# Questions and Answers Eligibility and Verification School Year 2022/23

## Are there specific sponsors that should not make school meal applications available?

Sponsors who meet the following criteria should not make school meal applications available:

* + District-wide Community Eligibility Provision (CEP) or
  + Provision 2 for all meals district-wide and are in a non-base year
  + Residential Child Care Institutions (RCCI) without day students

## What is the required timeline for processing confidential household applications for free and reduced price school meals?

Schools must process applications as they are received and promptly notify households of their eligibility status. Within 10 days of receiving an application, the sponsor must make a determination and notify the household of its eligibility status.

## If a sponsor receives notification from ODE that household applications free or reduced price meals are waiting to be downloaded, what action is required?

School meals applications submitted through the ODE Online Free and Reduced Application must be downloaded and certified. Sponsors must process these applications as they are received and promptly notify households of their eligibility status. Within 10 days of receiving an application, the sponsor must make a determination and notify the household of its eligibility status.

## What sponsors are exempt from the verification process?

The following sponsors are exempt from the verification process:

* + - District-wide Community Eligibility Provision (CEP)
    - Provision 2 for all meals district-wide in a non-base year
    - Residential Child Care Institutions (RCCI) without day students
    - Sponsors of the Special Milk Program only

While the verification process is not required, submitting the *FNS-742 Verification Collection Report* is required.

## Are sponsors required to conduct verification?

All sponsors operating under standard counting and claiming must conduct verification.

1. **Is verification completed on applications approved using Oregon Expanded Income Guidelines (EIG)?**

No, Oregon EIG approved applications are not part of the verification process. Only applications approved for federal free and reduced price meal benefits are part of the verification sample pool.

## Which sample size of applications must be verified?

All sponsors must use the Standard Sample Size. The Standard sample size is three percent of all applications approved for the school year, as of October 1, selected from error prone applications; or 3,000 error prone applications approved for the school year, as of October 1.

## What is considered an error prone application?

An error prone application is considered one within $100 per month of the applicable Federal Income Eligibility Guidelines. The [Error Prone Income Guidelines Chart](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Documents/Error%20Prone%20Income%20Guidelines.docx) can be used to determine if an application is error prone.

## If a sponsor does not have enough error prone applications to meet the sample size requirement for error prone applications, what should they do?

When this happens, the sponsor must select, using random sampling, additional approved applications to complete the required sample size.

## Should applications approved as eligible under Oregon Income Guidelines be included in the verification pool?

No. Only applications approved using the federal income eligibility guidelines for free or reduced priced meals should be included in the verification sample pool.

## Must sponsors complete the Verification Collection Report?

Yes. The Verification Collection Report must be completed between Nov 1, 2022 and Feb 1, 2023 for all sponsors, even if not required to conduct verification.

## How is verification reported to ODE for School Year 2022/23?

The Verification Collection Report will be will be submitted via CNPweb. On or around November 15, ODE will post the FNS-742 Verification Collection Report in CNPweb. This report is posted on the Claims Tab under all the claim months.

ODE will not accept any other versions of the FNS 742 Verification Collection Report