

Verification
SY 2024-2025

Hawaii Child Nutrition Program

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

Hawaii Child Nutrition Program

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 15

Hawaii Child Nutrition Program

Hawaii Child Nutrition Programs

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



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Important Dates


DATE	ACTIVITY
October 1	<ul style="list-style-type: none"> • Verification begins • Count the total # of approved applications on file • Select sample
Last operating day in October	Determine the total # of enrolled students
November 15	Verification ends
December 13	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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October 1st – 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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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: \$900 weekly	Annual Income: \$46,800	\$46,800 Annual Income
Household size: 4	(\$900 x 52 weeks)	- \$46,644 Free IEG
		\$ 156 Difference

FREE		REDUCED PRICE	
Family Size	Yearly	Family Size	Yearly
4	\$46,644	4	\$66,378

Error prone

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Determine Your Sample Pool

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

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SFA Name: _____ Form V-7a
 Verification Collection Report - Counting Applications SY 2024-25

Form V-7a October 1 Counting Applications

Collect the following information on **OCTOBER 1**

4.1 A Number of approved as categorically **FREE** Eligible applications (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 Hawaii 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 applications selected for verification Total number of applications above (4-1A) + (4-2A) + (4-3A) X (5-3)

Remember: when selecting applications to verify, select from error prone applications first.

Enter number of approved applications as of October 1

Enter number of error prone applications

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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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Form V-7a October 1 Counting Applications

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

Reminder: when selecting applications to verify, select from error prone applications first.
 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

Enter Sample Size


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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)

 **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.





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 **"Confirm Your Eligibility for Free/Reduced Price Meals"** is available on HCNP's website
- ▶ Keep a copy of the letter for your records

NEW Notification Letter



Verification Coversheet

Attach to the front of each verified application

VERIFICATION COVERSHEET FOR SFA USE
Attach to front of each application selected for verification Use to complete Form V-7c.

Name on Application: (student or family) _____

Date Verification Request Letter Sent: _____ Initials: _____

Date Response Due from Household: _____ Date Received: _____

Date 2nd Notice Sent, Follow-up, or N/A: _____ N/A Initials: _____

Number of students listed on application: _____

ORIGINAL APPROVAL BASED ON:

Free eligible based on Food Stamp/TANF/FDPIR Case Number

Free eligible based on Household Size and Income

Reduced eligible based on Household Size and Income

Confirmation Status: No Change Free Reduced Paid Date: _____

VERIFICATION RESULT:

<input type="checkbox"/> No Change in Status	Date	By	On Behalf of	Initials
<input type="checkbox"/> Respondent changed from reduced to free				
<input type="checkbox"/> Respondent changed from free to reduced				
<input type="checkbox"/> Respondent changed from free or reduced to paid				
<input type="checkbox"/> Did not respond				

RESULTS OF REAPPLICATION (Reapplied after November 15)

WITH SUPPORTING DOCUMENTS

Reapplied, Approved for Free based on Income/Household Size Information

Reapplied, Approved for Free based on SNAP/TANF/FDPIR Case #

Reapplied, Approved for Reduced Price based on Income/Household Size Information

Reapplied, DENIED based on Income/Household Size Information

Date of Reapplication: _____ Date Notice Sent: _____

Date Status Changed: _____ Verifier's Signature: _____


Date Hearing Requested: _____

Hearing Decision Date: _____

Student/Other Signature: _____ Date: _____

Staff/Other Signature: _____ Date: _____

8022 This validation is an equal opportunity provider.



Verification Coversheet

VERIFICATION COVERSHEET FOR SFA USE
Attach to front of each application selected for verification Use to complete Form V-7c.

Name on Application: (student or family) _____

Date Verification Request Letter Sent: _____ Initials: _____

Date Response Due from Household: _____ Date Received: _____

Date 2nd Notice Sent, Follow-up, or N/A: _____ N/A Initials: _____

Number of students listed on application: _____

ORIGINAL APPROVAL BASED ON:

Free eligible based on Food Stamp/TANF/FDPIR Case Number

Free eligible based on Household Size and Income

Reduced eligible based on Household Size and Income

Confirmation Status: No Change Free Reduced Paid Date: _____

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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



Hawaii Child Nutrition Programs

Non-Response Rate

- ▶ Hawaii's non-response rate is 25%
 - ▶ Strive for at least a 75% response rate
- ▶ Example:



+

=
3

2 applications verified

1 application verified for cause

$3 \times 75\% = 2.25$ applications

Round up → strive to obtain a response from all 3 applications



USDA's Strategies to Improve Response Rates in Verification

Enlist the help of school secretaries or other school staff to contact families – someone families are familiar with and trust

Prominently include a message such as "second request for information"

Follow-up as many times as you are able to using multiple methods

Strategies to Improve Response Rates in Verification
Practices used by School Food Authorities (SFAs) around the country and the research that supports them...


Initial Notice	General
<ul style="list-style-type: none"> Use envelopes or bags marked that have a printed mailing address or include color so that they stand out for families Send on eligible dates from early in the calendar cycle in the household – in addition to making the call Make use of highlights, underlines, and bolding text Include specific examples of acceptable income documentation Include a self-addressed and/or pre-paid envelope for families' response Get families to send a "response" letter to let them know that a notice is in the mail Send materials in the language or dialect the family speaks Place households and send notices close to the time they applied for the "next verification" cycle 	<ul style="list-style-type: none"> Make phone calls earlier than or after time when families are more likely to be home Send email notices and/or assist where possible – this creates awareness that sending hard copies might be easier than for many families Use photos of documents to be submitted (see the "How to Submit" section for more information) and add program logos with an "official" or "educational" or "cultural" emblem wherever possible Enlist the help of school secretaries or other school staff to contact families; someone who families are more likely to be familiar with and trust Give households the option to receive text message notices and updates Allow (and adapt) that parents can make changes or updates to access and to print documents Make personal calls or updates to or extend of information with to emphasize the importance of the verification process
<p>Reminders & Follow-Ups</p> <ul style="list-style-type: none"> Reminders include a message like "your follow-up request for information" or "if no response communications were mailed, the family knows it is not the first notice attempt" If you have the time and ability, follow-up in many times at 1 week for multiple methods, up until the final cutoff date 	

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

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



Hawaii Child Nutrition Programs

Verification Results in Change in Status

- ▶ Increase in benefits:
 - ▶ Change immediately
- ▶ Reduction or termination of benefits:
 - ▶ Must provide 10 day written advance notice
 - ▶ Refer to *"Schedule to Help You Meet the Verification Deadlines"*

Reduced Price to Free

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

Hawaii Child Nutrition Programs

Verification Coversheet

Date 2nd Notice Sent, Follow-up, or N/A: _____ N/A Initials: _____

VERIFICATION RESULT:

<input type="checkbox"/> No Change in Status	Date Notice Sent	Status	Date Status Changed	Status
<input type="checkbox"/> Responded, changed from reduced to free				
<input type="checkbox"/> Responded, changed from free to reduced				
<input type="checkbox"/> Responded, changed from free or reduced to paid				
<input type="checkbox"/> Did not respond				

RESULTS OF REAPPLICATION (Reapplied after November 15)

WITH SUPPORTING DOCUMENTS

Reapplied, Approved for Free based on Income/Household Size Information

Reapplied, Approved for Free based on SNAP/TANF/FCM Case #

Reapplied, Approved for Reduced-Price based on Income/Household Size Information

Reapplied, DENIED based on Income/Household Size Information

Date of Reapplication Decision: _____ Date Notice Sent: _____

Date Status Changed: _____ Verifier's Signature: _____

Date Hearing Requested: _____

Hearing Decision Date: _____

Hearing Official Signature: _____

Verifying Official's Signature: _____ Date: _____

Reminder:
Verification ends
November 15

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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

Hawaii Child Nutrition Programs

Last Operating Day in October

Form V-7b

Counting Students

SFA Name: _____ Form V-7b

Verification Collection Report - Counting Students

On the last operating day in October, complete Sections 3b and 4b.
(Section 4b should have been completed on October 1)

Section 3. Students approved as FREE, eligible but not subject to verification.
These students are certified free based on documentation received directly from another agency.

3.2.0 Number of students directly certified through the SNAP multi, including students with extended benefits based on residing in a household that has been directly certified with SNAP:

3.3.0 Students directly certified through another agency's documentation:

TANF	<input type="text"/>
FPIHS	<input type="text"/>
Medicaid	<input type="text"/>
Homeless	<input type="text"/>
Migrant	<input type="text"/>
Refugee	<input type="text"/>
Foster	<input type="text"/>
Non-applicant but approved by local official	<input type="text"/>

Do not include students already counted in 2.0b. Total:

3.4.0 Students certified categorically eligible through SNAP letter method (not used in Hawaii):

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

4.1.0 Approved as categorically FREE, Eligible (Example: case number for SNAP, TANF, or FPIHS; letter only on an application; extended benefits on SNAP and TANF programs, such as SNAP number for grandpa, household member, extends benefit to all students in the household):

4.2.0 Approved as Free based on household size and income:

4.3.0 Approved as Reduced Price based on household size and income information:

T.1 Free Students Total of (3.2.0) + (3.3b) + (4.1.0) + (4.2.0) + (4.3.0):

T.2 Reduced Price Students Total of (4.3.0) + (4.3.0b, if applicable):

Hawaii Child Nutrition Programs

Form V-7c

Results of Verification by Original Benefit Type

SFA Name: _____ Form V-7c

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

A. FREE-Categorically Eligible (Certified as FREE listed on SNAP TANF/FDPR 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	# Applications	# Students		Result	# Applications	# Students		Result	# Applications	# Students	
1. Responses NOT CHANGED				1. Responses NOT CHANGED				1. Responses NOT CHANGED			
2. Responses Changed to REDUCED PRICE				2. Responses Changed to FREE				2. Responses Changed to FREE			
3. Responses Changed to FWD				3. Responses Changed to FWD				3. Responses Changed to FWD			
4. NOT Responses Changed to FWD				4. NOT Responses Changed to FWD				4. NOT Responses Changed to FWD			

VC1 Total questionable applications verified for cause (Enter "NA" if not applicable):


Report the number of applications as of November 13th - verified for cause (L. 1008801-10) by verification requirement.

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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 13, 2024**


Have your Forms V-7a, V-7b, and V-7c ready to help you complete the FNS-742 Verification Collection Report



Hawaii Child Nutrition Programs

Recordkeeping


- ▶ Keep all of your Verification documentation



Hawaii Child Nutrition Programs


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"




Pop Quiz


▶ Link to Google Forms Quiz:
<https://forms.gle/Egsb3D2s3jHkU8eaA>



Code word: follow-up



Questions?



Contact the NSLP Team:
 Rachel Itano rachel.itano@k12.hi.us
 Kasey Kawamoto kasey.kawamoto@k12.hi.us



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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

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program.inlake@usda.gov

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