

# VERIFICATION



# Verification



- Verification is confirmation of eligibility for free and reduced price meals under the National School Lunch Program and School Breakfast Program.
- Verification must include either confirmation of income eligibility or confirmation that the child is included in a certified Food Stamp household or Temporary Assistance unit.



# Verification

## □ General Requirements

- Annually, each LEA must select and verify an exact sample of applications approved for benefits.
- LEAs must use either a basic sample size method or an alternate sample size method.
- The required sample size is based on:
  - The total number of approved applications on file on October 1 and
  - The non-response rate of the previous school year.
- The LEA must complete verification of the exact required sample size by November 15.
- The LEA must complete a verification summary report on our web application system by December 15.



# Verification

- Determining which method to use:
  - Basic (now called standard)
    - LEAs that had a non-response rate of 20 percent or more for the prior school year.
    - The sample size is determined by selecting 3 percent or 3000 (whichever number is lower) of all approved applications.
    - The verification sample size is drawn from error-prone applications.
      - Error-prone applications are applications within \$100 monthly or \$1,200 annually of the maximum amount allowed for a household.



# Verification

## □ Other Sample Size Methods

### ■ Alternate I (Random)

- sample size is determined by selecting 3 percent or 3000, whichever is less, of all approved applications on file on October 1, selected at random.
  - Count the total number of approved applications on file October 1.
  - Multiply the total by .03 (3%)
  - Round decimals upward.
  - At least one application must be verified.
  - e.g., 310 applications  $\times$  .03 = 9.3 applications, round to 10 applications. The LEA must verify 10 applications.
- Randomly select the required number of applications.



# Verification

## □ Other Sample Size Methods

### ■ Alternate II (Focused)

- The sample size is determined by selecting 1 percent of all approved applications or 1,000 (whichever is less) with sample selected from error-prone applications; plus the lesser of .5 percent (half of 1 percent) or 500 applications approved on categorical eligibility (Food Stamp or Temporary Assistance). If there are not enough error-prone applications LEAs must select the remainder to be verified at random from additional applications (both income and case number applications) to complete the required sample size.



# Confirming Official

When the applications are selected, a “*confirming official*” should confirm the accuracy of the original approval.

*Confirming Official* refers to an individual other than the original determining official who must review all applications selected for verification for correct initial approval prior to conducting any other verification activity.



# What if they are denied benefits?

- All households for whom benefits are to be reduced or terminated MUST be given 10 **calendar** days advance notice of the change.
- The first day of the advance notice period is the day the notice is sent.
- The notice MUST advise the household of the following:
  - The change in benefits.
  - The reasons for the change.
  - That an appeal MUST be filed within the 10-day advance notice period to ensure continued benefits while awaiting a hearing and decision.
  - The instructions on how to appeal.
  - That the household may reapply for benefits at any time during the school year.
  - That Food Stamp/Temporary Assistance households may submit an application containing household names and income information and provide written evidence of household income and the social security numbers of adult household members.



# Follow-up Activities

The LEA must make at least one attempt to obtain the necessary verification information from households that fail to respond to the initial request for verification.

The attempt may be made through the mail, by telephone, by e-mail, or through personal contact. The LEA must document any attempts and the results.

If the LEA is unable to verify the household's eligibility status after the follow-up attempt(s), the household's benefits must be terminated through a written notice of adverse action.



# Reporting Verification

OMB APPROVED NO. 0584-0026  
Expiration Date: 04/30/2016

Department of Agriculture, Food and Nutrition Service <b>School Food Authority (SFA) Verification Collection Report</b>			
State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.			
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection.			
State Agency Name:	SFA ID#:	Type of SFA: <input type="checkbox"/> Public <input type="checkbox"/> Nonprofit/Private	School Year: From: 20 To: 20
SFA Name:	SFA City:	SFA Zip code:	
<b>Section 1</b> Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	<b>**All SFAs must report Section 1**</b>		<b>A. Number of Schools OR Institutions</b>
	1-1: Total schools (Do not include RCCIs):		<b>B. Number of Students</b>
	1-2: Total RCCIs (Do not include schools counted in 1-1):		
	1-2a: RCCIs with day students (Report ONLY day students in 1-2a):		
1-2b: RCCIs with NO day students:			
<b>Section 2</b> SFAs with schools operating alternate provisions	<b>**ONLY SFAs with alternate provisions must report Section 2**</b>		<b>A. Number of Schools AND Institutions</b>
	2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:		<b>B. Number of Students</b>
	2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:		
	2-2a: Provision 2/3 students reported as FREE in a NON BASE year:		
	2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		
	2-3: Operating the Community Eligibility Option:		
2-4: Operating other alternatives for NSLP and SBP:			
2-5: Operating an alternate provision(s) for only SBP or only NSLP:			
<b>Section 3</b> Students approved as FREE eligible NOT subject to verification	<b>**ALL SFAs must report Section 3 or check box 3-1 if applicable**</b>		<b>B. Number of FREE Students</b>
	3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)		
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.		
	3-3: Students directly certified through other programs: include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Free-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.		
3-4: Students certified categorically FREE eligible through SNAP letter method: include students certified for free meals through the family providing a letter from the SNAP agency.			
<b>Section 4</b> Students approved as FREE or REDUCED PRICE eligible through a household application	<b>**ALL SFAs collecting applications must report Section 4**</b>		<b>A. Number of Applications</b>
	4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		<b>B. Number of Students</b>
	4-2: Approved as FREE eligible: Based on household size and income information		
	4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		
T-1: Total FREE Eligible Students Reported:			T-2: Total REDUCED PRICE Eligible Students Reported:

<b>**ALL SFAs must report Section 5 or check box 5-1 if applicable**</b>					
5-1: <input type="checkbox"/> Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.					
5-2: Was verification performed and completed? <input type="checkbox"/> Yes, completed by November 15th <input type="checkbox"/> Yes, completed after November 15th <input type="checkbox"/> No, verification was NOT performed or the process was not completed.			5-3: Type of Verification process used: 1. <input type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone) 2. <input type="checkbox"/> Alternate one (Lesser of 3% or 3,000 selected randomly) 3. <input type="checkbox"/> Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)		
If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.		5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone		5-5: Number of applications selected for verification sample:	
<b>**ALL SFAs must report 5-7 or check box 5-6 if applicable**</b>					
5-6: <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.				<b>A. Number of Applications</b>	<b>B. Number of Students</b>
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th			5-7: Confirmed through direct verification:		
<b>5-8: Results of Verification by Original Benefit Type</b>					
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.					
<b>A. FREE-Categorically Eligible</b> Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		<b>B. FREE-Income</b> Certified as FREE based on income/household size application		<b>C. REDUCED PRICE-Income</b> Certified as REDUCED PRICE based on income/household size application	
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.					

New form and reporting guidance (SP 38 -2013)

# VERIFICATION REPORT

- Stay tuned for a future webinar from us
  - Form will be on the web applications



# Reporting Verification

The Verification Report is available in the School Food Services Web Application system. Click on the Applications Tab.



A screenshot of a web browser window displaying the 'Child Nutrition Information and Payment System'. The browser's address bar shows the URL 'http://www.cnpus.com/cnp2000/MissouriTest/CommonRunway.aspx'. The page title is 'School Nutrition Programs' and it features a navigation menu with tabs for 'Applications', 'Claims', 'Reports', 'Security', and 'Search'. A central banner reads 'Welcome to the School Nutrition Programs' with an illustration of three stacks of books and three apples. Below the banner, it says 'Last Updated: 9/9/2010'. The browser's taskbar at the bottom shows several open applications, including 'Child Nutrition Inform...', 'Inbox - Microsoft Out...', 'Microsoft PowerPoint...', and 'New Screen Shot for ...'. The system tray shows the time as 8:53 AM on 9/9/2010.



# GETTING THERE

Select Verification Report.

The screenshot shows a web browser window titled "Child Nutrition Information and Payment System | - Windows Internet Explorer". The address bar shows the URL "http://www.epus.com/cnp2000/MissouriTest/Common/Mer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar contains "Central Bank - Home", "http--www.mchcp", "Suggested Sites", "Best of the Web", "Channel Guide", and "Free Hotmail". The main content area is titled "School Nutrition Programs" and features the Missouri Department of Elementary & Secondary Education logo. A navigation menu includes "Applications", "Claims", "Reports", "Security", "Search", "Programs", "Year", "Help", and "Log Out". The "Applications" menu is expanded, showing a list of items for the "School Year: 2010 - 2011". A green arrow points to the "Verification Report" item in this list.

Item	Description
Application Packet	Applications and Agreement Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Food Safety Inspections	Number of Food Safety Inspections by Site
Financial Report	School Food Annual Revenues and Expenditures Report



# REPORTING VERIFICATION

## What is the same?

- Still report applications on October 1
- Students eligible count from October 31
- Must separate and report in the same categories:
  - Free Eligible-Not Subject to Verification
  - Free Eligible-Categorically Eligible
  - Free Eligible-Income Eligible Free
  - Reduced Price Eligible – Income Eligible Reduced Price

## What is different?

- The food stamp eligible students will be separated from temp/foster etc...



# WHERE DO FOSTER CHILDREN GO?

On list from Department of Social Services, Children's Division:

- Free Eligible – Not Subject to Verification

On application but has letter from Department of Social Services, Children's Division:

- Free Eligible – Categorically Eligible

On application with no documentation:

- Free Eligible – Categorically Eligible



# EXTENDED CATEGORICAL ELIGIBILITY TO ADDITIONAL CHILDREN IN THE HOUSEHOLD

Children eligible for free meals based on categorical eligibility are classified under the same category as the person who extended the eligibility.

- If the person who extended eligibility was directly certified, all children in the household are directly certified.
  - Report as Free Eligible – Not Subject to Verification
- If a child is listed on an application with a person having a Food Stamp/Temporary Assistance or FDPIR case number, then all children in the household would be eligible for free meals.
  - Report as Free Eligible – Categorically Eligible



# Verification Date Summary

- ❑ October 1 – Select Sample Size of Applications  
(Students as of October 31)
- ❑ November 15 – Verification Completed
- ❑ December 15 – Verification Report Due



# VERIFICATION GUIDANCE

- *Verification Guidance* will be updated. Located under Publications on the School Food Services website - [www.dese.mo.gov/divadm/food](http://www.dese.mo.gov/divadm/food)
- *USDA's Eligibility Manual for School Meals* is also located under Publications and provides guidance for verification.
- Stay tuned for our webinar on the new verification reporting process



# Verification Questions?

