

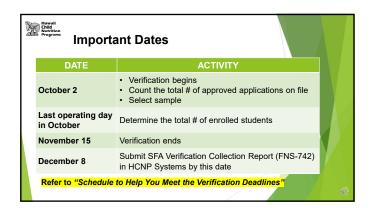




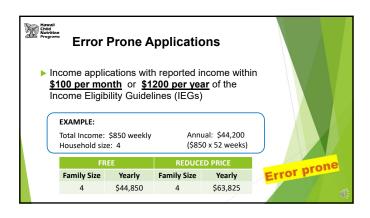
Who is Required to do Verification?

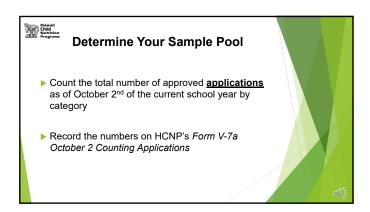
- ► All SFAs that collect free and reduced price meal applications
- ➤ SFAs that do not collect applications are not required to complete the verification process
 - RCCIs without day students
 - CEP district-wide
 - Provision 2 district-wide in non-base years

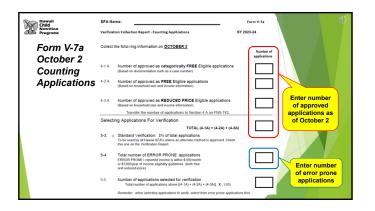








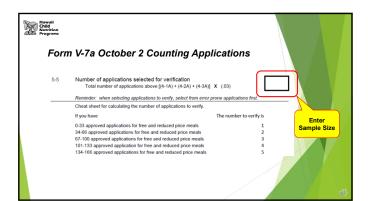


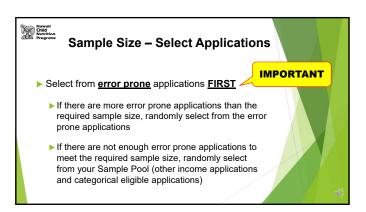




Calculate Your Sample Size

- ▶ 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







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



Post Selection Procedures

► CONFIRMATION REVIEWS

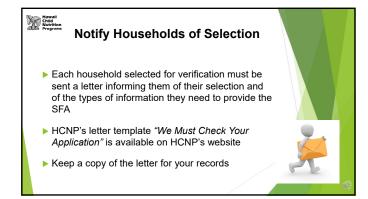
- ➤ Confirmation Official must review each approved application selected for verification to ensure the initial determination was accurate
- ▶ (Refer to p. 103-104 of *Eligibility Manual for School Meals, July 2017* for action to take if the confirmation review results in a change in status)





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.









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)
 - ► <u>Statement from an agency</u> stating the child is a member of a household receiving benefits
- ➤ SFA decides when adequate information has been provided to complete the verification activity



Follow Up Requirement

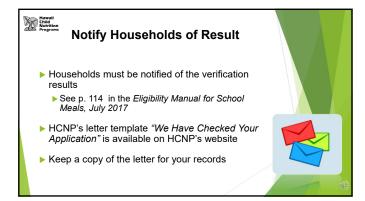
- At least one follow up attempt must be made and documented for households that do not adequately respond
- ➤ See p. 112-113 in the *Eligibility Manual for School Meals, July 2017* for detailed information on the follow up requirement



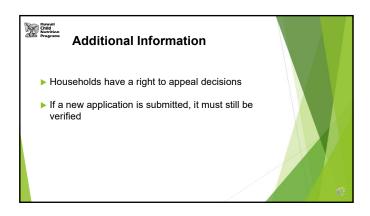


Completing Verification

- ➤ 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

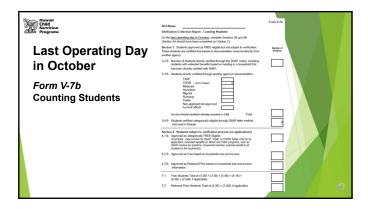


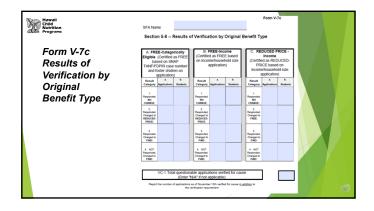


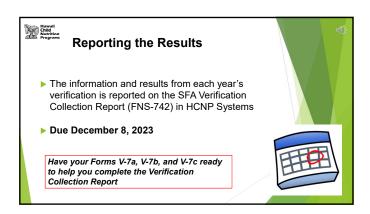


Hawall Child Nutrition Programs	Verification		_	ershe	et		
VERIFIC	ATION RESULT:				_		
	No Change in Status	Data Netica Sant - In-	nn.	Date Status Charged	milian	1	
	Responded, changed from reduced to free						
	Responded, changed from free to reduced				П		
	Responded, changed from free or reduced to paid					\ \A	
	Did not respond				\neg	1	
WITH	S OF REAPPLICATION (Reapplied after Nov 1 SUPPORTING DOCUMENTS Reapplied, Agrowed for Fire based on Income? Reapplied, Agrowed for Fire based on SNAPTA Reapplied, Agrowed for Reduced-Price based on Reapplied, DENED based on Income?Yousehold of Reapprised Design.	lousehold Size Inform NRIFDPIR Case # Income/Household Size Information Date Notice	Size In	nformation			
	Hearing Requested:						
Heat	ing Decision/Date						
Hear	ing Official Signature						
	ying Official's Signature			Date			

















Starry, Hawaii		
Child Nutrition Programs	In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retalisation for prior civil rights activity.	
	Program information may be made available in languages other than English. Persons with disabilities who require atternative means of communication to obtain program information (e.g., Straille, large print, audiolape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) T23-2060 (vice and TTT) or contact USDA through the Federal Relay Service at (800) 877-8339.	1
	To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.org/wisede/dea/fillse/documents/USDA_OSCEYXOPS_Complaint-Form 6508-0002-508-11.28-17 Enzylkai pdf. from any USDA office, by calling (866) 832-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, sleephone number, and a writine description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:	
	mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410, or	
	fax: (833) 256-1665 or (202) 690-7442; or	
	email: program.intake@usda.gov	