Verification

SY 2025-2026

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

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

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

Important Dates

DATE	ACTIVITY
October 1	• 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 12	Submit SFA Verification Collection Report (FNS-742) in HCNP Systems by this date

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

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/Withdrew

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: $1300 weekly
Household size: 4

Annual Income: $67,600 ($1300 x 52 weeks)

	$68,413	**Reduced Price IEG**
-	$67,600	**Annual Income**
	$ 813	**Difference**

Income Eligibility Guidelines

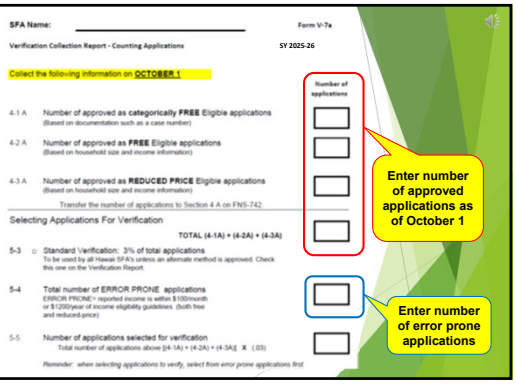
FREE		REDUCED PRICE	
Family Size	**Yearly**	**Family Size**	**Yearly**
4	$48,074	4	$68,413

Error prone

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*

Form V-7a October 1 Counting Applications



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

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

Sample Size – Select Applications

IMPORTANT

- Select from **error prone** applications **FIRST**
  - 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.

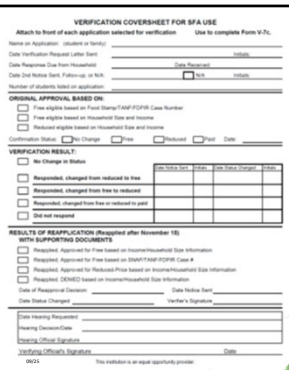
Notify Households of Selection

- 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:

- No Change in Status
- Responded, changed from reduced to free
- Responded, changed from free to reduced
- Responded, changed from free or reduced to paid
- Did not respond

	Date Notice Sent	Initials	Date Status Changed	Initials

RESULTS OF REAPPLICATION (Reapplied after November 18) 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 Reapproval Decision: Date Notice Sent:

Date Status Changed: Verifier's Signature:

Date Hearing Requested:

Hearing Decision/Date:

Hearing Official Signature:

Verifying Official's Signature: Date

06/21

This institution 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:

Verification Documents

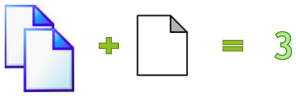
- Written evidence is the primary source of eligibility confirmation
  - Examples:
    - Pay stubs (includes name of household member, amount of income received, frequency and date)
    - Statement from an agency stating the child is a member of a household receiving benefits
- SFA decides when adequate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

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

Non-Response Rate

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



2 applications verified

1 application verified for cause

3 x 75% = 2.25 applications

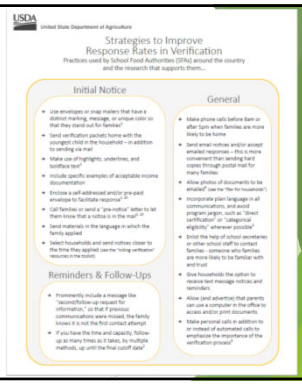
Round up → strive to obtain a response from all 3 applications

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



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

Verification Results in Change in Status

- Increase in benefits:
  - Change immediately

Reduced Price to Free

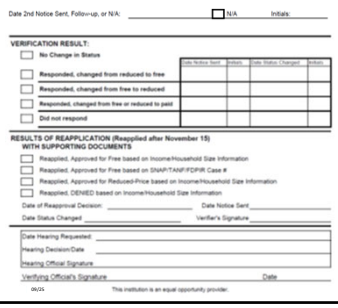
- Reduction or termination of benefits:
  - Must provide 10 day written advance notice
  - **Refer to *"Schedule to Help You Meet the Verification Deadlines"***

Free to Reduced Price
Free to Paid
Reduced Price to Paid

Additional Information

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

Verification Coversheet


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

VERIFICATION RESULT:

	Date Notice Sent	Initials	Date Status Changed	Initials
☐ No Change in Status				
☐ Responded, changed from reduced to free				
☐ Responded, changed from free to reduced				
☐ Responded, changed from free or reduced to paid				
☐ 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 Reapproval Decision: _____ Date Notice Sent: _____
Date Status Changed: _____ Verifier's Signature: _____

Date Hearing Requested: _____
Hearing Decision/Date: _____
Hearing Official Signature: _____

Verifying Official's Signature _____ Date _____

04/15 This institution is an equal opportunity provider.

REMINDER:
Verification ends by November 15

Hawaii Child Nutrition Programs

Verification for Cause

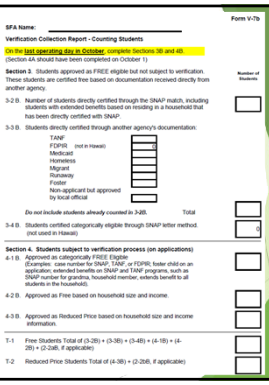
(outside of the regular verification process)

- 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



Form V-7b

SFA Name: _____

Verification Collection Report - Counting Students

On the last operating day in October, complete Sections 3B and 4B.
(Section 4A 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.

Number of Students

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

3-3 B. Students directly certified through another agency's documentation:

TANF
FDPIR (not in Hawaii)
Medicaid
Homeless
Migrant
Runaway
Foster
Non-applicant but approved by local official

Do not include students already counted in 3-2B. Total

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

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

4-1 B. Approved as categorically FREE Eligible (Example: Application for SNAP, TANF, or FDPIR; foster child on an application; extended benefits from SNAP and TANF programs, such as SNAP number for grandma, household member, extends benefit to all students in the household).

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

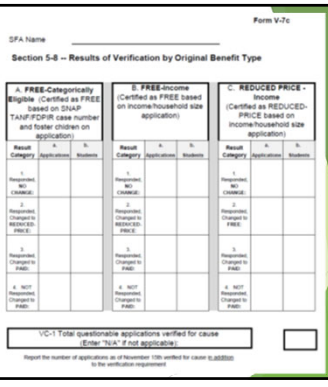
4-3 B. Approved as Reduced Price based on household size and income information.

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

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

Hawaii Child Nutrition Programs

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



Form V-7c

SFA Name _____

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

A. FREE-Categorically Eligible (Certified as FREE based on SNAP TANF/FDPIR 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	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED-PRICE:			2. Responded, Changed to REDUCED-PRICE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		

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 in addition to the verification requirement

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 12, 2025**

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

Recordkeeping

- Keep all of your Verification documentation

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/rRXEU9JELfXKRhtf7

Code word: error prone

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

email:
program.intake@usda.gov

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