

Verification Process Training

Child Nutrition
2020-2021



Who Do You Call???

- **Consultant: Page C-3**
 - Locate the county in which your school food authority (SFA) resides
- **State Office phone: 405-521-3327**
- **NSLP@sde.ok.gov**

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 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.

Starts on E-36

Verification Requirements

- Application selections are based on number of ***new, current*** year applications on file as of OCTOBER 1
 - ***NO CARRYOVER APPLICATIONS INCLUDED***
- Must **NOT** verify ***more than or less*** than the sample size chosen
- **Verification Deadline: NOVEMBER 15.**

What Student's Are Exempt From Verification?

Students qualified through direct certification, including eligible homeless, migrant, runaway students, or those enrolled in a federally funded Head Start/Even Start program

- ***Remember:*** Meals can be claimed for three-year-olds without disabilities, but NOT count in eligibility.

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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.

Pulling Verification from your online Meal Counting & Claiming System

- Double-check the number of applications your system pulls for Verification.
- Check the system generated reports - The list for applications and rosters totals should be the same.
- Low Income Report generated doesn't count Virtual Enrolled-Off, they need to make sure if a student is district enrolled virtually that this option is Virtual Enrolled.

Verification Methods

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

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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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Verification Process



Error-Prone Applications

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

Error-Prone “Examples”

Error-Prone - FREE:

- Family of 4, annual income between \$32,275 and \$33,475 for FREE Benefits.

Error-Prone - REDUCED:

- Family of 4, monthly income between \$3,870 and \$3,970 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.

Alternate One (Random)

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

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**.

Alternate Chart – E36

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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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. <i>PLUS</i> the lesser of: <ul style="list-style-type: none"> • 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.



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.

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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-38 for outcomes of the confirmation review findings and when to send adverse action notices to households.

Confirmation Review Waiver

- If your districts uses a computer software program to approve Family-Size and Income applications.
- **SFA MUST *contact your Area Consultant*** to waive the required confirmation review ***annually***.

Substitution of Original Sample Selected

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

$$5 \text{ applications} \times .05 = .25$$

(DO NOT ROUND UP—THIS WOULD CAUSE MORE THAN 5% TO BE DECLINED)

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

Notification of Verification

- **Notification Form - Page E-73**
- **This form MUST 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-75-76*** in Eligibility Section.
- Direct Verification is NOT Direct Certification.

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.”

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.

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Verification Process

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.

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 5th
- **First Request due:** October 19th
- **Second Notice Sent:** October 20th
- **Second Request Due:** November 3rd
- **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 Process

Verification Report

- All School must complete the Verification Report in CARS.
- Verification Report Zoom Training – November 18
 - Training Link located in CARS – Other Documents – Trainings (upcoming)

E-78-81

Verification Process



QUESTIONS or COMMENTS??

Child Nutrition Office: 405-521-3327

Email Address: NSLP@sde.ok.gov