<input type="checkbox"/> Selected For Verification: Confirming Official's Signature: _____ Date: _____	
Follow-Up Official's Signature: _____ Date: _____	

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



Recommended training:

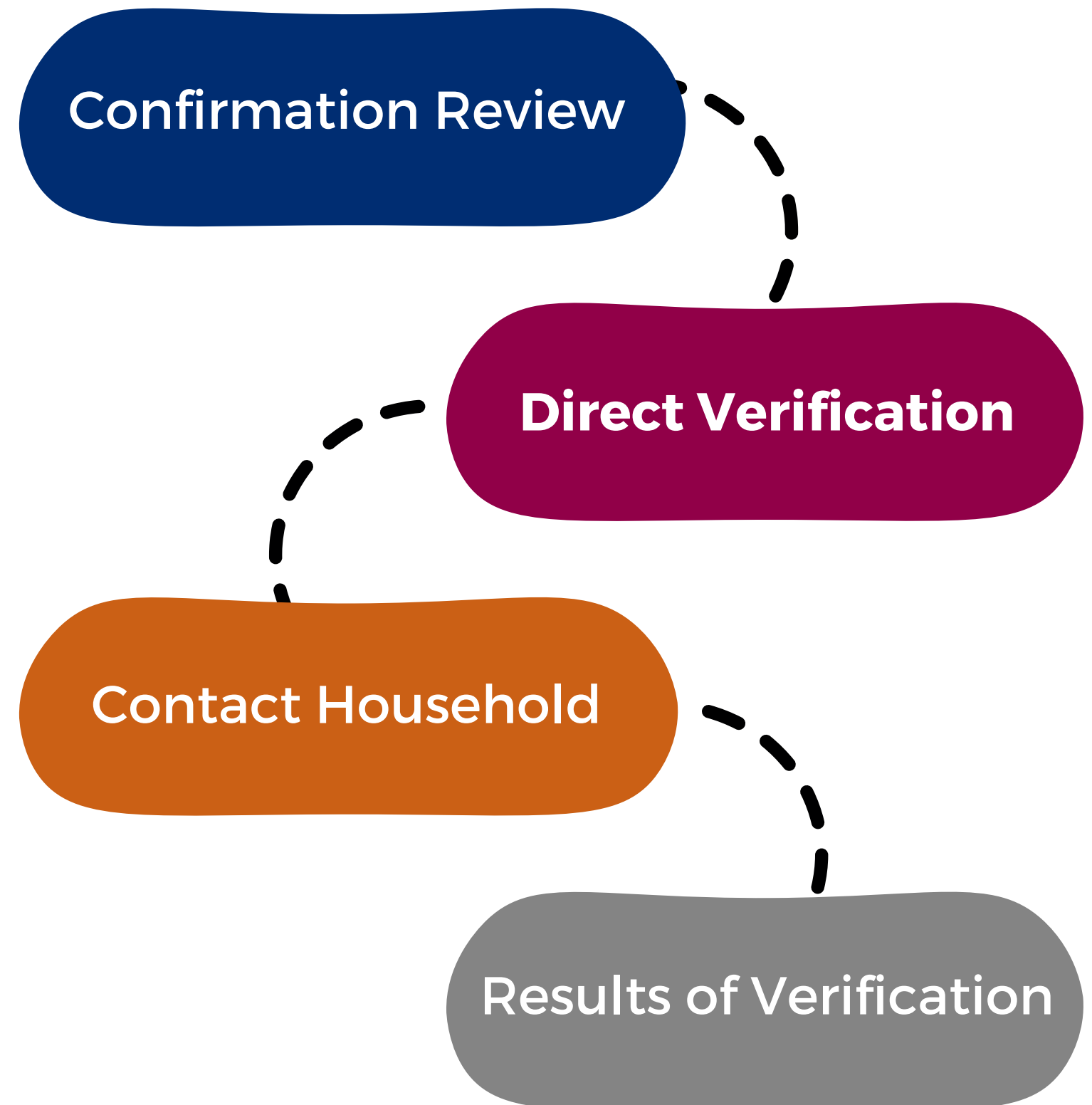
[Step-by-Step Instruction: How to Submit a Verification Confirmation Review Waiver](#)

Phase 3: Verify

STEP 2: CONDUCT DIRECT VERIFICATION

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

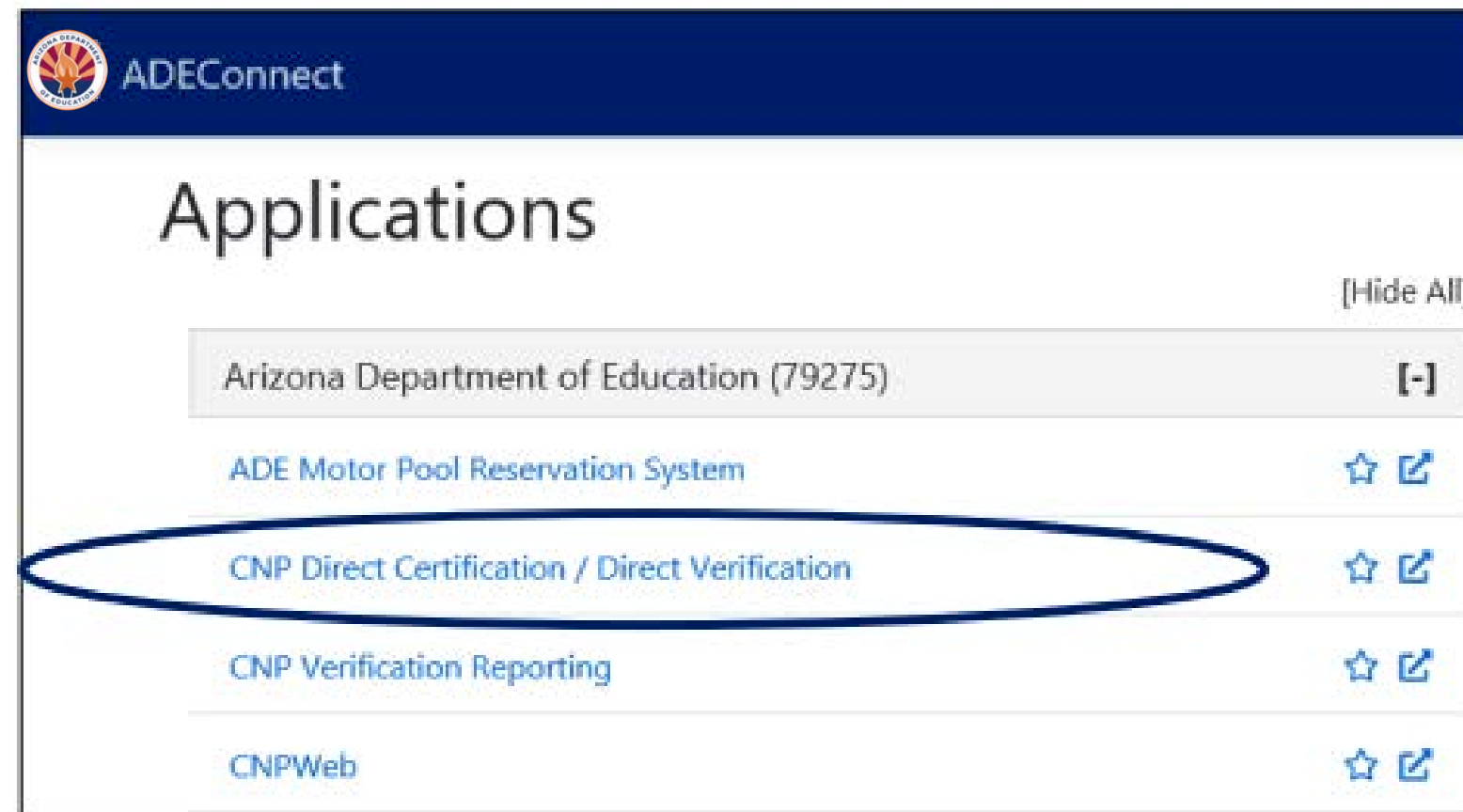
In Arizona, DV is conducted via ADEConnect in the CNP Direct Certification/Direct Verification application.



Phase 3: Verify

CNP DIRECT CERTIFICATION/DIRECT VERIFICATION

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



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."

CNP Direct Certification & Direct Verification

Welcome, Rhodes, Maddie

Help ADEConnect Logout

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification Application

ATTENTION:
 Direct Certification and Direct Verification search functions may be used ONLY for certifying or verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information.
 Information provided by this application includes student personal information protected by FERPA and may not be used for any purpose other than as stated above.
 USE OF THE CNP DIRECT CERTIFICATION / DIRECT VERIFICATION APPLICATION MAY BE MONITORED TO ENSURE COMPLIANCE.

Acknowledgement:
 I acknowledge that my use of the CNP Direct Certification / Direct Verification application is in compliance with all restrictions stated above.

[Modify](#)

[I AGREE / CONTINUE](#) [I DO NOT AGREE / Exit](#)

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CNP Direct Certification & Direct Verification

Welcome, Rhodes, Maddie

Home Help ADEConnect Logout

Direct Certification

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

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

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

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

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

[Modify](#)

[Proceed to Direct Certification >>>](#)

Direct Verification

Available October 1st

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

[Modify](#)

[Proceed to Direct Verification >>>](#)

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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

Download: Check here to include NOT VERIFIED results  

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

Result:

Show entries

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

Showing 1 to 2 of 2 entries Previous Next

Phase 3: Verify

INTERPRETING THE RESULTS

Refer to the Verification Tracking Form for next steps

- **Verified:** Print the results and attach to the tracking form. Verification is complete for this application.
 - **STOP.** Do not contact the household! Do not select another application!
- **Not Verified:** Print the results and attach to the tracking form. Continue to Step 3.

Recommended training:

[Step-by-Step Instruction: How to Conduct Direct Verification](#)

Verification Phase 3: Verify
Verification Tracking Form

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

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

Original Determination was (check one)

Free Eligible Based on Categorical Eligibility (Case # 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 certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

Confirmed Original Determination, no change in benefits
Continue to Step 2.

Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

Changed from Free to Reduced
Do NOT change benefits, do not contact household, continue to Step 2.

Changed to Paid
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on SSO: _____ (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. SAs 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) Responding Documentation returned by: _____

If no response by glass.doc date, follow up with household. Second Verification Notice/called/email _____ (date)

Follow-up official must sign and date household application

Make notes on the application, as necessary

Step 4 Results of Verification (Select ONE):

Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)

Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

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

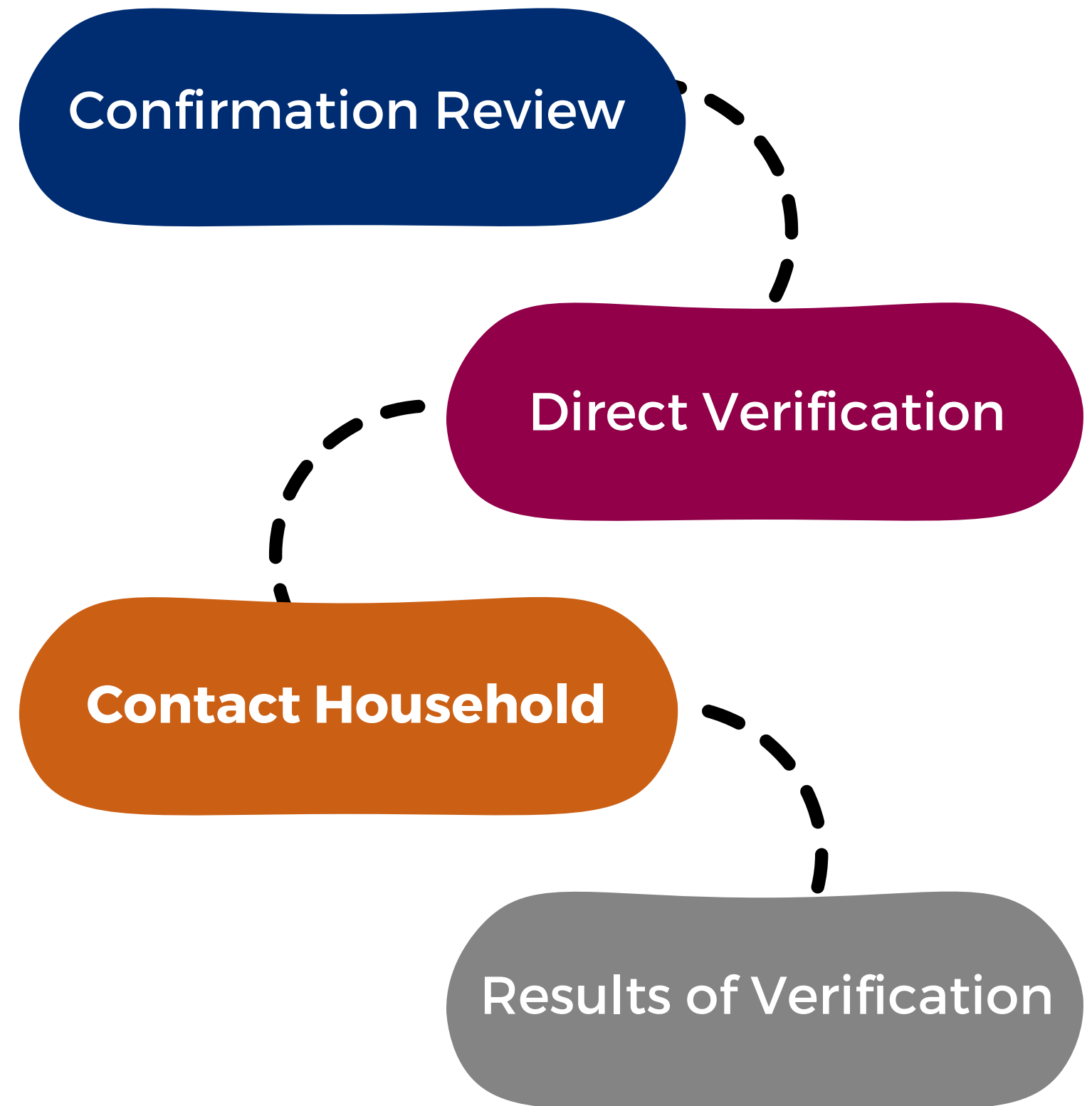
Verification | September 2022 | Arizona Department of Education | This institution is an equal opportunity provider.

Phase 3: Verify

STEP 3: CONTACT THE HOUSEHOLD

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

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



Phase 3: Verify

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 FDIPIR:

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

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

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

Please contact [School homeless liaison, head start or migrant coordinator] for assistance.

3. If the child is a foster child under the legal responsibility of a foster care agency or court:

Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. If no one in the household receives SNAP or TANF or FDIPIR benefits:

Provide documentation showing the total income and source(s) of income received by all members of the household. The documentation must show the name of the person who received the income, the date it was received, how much was received, and how often it was received.

Phase 3: Verify

A NOTE ON GETTING FAMILIES TO RESPOND

ADE understands the difficulty in getting families to respond to verification requests, or even submitting household applications at all.

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.



January 2025 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

It's More than a Meal Application: [English](#) | [Spanish](#)

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 certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

Confirmed Original Determination, no change in benefits
Continue to Step 2.

Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

Changed from Free to Reduced
Do not change benefits, do not contact household, continue to Step 2.

Changed to Paid
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on SSO: _____ (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. SAs 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) Responding Documentation returned by: _____

If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)

Follow-up official must sign and date household application

Make notes on the application, as necessary

Step 4 Results of Verification (Select ONE):

Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)

Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

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

Verification | September 2022 | Arizona Department of Education | This institution is an equal opportunity provider.

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		<input type="checkbox"/> Error Prone
Eligibility: Free ___ Reduced <input checked="" type="checkbox"/> Denied ___		
Determining Official's Signature: <u>Julie Smith</u>	Date: <u>XXXXXX</u>	
<input type="checkbox"/> Case # Application	<input type="checkbox"/> Foster Application	<input type="checkbox"/> Directly Certified: Date of Disregard: _____
<input checked="" type="checkbox"/> Income Application	<input type="checkbox"/> Homeless/Migrant/Runaway	
Household Size: <u>3</u>		
Total Income: <u>\$400</u>	Per: <input checked="" type="checkbox"/> Week	<input type="checkbox"/> Bi-Weekly (Every 2 Weeks) <input type="checkbox"/> 2x Month <input type="checkbox"/> Monthly <input type="checkbox"/> Annual
<input type="checkbox"/> Selected For Verification: Confirming Official's Signature: _____	Date: _____	
Follow-Up Official's Signature: _____	Date: _____	

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: <input type="checkbox"/> Yes <input type="checkbox"/> No Original Determination was (check one): <input type="checkbox"/> Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FGPI or Foster) <input type="checkbox"/> Free Eligible Based on Income/Household Size Information <input type="checkbox"/> Reduced Price Eligible
Step 1 <input type="checkbox"/> 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): <input type="checkbox"/> Confirmed Original Determination, no change in benefits. Continue to Step 2. <input type="checkbox"/> Changed from Reduced to Free. Notify household of increased benefits, change benefits within 3 days, continue to Step 2. <input type="checkbox"/> Changed from Free to Reduced. Do <u>not</u> change benefits, do not contact household, continue to Step 2. <input type="checkbox"/> 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 <input type="checkbox"/> Conduct Direct Verification, Results (Select ONE): <input type="checkbox"/> 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. <input type="checkbox"/> Not Verified: Print off results, attach to tracking form. Continue with Step 3.
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Now contact the household </div> Step 3 <input type="checkbox"/> Send First Verification Notice _____ (sent date). Requesting Documentation returned by: _____ <input type="checkbox"/> If no response by <u>given date</u> , follow up with household. Second Verification Notice/called/visit _____ (date). <input type="checkbox"/> Follow-up official must sign and date household application. <input type="checkbox"/> Make notes on the application, as necessary.
Step 4 <input type="checkbox"/> Results of Verification (Select ONE): <input type="checkbox"/> Responded, no change in benefits. Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date). <input type="checkbox"/> Responded, original determination changed to Free. Send Letter of Verification Results and attach to this tracking form. _____ (date). <input type="checkbox"/> Responded, original determination changed to Reduced. Send Letter of Verification Results and attach to this tracking form. _____ (date). <input type="checkbox"/> Responded, original determination changed to Paid. Send Letter of Verification Results and attach to this tracking form. _____ (date). <input type="checkbox"/> 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.



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
Earnings: (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"> A current paycheck stub Pay envelopes showing total gross pay Letter from employer stating gross wages Self-Employed: <ul style="list-style-type: none"> Business or farming documents, such as ledger books Last quarterly tax estimate Last year's tax return
Cash Income: Some persons who work in situations where the employer does not want to be responsible for withholdings, such as domestic workers, casual laborers or persons working for an individual or small business on an irregular basis, may receive wages in the form of cash.	<ul style="list-style-type: none"> A letter from the employer stating wages paid and frequency
FDPIR: In Arizona, the Food Distribution Program in Indian Reservations (FDPIR) is administered by Indian Tribal Organizations (ITOs) serving one or two of Arizona's Indian Tribes. To participate in FDPIR, the applicant must be approved by the ITO they have been approved.	

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
Ingresos: (sueldos y salarios): ingresos totales o brutos antes de la retención FICA, impuestos o otras deducciones, como el seguro. Si el solicitante es un 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"> Un talón de cheque actual Sobres de pago que muestren el salario bruto total Carta del empleador declarando los salarios brutos Trabajadores por cuenta propia: <ul style="list-style-type: none"> Documentos de negocio o granjero, como libros de cuentas Estimación fiscal trimestral pasada Declaración de impuestos del año pasado
Ingresos en efectivo: algunas personas que trabajan en situaciones donde el empleador no quiere ser responsable de las retenciones, como las empleadas domésticas, trabajadores ocasionales o personas que trabajan para una empresa individual o pequeña en bases irregulares, puede recibir salarios en efectivo.	<ul style="list-style-type: none"> Una carta del empleador indicando los salarios pagados y la frecuencia
FDPIR: 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"> Una carta de aprobación FDPIR o certificación carta

agosto 2023 | Servicios de Nutrición y Salud | Departamento de Educación de Arizona | Esta institución es un proveedor de igualdad de oportunidades.

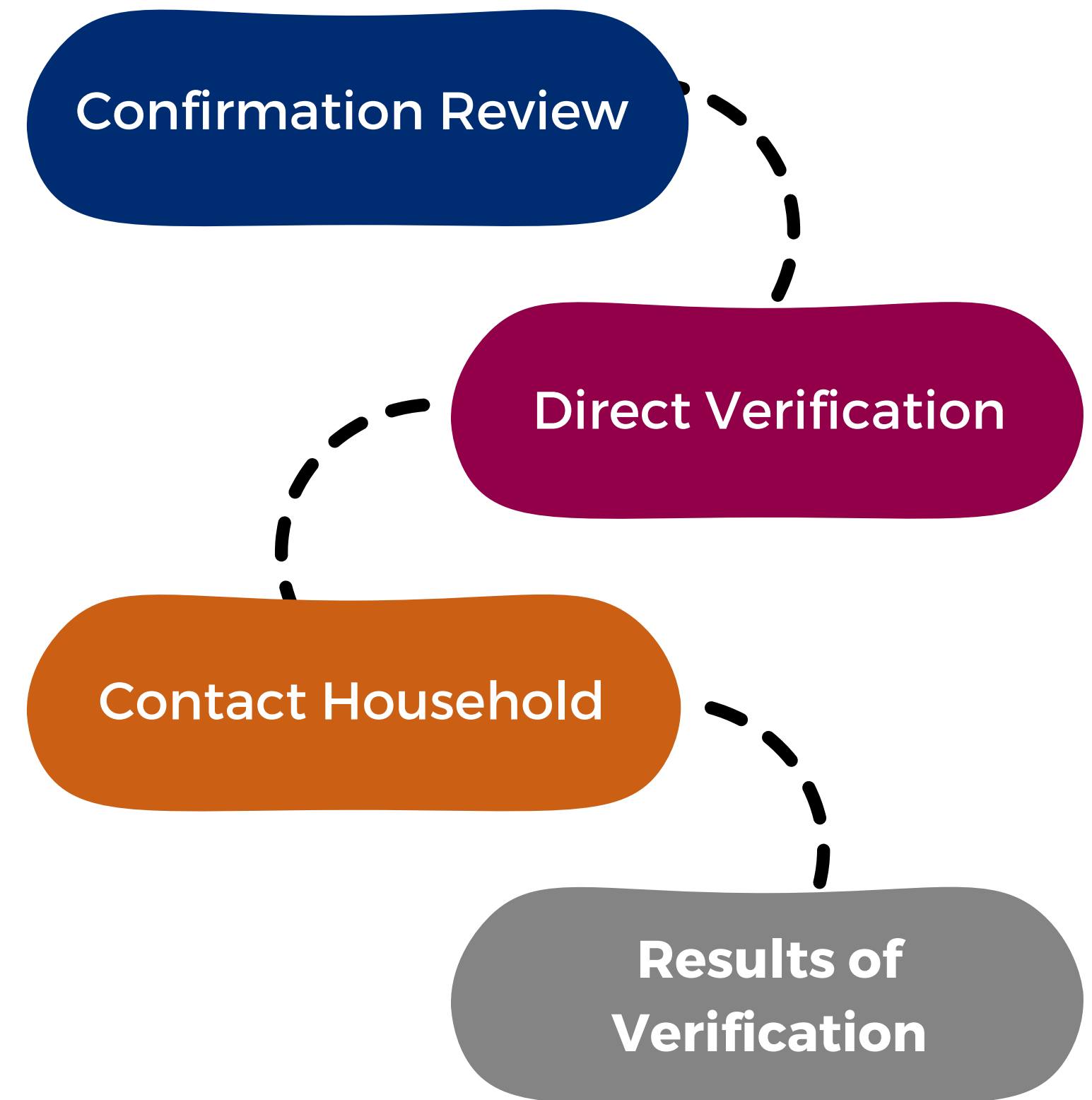
Phase 3: Verify

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 certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

Confirmed Original Determination, no change in benefits
Continue to Step 2.

Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

Changed from Free to Reduced
Do not change benefits, do not contact household, continue to Step 2.

Changed to Paid
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on SSO: _____ (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. SAs 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) Responding Documentation returned by: _____

If no response by _____ date, follow up with household. Second Verification Notice/called/email _____ (date)

Follow-up official must sign and date household application

Make notes on the application, as necessary

Step 4 Results of Verification (Select ONE):

Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)

Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

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

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

Phase 3: Verify

RESULTS OF VERIFICATION

RESULT	WHAT IT MEANS
Responded, no change in benefits.	Documentation provided supports the information on the application.
Responded, original determination changed to free.	Documentation provided does not support the information on the application. The documentation provided increases the student's benefits.
Responded, original determination changed to reduced.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
Responded, original determination changed to paid.	Documentation provided does not support the information on the application. The documentation provided decreases the student's benefits.
No response, original determination changed to paid.	The household did not provide any documentation, or the documentation provided is incomplete and, therefore, the student's benefits are terminated and changed to paid.

Phase 3: Verify

RESULTS OF VERIFICATION

Notify the households of the results of verification. ADE's [Notice of Verification Results Letter](#) template can be used to notify the households.

- The letter is recommended to be sent as soon as possible to all households selected for verification, but the final deadline is **November 15th**.

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, FDIIR or TANF benefits.
 - Records show that the child(ren) is/are not homeless, runaway, or migrant.
 - Your income is over the limit for free or reduced-price meals.
 - You did not provide: _____
 - You did not respond to our request.

If your household size or income changes, you may apply again **at any time**. If you were denied benefits because no one in the household received SNAP, TANF or FDIIR benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may discuss it with [Name] at [Phone]. You also have the right to a fair hearing. If you request a hearing by [Date], your child(ren) will continue to be identified as their original eligibility classification until the decision of the hearing official is made. You may request a hearing by contacting: [Name of hearing official], [Address], [Phone], or [E-mail].

Sincerely,

[Signature]

This institution is an equal opportunity provider.

Phase 3: Verify

RESULTS OF VERIFICATION

Document the date the letter was sent and the date the student's eligibility change will be made active (if applicable) 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 Payer: 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 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 past 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. SAs 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 glass.das.date, follow up with household. Second Verification Notice/called/email _____ (date)

Follow-up official must sign and date household application

Make notes on the application, as necessary

Step 4 Results of Verification (Select ONE):

Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)

Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form. _____ (date)

Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form. _____ (date)

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

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

Phase 3: Verify

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.

Quiz Time

When do you conduct Direct Verification?

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



Quiz Time

When do you conduct Direct Verification?

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



Quiz Time

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

A True

B False



Quiz Time

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

A True

B False

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



Quiz Time

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

- A** Net income
- B** Gross income



Quiz Time

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

A Net income

B Gross income



FAQ

Q: Do School Food Authorities (SFAs) operating Community Eligibility Provision (CEP) have to conduct Verification?

A: CEP operators do not conduct Verification. You will only complete the Verification Summary Report (VSR) between November 16-February 1. For more information, please register and attend HNS' Submitting the Verification Report for SFAs that did not Collect Household Applications, which covers how to submit the VSR for CEP operators.

Q: If updated Direct Certification (DC) matches through the Automated State Match System Search are received, do I need to print the DC report as well?

A: If you are receiving automated matches, you will want to go in and certify your matches/partial matches, and then you will not need to run an additional DC search. You may print the report if you wish, or just save it to your computer.

Q: If a student is directly certified by Medicaid data (DC-M free or reduced), can we extend benefits to the household?

A: Yes. If a student lives in a household with another child who matches in DC-M, then the eligibility will be extended.

Q: It looks like the migrant section is grayed out on the Verification counting sheet. Does that mean they don't get pulled for Verification?

A: Students who match as Migrant or who are on a Migrant liaison list are considered categorically eligible and are not subject to Verification.

Q: We are a district of 42 sites, and we have 9 sites that are on CEP. How does Verification look for us?

A: You will be conducting Verification activities for sites that are NOT on CEP. You will not conduct Verification at your 9 CEP sites, as you are not collecting applications at those 9 sites.

Q: If an application selected for Verification has multiple income information (student income, dad, and mom), but student income was entered by mistake, or dad is no longer at home, can I accept one income document to verify?

A: Documentation supporting a change in household and/or income should be provided to assess the student's eligibility accurately. Sources of documentation may include written evidence, a statement from a collateral contact, or systems of records. Additionally, the information on the household applications selected needs to be verified in its entirety. When discrepancies are noted that impact meal benefits, the household's eligibility and the Benefit Issuance Document must be updated to the correct eligibility. For more information, please review the training in [HNS' training library](#).



REGISTER NOW!

Submitting the Verification Summary Report for SFAs That Collected Household Applications

December 9th, 2025 @ 1:30 pm – 2:30 pm



REGISTER NOW!

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

December 11th, 2025 @ 1:30 pm – 2:30 pm

Thank you!

PLEASE PUT QUESTIONS IN THE Q&A

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

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



CONTACT US

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



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

**You have completed the Online Course:
Verification Review for School Year 2025-2026**

Information to include when documenting this training for Professional Standards:

**Training Title:
Verification Review for
School Year 2025-2026**

**Key Area: 3000 – Administration
Learning Code: 3110
Length: 1 hour**

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

Certificate

Requesting a training certificate

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



Information to include when documenting this training for Professional Standards:

Training Title:

**Verification Review for
School Year 2025-2026**

Key Area: 3000 – Administration

Learning Code: 3110

Length: 1 hour

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





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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