



# Verification

SY 2020-2021

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## Objectives

- ▶ Identify the steps required for Verification
- ▶ Calculate an accurate sample size and verify the correct number of applications
- ▶ Learn and follow the Verification timelines and procedures

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## What is Verification?

- ▶ Verification is the confirmation of eligibility for free and reduced price meals in the NSLP and SBP based on submitted applications
- ▶ Verification begins October 1 and must be completed by November 13

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**Hawaii Child Nutrition Programs**

## Who is Required to do Verification?

- ▶ All SFAs that collect free and reduced price meal applications




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**Hawaii Child Nutrition Programs**

## Important Dates

DATE	ACTIVITY
October 1	<ul style="list-style-type: none"> <li>• Verification begins</li> <li>• Count the total # of approved applications on file</li> <li>• Select sample</li> </ul>
Last operating day in October	Determine the total # of enrolled students
November 13	Verification ends
December 10	Submit SFA Verification Collection Report (FNS-742) in HCNP Systems by this date

**Refer to "Schedule to Help You Meet the Verification Deadlines"**

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**Hawaii Child Nutrition Programs**

## October 1<sup>st</sup> – Begin Verification

- ▶ Organize applications
  - ▶ Sort by category:
    - ▶ Categorically eligible
    - ▶ Free by income – *mark error prone applications*
    - ▶ Reduced price – *mark error prone applications*
    - ▶ Denied
    - ▶ Transferred/Withdraw




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**Hawaii Child Nutrition Programs**

## Error Prone Applications

- Income applications with reported income within **\$100 per month** or **\$1200 per year** of the Income Eligibility Guidelines (IEGs)

**EXAMPLE:**  
 Total Income: \$1,000 weekly      Annual: \$52,000  
 Household size: 6                      (\$1,000 x 52 weeks)

FREE		REDUCED PRICE	
Family Size	Yearly	Family Size	Yearly
6	\$52,559	6	\$74,796

**Error prone**

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**Hawaii Child Nutrition Programs**

## Determine Your Sample Pool

- Count the total number of approved **applications** as of October 1<sup>st</sup> of the current school year by category
- Record the numbers on HCNP's *Form V-7a October 1 Counting Applications*

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**Hawaii Child Nutrition Programs**

**Form V-7a**  
**October 1**  
**Counting Applications**

SFA Name: \_\_\_\_\_ Form V-7a  
 SY 2020-21

Verification Collection Report - Counting Applications

Collect the following information on **OCTOBER 1**

4.1 A Number of approved as categorically **FREE** Eligible (Based on documentation such as a case number)

4.2 A Number of approved as **FREE** Eligible applications (Based on household size and income information)

4.3 A Number of approved as **REDUCED PRICE** Eligible applications (Based on household size and income information)

Transfer the number of applications to Section 4.A on FNS-742

Selecting Applications For Verification

TOTAL (4.1A) + (4.2A) + (4.3A)

5.3 Standard Verification: 3% of total applications  
 To be used by all SFA's unless an alternate method is approved. Check this one on the Verification Report.

5.4 Total number of **ERROR PRONE** applications  
**ERROR PRONE**= reported income is within \$100/month or \$1200/year of income eligibility guidelines (both free and reduced price)

5.5 Number of error prone applications selected for verification  
 Total number of applications above [4-1A] + [4-2A] + [4-3A] X (5)

**Enter number of approved applications as of October 1**

**Enter number of error prone applications**

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**Hawaii Child Nutrition Programs**

## Calculate Your Sample Size

- ▶ The number of applications subject to verification
- ▶ Lesser of 3% or 3,000 total approved applications
  - ▶ All fractions or decimals are rounded up to nearest whole number, i.e. 1.3 becomes 2
  - ▶ Must verify at least 1 application
  - ▶ Use *Form V-7a* to calculate number of applications to verify

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**Hawaii Child Nutrition Programs**

## Form V-7a October 1 Counting Applications

5-5 Number of error prone applications selected for verification  
 Total number of applications above [(4-1A) + (4-2A) + (4-3A)] X (.03)

Cheat sheet for calculating the number of applications to verify.

If you have	The number to verify is
0-33 approved applications for free and reduced price meals	1
34-66 approved applications for free and reduced price meals	2
67-100 approved applications for free and reduced price meals	3
101-133 approved application for free and reduced price meals	4
134-166 approved applications for free and reduced price meals	5

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**Enter Sample Size**

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**Hawaii Child Nutrition Programs**

## Sample Size – Select Applications

- ▶ Select from **error prone** applications **FIRST** **IMPORTANT**
  - ▶ If there are more error prone applications than the required sample size, randomly select from the error prone applications
  - ▶ If there are not enough error prone applications to meet the required sample size, randomly select from your Sample Pool (other income applications and categorical eligible applications)

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 **Sample Size - Reminders**

- ▶ Do not verify more than or less than the required sample size
- ▶ Do not verify 100% of applications
- ▶ Do not verify an application that was verified the previous year

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 **Post Selection Procedures**



- ▶ **CONFIRMATION REVIEWS**
  - ▶ Confirmation Official must review each approved application selected for verification to ensure the initial determination was accurate
  - ▶ (Refer to p. 103-104 of *Eligibility Manual for School Meals, July 2017* for action to take if the confirmation review results in a change in status)

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 **Post Selection Procedures**

- ▶ Case-by-case basis: Replacing Applications
  - ▶ Up to **5%** of selected applications may be replaced due to the belief that a household may be unable to satisfactorily complete the verification request. The same rules on error prone, rounding, and confirmation apply.

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 **Notify Households of Selection**

- ▶ Each household selected for verification must be sent a letter informing them of their selection and of the types of information they need to provide the SFA
- ▶ HCNP's letter template "*We Must Check Your Application*" is available on HCNP's website
- ▶ Keep a copy of the letter for your records



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 **Verification Documents**

- ▶ Written evidence is the primary source of eligibility confirmation
  - ▶ Examples:
    - ▶ Pay stubs (includes name of household member, amount of income received, frequency and date)
    - ▶ Statement from an agency stating the child is a member of a household receiving benefits
- ▶ SFA decides when adequate information has been provided to complete the verification activity

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 **Follow Up Requirement**

- ▶ At least one follow up attempt must be made and documented for households that do not adequately respond
- ▶ See p. 112-113 in the *Eligibility Manual for School Meals, July 2017* for detailed information on the follow up requirement



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**Hawaii Child Nutrition Programs**

## Completing Verification

- ▶ Scenarios: See p. 113-114 in the *Eligibility Manual for School Meals, July 2017*
  - ▶ The household or agency submits adequate evidence
  - ▶ The documentation supports a change in benefits
  - ▶ The household indicates verbally or in writing that it no longer wishes to receive meal benefits

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**Hawaii Child Nutrition Programs**

## Notify Households of Result

- ▶ Households must be notified of the verification results
  - ▶ See p. 114 in the *Eligibility Manual for School Meals, July 2017*
- ▶ HCNP's letter template "*We Have Checked Your Application*" is available on HCNP's website
- ▶ Keep a copy of the letter for your records




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**Hawaii Child Nutrition Programs**

## Verification Results in Change in Status

- ▶ Increase in benefits:
  - ▶ Change immediately

Reduced Price to Free
- ▶ Reduction or termination of benefits:
  - ▶ Must provide 10 day written advance notice
  - ▶ Refer to "*Schedule to Help You Meet the Verification Deadlines*"

Free to Reduced Price  
Free to Paid  
Reduced Price to Paid

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## Additional Information

- ▶ Households have a right to appeal decisions
- ▶ If a new application is submitted, it must still be verified

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## Verification for Cause *(outside of the regular verification process)*

- ▶ Each SFA has an obligation to verify all questionable applications
- ▶ The same standard verification procedures are followed
- ▶ See p. 99-100 in *Eligibility Manual for School Meals, July 2017* for additional information

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## Last Operating Day in October

### Form V-7b Counting Students

3-2.B. Number of students directly verified through the SNAP match, including students with extended benefits based on residency in a household that has been directly verified with SNAP.

3-2.C. Students directly verified through another agency's documentation:

SNAP	
FDPIR	
Medicaid	
Foodbank	
Migrant	
Homeless	
Foster	
Not applied but approved by local official	

3-4.B. Students certified categorically eligible through SNAP (other method, not used in Hawaii)

Section 4. Students subject to verification process (see applications)

4-1.A. Approved as categorically FREE Eligible

4-2.B. Approved as Free based on household size and income

4-3.B. Approved as Reduced Price based on household size and income

1-1. Free Students Total of (3-2B) + (3-2C) + (3-4B) + (4-1B) + (4-2B) + (2-2B), if applicable

1-2. Reduced Price Students Total of (4-3B) + (2-2B), if applicable

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Hawaii Child Nutrition Programs

SFA Name: \_\_\_\_\_ Form V-7c

Section 5-8 -- Results of Verification by Original Benefit Type

**Form V-7c**  
**Results of Verification by Original Benefit Type**

A. FREE-Categorically Eligible (Certified as FREE based on SNAP TANF/FOPISS case number and foster children on application)		B. FREE-Income (Certified as FREE based on income/household size application)		C. REDUCED PRICE - Income (Certified as REDUCED-PRICE based on income/household size application)	
Result Category	Applications	Students	Result Category	Applications	Students
1. Response: NO CHANGE			1. Response: NO CHANGE		
2. Response: Change to REDUCED PRICE			2. Response: Change to REDUCED PRICE		
3. Response: Change to FWD			3. Response: Change to FWD		
4. NOT Response: Change to FWD			4. NOT Response: Change to FWD		

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 (L,ASBBS) to the verification requirement

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Hawaii Child Nutrition Programs

### Reporting the Results

- ▶ The information and results from each year's verification is reported on the SFA Verification Collection Report (FNS-742) in HCNP Systems
- ▶ **Due December 10, 2020**

**Have your Forms V-7a, V-7b, and V-7c ready to help you complete the Verification Collection Report**




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Hawaii Child Nutrition Programs

### Recordkeeping

- ▶ Keep all of your Verification documentation




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 **Resources**

- ▶ Go to HCNP's website (NSLP section): <https://hcnp.hawaii.gov/overview/nslp/>, click on "Program Resources"
- ▶ To access the Eligibility Manual for School Meals, click on "NSLP Program Resources"
- ▶ To access the Verification forms and letter templates, click on "Verification"

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 **Pop Quiz**

▶ Link to Google Forms Quiz:  
<https://forms.gle/bgtoh92Cf4XE1ENTA>



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 **Questions?**



Contact the NSLP Team:

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