# Verification Crib Sheet

**Basic 3%** - This type of verification is three 3% of all applications, with the sample chosen randomly from error-prone applications (income within $100 monthly and $1,200/annually) first. If there are not enough error-prone applications to pull from, remaining applications to fulfill the verification sample size applications should be chosen randomly from all remaining categorical, and income eligible applications.

**Alternate 3%** - This type of verification is three (3%) of applications chosen randomly from all categorical and income eligible applications.

**Alternate 1%+** - Determine the total number of approved income and categorical applications on file as of Oct. 1st. (Example 500 total, of which 300 are categorical.) One percent (1%) of error-prone applications are chosen randomly from all error-prone applications (income within $100 monthly and $1,200 annually of the Income Eligibility Guidelines). If there aren't enough error-prone application to fill the one percent (1%) sample size, remaining applications should be chosen randomly from all remaining categorical and income eligible applications. The one-half (.5%) percent of this sample size is of categorical applications which should be chosen randomly.

**No Verification Activities**-Incomplete, reporting errors, or no reporting by the required due dates will result in corrective action and Additional Administrative Reviews (AAR).

**Who Must Complete Verification**

New LEA's without prior history must complete Basic verification.

LEA's that have a non-response rate higher than 20% also must complete Basic verification until such time that their non-response rate is 20% or below.

LEA's that have a non-response less than 20% are eligible to choose alternate sampling sizes. Large LEA's (with more than 20,000 children approved for free/reduced price meals by application) that improve their non-response rates by ten (10%) from the previous year can choose alternate samplings.

**Provision Schools** –LEA's having all sites on Provision status are only required to complete verification during the base year. For LEA's having both provision and non-provision sites, report the number of free and reduced price eligible students at the provision sites during the non-base year on the Verification Summary Report.

**Other Information**

All LEA's are required to use direct certification as of July 2008. Those students eligible from direct certification information are not included in the verification pool.

Verification reporting is completed on CNPweb. After submitting the Verification Summary Report, the Verification Results report will calculate the number of income and categorical applications the LEA must verify based on the verification type chosen. Only use the verification type approved to use. Only verify the required sample size, no more or less.

Confirmation reviews are conducted on those applications pulled for verification.

Direct Verification-All LEA's must attempt to directly verify household information through other government agency records. LEA's may use the most recent direct certification list or contact overseeing agencies of the Family Employment Program (FEP), Food Stamp (SNAP), Food Distribution Program on Indian Reservations (FDPIR), State Temporary Assistance for Needy Families (TANF), Medicaid, CHIP information. Keep appropriate documentation on file (Eligibility Manual for School Meals, Part 9, pg. 81).

# Verification Tracking Sheet

| App ID | Head of Household | Number of Students on Application | | Original Benefits<br>□Free/Income<br>□Free/Categorical<br>□Red/Income | Confirmation Review<br>□ Yes □No<br>Note on App | TYPE<br>□ Basic<br>□ Alt 3%<br>□ Alt 1%+<br>□ For Cause |
|---|---|---|---|---|---|---|

**Notification**

Date Selected:_____ Directly Verified: □ Yes □No

Notification Letter Sent:_____ Agency:_____

Second Contact Date:_____ Contact Method: □Phone □Letter

Response Due Date:_____ □Other_____

**Response**

Income Eligibility: Response Received:_____

Household Income $_____ Per _____ Household Size_____

**Documentation**

□Pay Stubs
□Award Letter
□Collateral Contacts
□Other_____

**Direct Verification:**

□Direct Cert List
□Notice of Eligibility
□Other_____

Eligibility Confirmed: □ Yes □ No Follow-up Request:_____

**Verification Results (Enter in CNPweb no later than Nov. 15th)**

□ No Change
□Reduction in Benefits
□ Free to Reduced
□Reduced to Paid
□Increase in Benefits

□Terminated
□No Response
□Income above Guidelines
□Categorical Eligibility not confirmed
□Other_____

Notification of eligibility change sent:_____

Change effective date:_____

Hearing Requested:_____ Hearing Date:_____

Eligibility Updated in System: □ Yes □No Date:

**Reapply (Reapplied after Nov. 15th and reapproved on or before Feb. 15th.)**

Eligibility Determination

□Free
□Reduced
□Denied

Documentation:_____

Notification Sent:_____

Effective Date:_____

Determining Official Signature:_____ Date:_____

**Notes:**

Verifying Official Signature:_____ Date:_____

# Verification Reporting

| LEA: | School Year: | Verification Type: □Basic □Alt 3% □Alt 1%+ |
|---|---|---|

**Verification Counts**

_____ # free eligible students not subject to verification

_____ # of approved categorical applications

_____ # of approved reduced price applications

_____ # of approved free price applications

_____ # of free eligible students at provision sites

_____ # of categorical approved students

_____ # of reduced price eligible students

_____ # of free eligible students based on income

_____ # of reduced eligible students at provision sites

**Verification Results**

| App ID | Head of Household | # of Students | Original Benefits | Verified Benefits | Verification Date | Reapplied | Determination |
|---|---|---|---|---|---|---|---|
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |
| | | | □ Free Categorical<br>□Free Income<br>□Reduced | □ NC □ F □ R<br>□ P □ D □ NR | | □ Yes<br>□ No | |

**Abbreviations:** □ NC-No Change □ F-Free □ R-Reduced □ P-Paid □ D-Denied □ NR-No Response