

Verification Process Training

Child Nutrition



OKLAHOMA
Education

Reporting Dates Checklist

Page C-5 of Compliance Section

ACRONYMS

Page C-6 of the Child Nutrition Manual is a list of acronyms commonly used in Child Nutrition Programs

Verification is Required For

Districts collecting Free & Reduced-priced applications at any of your sites or if the site is in a Provision 2 or 3 base year

Verification Process

Before *ANY* Verification Activities Begin District must:

- Provide a **free** phone number that households can call for assistance with verification process. Free number must be included in written notice to household.

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Verification Requirements

- Application selections are based on number of *new, current* year applications on file as of **OCTOBER 1**
 - **DO NOT INCLUDE CARRYOVER APPLICATIONS**
- **CANNOT** verify *more than or less* than the sample size chosen
- **The entire Verification Process Deadline:**
NOVEMBER 15

Starts on E-38



What Student's Are Exempt From Verification?

Students qualified through:

- **Direct Certification including MEDFREE and MEDRED**
- **Students on the homeless, migrant, runaway list**
- **Students enrolled in the district AND enrolled in Head Start**
 - ***Remember:*** Meals can ***ONLY*** be claimed for 3-year-olds ***WITH*** disabilities and 4-year-olds

What Student's Are Exempt From Verification? (cont.)

- Students residing in RCCIs. *Does not mean day students in RCCIs*
- Any sites participating in Provision 1, 2, 3 or CEP in **NONBASE** years
- *Reminder:* These institutions are exempt from the Verification process **but must complete the Verification Summary Report**

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Pulling Verification from your Meal Counting & Claiming Computer System

- Double-check the number of applications your system pulls for Verification
- Double-check the number of Error-prone applications the district has on file vs the number of error-prone applications your software system states the district has on file
- Check the system generated reports - The list for applications and rosters totals should be the same

Verification Methods

- **Standard Sample Size**
- **Alternate One (Random)**
- **Alternate Two (Focused)**

E-40-41

Standard Sample Size

- 3% of all free/reduced-price applications on file October 1
- Applications selected for Verification are from **“error-prone” applications**
- If not enough “error-prone” applications, district must randomly select from any other applications to fulfill the 3% requirement.

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Error-Prone Applications

An Error-Prone application is one that the:

- Annual incomes of within **\$1,200 below the annual** income scale
OR
- Monthly incomes of within **\$100 below the monthly** income scale

Error-Prone Examples

Error-Prone - FREE:

- Family of 4, annual income between \$37,800 and \$39,000 for **FREE** Benefits

Error-Prone - REDUCED:

- Family of 4, monthly income between \$4,525 and \$4,625 for **REDUCED** Benefits

NON-Response Rate to Use Alternate Verification

- If a district had a “**non-response**” rate of **less than 20% LAST** school year for verification contacts, the district *could reduce* the burden of verification in the current school year
- This means that the district had a **response from at least 80%** of the applications selected for verification

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VERIFICATION RESPONSE WORKSHEET

This form MUST be used and kept on file if selecting an alternate sample size for verification. Approval of the alternate sample size is granted by the State Agency if all required conditions are met.

School Food Authority (SFA): _____ County/District Code: _____

For all SFAs except Oklahoma City Public Schools and Tulsa Public Schools:

1. Current School Year: _____
2. Number of applications on file as of October 1: _____

1. Previous School Year: _____
2. Number of applications selected for verification in previous school year: _____
3. Number of responses from verification in the previous school year: _____
4. _____ x .80 = _____
Number of applications from verification in the previous year (#2 answer) Required response rate

If Item 3 is equal to or exceeds the product in Item 4, the SFA may use any verification method in the current school year.

Alternate One (Random)

Lesser of 3% OR 3,000 approved applications as of October 1 selected **AT RANDOM** from *ALL* applications applicable for Verification

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Alternate Two (Focused)

Lesser of 1,000 or 1% of applications selected from ***error-prone PLUS*** lesser of 500 or 1/2% of *all* applications approved as of October 1 selected from applications **with case numbers.**

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Alternate Chart on E-40

Alternate Sample Sizes Available to Qualified SFAs [7 CFR 245.6a(c)(4)]

(District must have a response rate of 80% or higher to conduct Alternate Sample Size)

Alternate One

Sample size equals the lesser of:

- Three percent of all applications approved by the LEA for the school year, as of October 1 of the school year, selected at random; or
- 3,000 applications approved by the LEA for the school year, as of October 1 of the school year, selected at random.

Alternate Sample Sizes Available to Qualified SFAs [7 CFR 245.6a(c)(4)]

(District must have a response rate of 80% or higher to conduct Alternate Sample Size)

Alternate Two

Sample size equals the lesser of the sum of either:

- 1,000 of all applications approved by the LEA, as of October 1 of the school year, selected from error prone applications; or
- One percent of all applications approved by the LEA, as of October 1 of the school year, selected from error prone applications.

PLUS the lesser of:

- 500 applications approved by the LEA, as of October 1 of the school year, which provide case numbers in lieu of income information; or
- One-half of one percent (.05 percent) of applications approved by the LEA, as of October 1, of the school year that provide case numbers in lieu of income information.

Rounding Rules

Your district has **645 Free and Reduced-priced applications** on file as of October 1

$$645 \times .03 \text{ (Standard Sample Size is 3\%)} = 19.35$$

You will verify 20 applications. Always ROUND UP
(We DO NOT use normal rounding rules for Verification)

Confirmation Review

- Ensures the initial determination is reviewed for accuracy by an individual **other than the individual who made the initial eligibility determination**
 - It is common the Determination Official and the Verifying Official is the same person
 - One person approves and someone else needs to “confirm” the application was approved correctly during verification

E-41

Confirmation Review – Findings

- **If correct eligibility determination was made** and no change in status are found:
 - Move ahead with Verification
- ***If errors are found* during the Confirmation review:**
 - See instructions on page E-41-42 for outcomes of the confirmation review findings and when to send adverse action notices to households

Substitution of Original Sample Selected

District may decline up to 5% of its verification sample and replace it with other error-prone applications:

5 applications x .05 = .25

(1 application may be declined)

Reasons for declining: If district believes the household would be unable to satisfactorily respond to the verification request

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Notification of Verification

- **Notification Form: Page E-74-75**
- **This form is REQUIRED to be used when notifying family of verification**

Direct Verification

- To verify eligibility for Categorical applications by directly contacting the State agency to see if that child(ren) qualify for SNAP, TANF, FDPIR, or Foster
- Direct Verification is not required
- If conducting ***Direct Verification, use form on page E-76-77*** in Eligibility Section
- Direct Verification is NOT Direct Certification

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Follow-Up to Initial Notice Required

- If a household does not respond to a verification notice, the district must make at least one attempt to obtain the necessary documentation from the household. ***(Maintain documents)***
- Districts may contract with a third party to assist with “follow-up.”

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Adverse Action Due to Verification

- **Written 10-calendar-days Verification**
- **Results/Adverse Action Notice must include:**
 - Change in Eligibility Status
 - Reason(s) for Change
 - Right to Appeal
 - Appeal Procedures
 - Right to Reapply for Benefits (Verification documentation must be submitted before approval can be given)
- Benefits must continue until decision concerning appeal has been made by Hearing Official

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Completion of Verification

- Record all verification activity, including dates
- Changes resulting from verification must be extended to *ALL* children in household
- The entire verification process must be completed by November 15
- Verification Summary Report – All districts must fill this out even if verification was not conducted

E-44-45

Other Verification Issues

Household's Reapply After Reduction/Termination of Benefits:

- The household must provide verification documentation for the remainder of the fiscal year before benefits can be given
- Must have verification documentation of income or proof of categorical eligibility

E-45-46

For-Cause Verification

When: At any time (after approval)

Who: Any application

Why: SFA has reason to believe application information is invalid

How: Handled without discrimination or harassment in the selection

Same procedures as normal verification

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Verification Recap

- Start on or after **OCTOBER 1**
- A Second notice is required if no response
- **THE ENTIRE PROCESS MUST BE COMPLETED BY NOVEMBER 15TH**

Suggested Timeline

- **Pull DC list then pull applications for Verification and send out First Request letter: October 4th**
- **First Request due: October 19th**
- **Second Notice Sent: October 20th**
- **Second Request Due: November 4th**
- **Adverse Action letter sent if no response: November 5th (This gives 10 calendar days until the benefits change)**
- **Verification Completed: November 15th**

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Verification Report

- All Districts must complete the Verification Report in CARS including RCCI's, Provision, and CEP schools
- **Verification Summary Report Zoom Training – November 30th**
 - Training Link located in CARS – Other Documents – Training Information

E-79-88

Who Do You Call?

Your Program Specialist:

Page C-3 in the Compliance Section Includes email, cell phone, and counties in their territory

- Conduct your Administrative Review (AR)
- Technical assistance
- Questions regarding the Child Nutrition (CN) Manual, USDA guidance, and day-to-day CN activities

Call State Office with questions 405-521-3327

- Claims
- Application & Agreement (IUE/Duns)

Free/Reduced-Priced Application

- **If a child is approved for benefits based on information listed on an application, that application must go into your Verification pool**
 - ***Example:*** A child is on the WAVE list as being directly certified based on MEDRED. The child submits an application showing they are Free by income or SNAP/TANF. Because that child was approved based on an application, this application can be verified

YouTube Link from Live Training

<https://youtu.be/-yBQy8zWnqg>

You will not get a certificate for listening to this video. If you need Professional Development hours, you can go to OSDE Connect – watch the video and take the quiz to receive crediting hours

QUESTIONS??

Please give us one week to send out certificates