

VERIFICATION for the SCHOOL NUTRITION PROGRAM - *At A Glance*

WHAT IS VERIFICATION?

- Verification is the confirmation of eligibility for free and reduced price school meals. Verification is only required when eligibility is determined through the application process, not through direct certification conducted with an Assistance Program (SNAP, TANF, FDPIR) or with agencies or officials who provide documents indicating Head Start, Migrant/Homeless or Foster.
- All NSLP/SBP sponsors must annually verify eligibility of children from a sample of household applications approved for free and reduced price benefits for that school year.
- Sponsors must provide adequate technical assistance to households selected for Verification.
- Verification begins October 1 and must be completed by November 15.
- Retain all verification records for at least 3 years + current operating year.

RESOURCES:

At A Glance is intended to be an introduction to Verification. Detailed information is available in the [*USDA Eligibility Manual for School Meals*](#) (July 2017). Additional information, forms, and training are available on the ODE SNP website at:

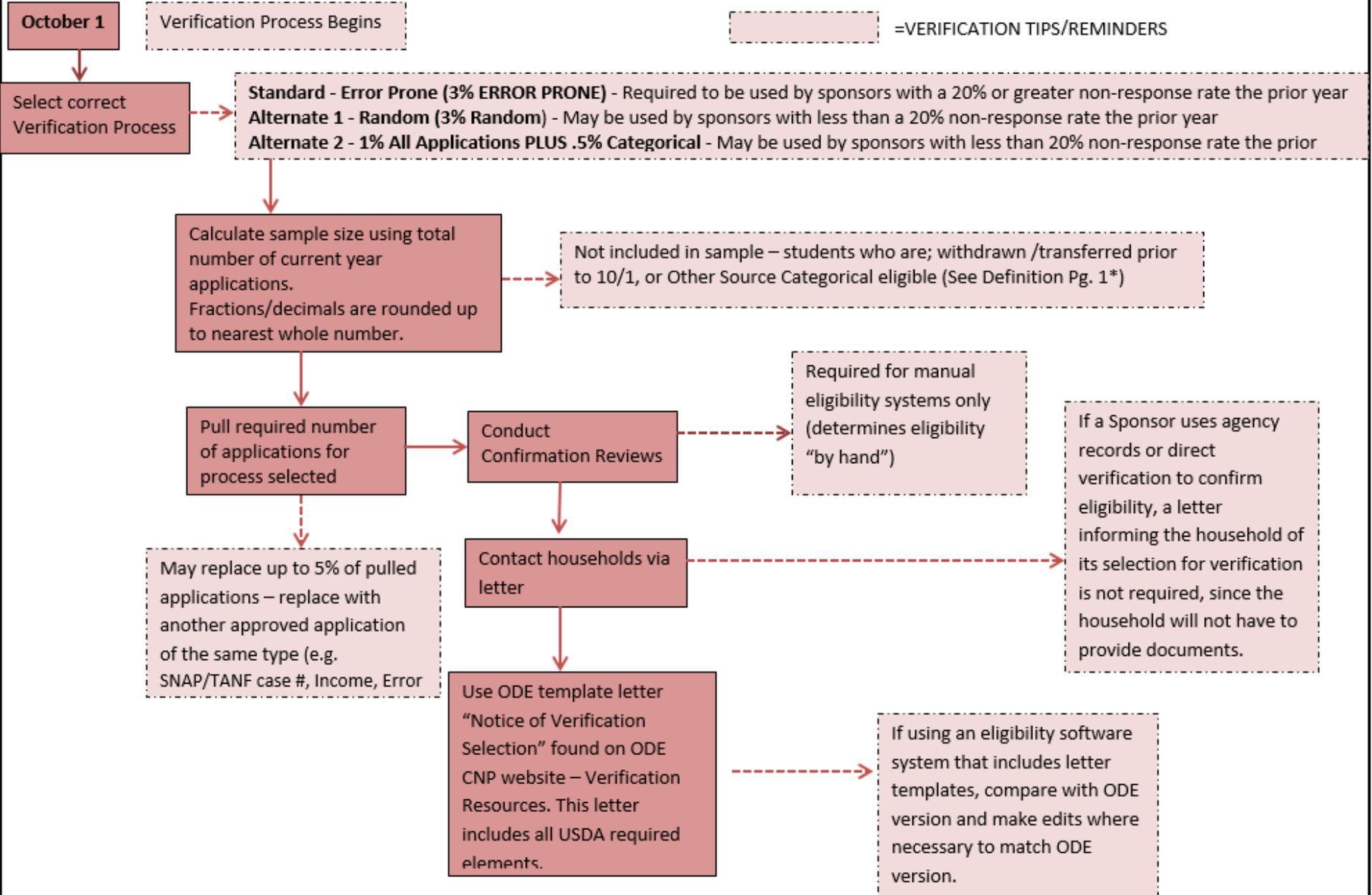
[School Nutrition Verification Webpage](#)

KEY VERIFICATION TERMS

DIRECT VERIFICATION	Use of records from public agencies to verify income or program participation. (Medicaid data)
ERROR PRONE	Applications within \$100 per month or \$1200 per year of the applicable Income Eligibility Guidelines.
RANDOM SAMPLING	Each application has an equal chance of being selected. A statistically valid random sample is not required. Sponsors must determine a selection interval by dividing the number of applications by the required sample size.
SAMPLE POOL	The total number of applications approved as of October 1.
SAMPLE SIZE	The number of applications subject to verification.
OTHER SOURCE CATEGORICAL ELIGIBILITY *	<ul style="list-style-type: none"> ➤ Foster Child ➤ Head Start or State funded pre-K; or a list of children enrolled in Head Start or State funded pre-K. ➤ McKinney-Vento Homeless Assistance Act ➤ Migrant Education Program (MEP) ➤ Non-Applicant/Household failure to apply ➤ Programs under the Runaway and Homeless Youth Act (RHYA)
CONFIRMATION REVIEWS Required for manual approval systems	<p>Prior to any other verification activity, a determining official, other than the official who made the initial eligibility determination, must review each approved application selected for verification to ensure that the initial determination was accurate. This requirement is waived if:</p> <ul style="list-style-type: none"> ➤ A technology-based system used ➤ Applications are reviewed by a 2nd person at the time of initial approval.

VERIFICATION TIMELINE

 = REQUIRED VERIFICATION STEPS
 = VERIFICATION TIPS/REMINDERS



VERIFICATION TIMELINE CONTINUED

= REQUIRED VERIFICATION STEPS
 = VERIFICATION TIPS/REMINDERS

Notice of Selection for Verification letter has been sent

FOLLOW UP-Sponsors must make at least one follow-up attempt to contact the household when the household does not adequately respond to the request for verification. Document all follow up contacts.

Limited English Proficiency households must be provided adequate language assistance and understand the need to respond to the verification request.

Household Non-Response
 a) Does not provide sufficient documentation
 b) Household does not respond

Household Responds
 a) Provides sufficient documentation or
 b) Household indicates they no longer wish to receive

Send
 "Verification Results Non- Response Letter-Notice of Adverse Action"

Review submitted information from each household to determine level of benefits.
 Notify households of results via letter, if
 a) Changed to higher level (R to F) or
 b) Reduced or terminated

Change meal benefits in counting/claiming system:
 Reduced to Free – immediately
 Free to Reduced } After 10 day
 Free to Paid } Appeal Period
 Reduced to Paid }

Send
 "Notification of changing Meal Benefits" letter

November 15
 Verification Process Ends

FNS742 -Verification Collection Report due to ODE CNP by February 1

If non-response household reapplies after Verification timeline, it is not considered a new application. Household must supply income/or assistance documentation with application.

Complete and enter in CNPweb on the "Claim" tab by February 1st