

Income Verification Webinar


How to verify information on free and reduced-price meal applications.





Recording

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COLORADO
Department of Education

Zoom Information

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CDE School Nutrition

Vision

Nourish young bodies and minds.
End childhood hunger.

Mission

We support the child nutrition community through innovation, training, and partnerships to ensure all youth have access to healthy meals.



Non-Discrimination Statement

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1655 or (202) 690-7442; or

3. email:

program.intake@usda.gov.

This institution is an equal opportunity provider.



Conditions for Success

Be present + engaged
Participate in discussion
Actively listen
Mute your microphone when you're not talking
Bring a positive attitude and be ready to share
Be respectful, inclusive and open minded





Learning Objectives

By the end of this training, sponsors will be able to:

1. Describe program requirements for:
 - A. Verification for Cause
 - B. Due dates
 - C. Calculating sample size
 - D. Verification collection report
2. Accurately identify complete income documentation
3. Utilize the verification tracker to ensure accuracy and compliance
4. Use customer service skills to help families respond to verification

Professional Standards Learning Objectives and Topic Code:
Free and Reduced-Price Meal Benefits – 3100 (1 hours)





Verification – What is it?





The Annual Required Process

Annual Requirement: Confirmation of eligibility for free or reduced-price school meals based on an application

If processing free and reduced-price school meal applications, verification must be conducted every year

Ongoing: Conduct verification for cause throughout the school year for questionable applications





Verification for Cause

- Ability to verify any questionable application **at any time during the school year**
- Must first approve the application at face value
- Follow the same process as annual verification
- Examples of questionable applications:
 - Report of fraud
 - Cannot directly certify a case number application
 - Outside knowledge/questionable information on the application



Verification Timeline

1

Starting October 1

- Count all current year approved applications
- Calculate Sample Size

2

Oct - November

- Count students by required categories (as of 10/31)
- Follow-up attempts

3

By November 15

- All verification activities must be completed
- Send adverse action letters

4

By February 1

- Must complete and submit Verification Report (VCR, FNS-742) in the Portal

*Verification for cause may occur at any time in the year.



Verification Process

1. Count all approved free and reduced applications as of October 1st
2. Calculate Sample Size and pull sample
3. Conduct confirmation reviews
 - a. Replace applications (if necessary)
4. **Notify households** between Oct 1 – Nov 15
 - a. **Follow-up attempts**
5. **Review submitted documentation as received**
6. **Send results to households and update student statuses on Nov 15**
7. **Complete the Verification Collection Report (VCR, FNS-742) by Feb 2**





Counting Applications and Calculating Sample Size





Count of Applications-~~create~~ the Sample Pool

The Sample Pool should include applications that were determined free and reduced using:

- Income eligibility OR
- the family had marked that they receive assistance under SNAP, FDPIR, or TANF on the application and they weren't found in the dc system OR
- the child is marked Other Source Categorically Eligible- including Migrant, Homeless, Runaway, Foster or Head Start and not confirmed by a liaison

Review a complete list of applications *not to include* in sample pool in the [Eligibility Manual](#) on page 96.



Count of Applications continued

Count the total number of approved applications on file as of October 1.
Keep record of:

- # of free categorical applications
- # of free income applications
- # of reduced applications

Optional: Rolling Verification

- Sponsors may start verification activities once they begin the application approval process for the current school year
- Conducting verification on a rolling basis (e.g. weekly or monthly)
- Memo available [Here](#)





Count...or not to Count...

Q. My school uses FEDS forms, do I count them?

A. No, a FEDS form is not an application and is not used for school nutrition purposes. You would not include any FEDS forms in your Verification activities.

Q. My school uses a combo form, do I count it?

A. If the combo form was used to determine a student's eligibility for meals at a non-CEP, you would count the form and include it in the verification process. If the form was used ONLY for income information at a CEP school, you would NOT count the form or include it in the verification process.

Q. Student is directly certified prior to Oct. 1 and on an application?

A. Do not count the application





More Counting Scenarios

Q. Student is on an application, but his sibling is directly certified prior to Oct. 1?

A. This student should be extended eligible; do not count the application

Q. Student is on a foster only application?

A. Unless this student is on a foster list from the county, this application must be counted

Q. What if the application has some students approved based on income and other students are other source categorically eligible?

A. Count the application

Selecting the Sample

Calculating the sample

Standard Sample is 3% of approved applications selected from *error-prone first*

Number in Sample Pool x 3% (.03) = Sample Size

Example: 135 applications in the Sample Pool x 3% (.03) = 4.05 or 5 Applications to sample

When calculating your sample size, ***ALWAYS ROUND UP***

Optional: Alternative Sample Sizes*

1. Alternate 1: 3% of approved applications selected at random
2. Alternate 2: 1% of approved applications selected from error prone first and .5% selected from case number/foster only applications (categorical applications)

*Must obtain approval from School Nutrition to use an alternate sample size





Poll 1



Selecting the Sample continued

- Error prone application: any income application that is close to the thresholds of the income eligibility guidelines (IEGs)

Frequency	Threshold for Error Prone
Yearly	EP = Apps with income within \$1,200 of the yearly IEGs
Monthly	EP = Apps with income within \$100 of the monthly IEGs
Twice per Month	EP = Apps with income within \$50 of the twice per month IEGs
Every 2 Weeks	EP = Apps with income within \$44 of the every 2 weeks IEGs
Weekly	EP = Apps with income within \$24 of the weekly IEGs

- Non-error prone: all other applications, including income and categorical





Error Prone Chart

Download the Error Prone Chart [Here](#)

Error-Prone Chart for **FREE** Eligibility Applications July 1, 2023 - June 30, 2024

How Often Income Was Received															
Family Size	Yearly Error-Prone			Monthly Error-Prone			Twice Per Month Error-Prone			Every Other Week Error-Prone			Weekly Error-Prone		
1	\$17,754	to	\$18,954	\$1,480	to	\$1,580	\$740	to	\$790	\$685	to	\$729	\$341	to	\$365
2	\$24,436	to	\$25,636	\$2,037	to	\$2,137	\$1,019	to	\$1,069	\$942	to	\$986	\$469	to	\$493
3	\$31,118	to	\$32,318	\$2,594	to	\$2,694	\$1,297	to	\$1,347	\$1,199	to	\$1,243	\$598	to	\$622
4	\$37,800	to	\$39,000	\$3,150	to	\$3,250	\$1,575	to	\$1,625	\$1,456	to	\$1,500	\$726	to	\$750
5	\$44,482	to	\$45,682	\$3,707	to	\$3,807	\$1,854	to	\$1,904	\$1,713	to	\$1,757	\$855	to	\$879
6	\$51,164	to	\$52,364	\$4,264	to	\$4,364	\$2,132	to	\$2,182	\$1,970	to	\$2,014	\$983	to	\$1,007
7	\$57,846	to	\$59,046	\$4,821	to	\$4,921	\$2,411	to	\$2,461	\$2,227	to	\$2,271	\$1,112	to	\$1,136
8	\$64,528	to	\$65,728	\$5,378	to	\$5,478	\$2,689	to	\$2,739	\$2,484	to	\$2,528	\$1,240	to	\$1,264

Error-prone Chart for **REDUCED** Eligibility Applications July 1, 2023 - June 30, 2024

How Often Income Was Received															
Family Size	Yearly Error-Prone			Monthly Error-Prone			Twice Per Month Error-Prone			Every Other Week Error-Prone			Weekly Error-Prone		
1	\$25,773	to	\$26,973	\$2,148	to	\$2,248	\$1,074	to	\$1,124	\$994	to	\$1,038	\$495	to	\$519
2	\$35,282	to	\$36,482	\$2,941	to	\$3,041	\$1,471	to	\$1,521	\$1,360	to	\$1,404	\$678	to	\$702
3	\$44,791	to	\$45,991	\$3,733	to	\$3,833	\$1,867	to	\$1,917	\$1,725	to	\$1,769	\$861	to	\$885
4	\$54,300	to	\$55,500	\$4,525	to	\$4,625	\$2,263	to	\$2,313	\$2,091	to	\$2,135	\$1,044	to	\$1,068
5	\$63,809	to	\$65,009	\$5,318	to	\$5,418	\$2,659	to	\$2,709	\$2,457	to	\$2,501	\$1,227	to	\$1,251
6	\$73,318	to	\$74,518	\$6,110	to	\$6,210	\$3,055	to	\$3,105	\$2,823	to	\$2,867	\$1,410	to	\$1,434
7	\$82,827	to	\$84,027	\$6,903	to	\$7,003	\$3,452	to	\$3,502	\$3,188	to	\$3,232	\$1,592	to	\$1,616
8	\$92,336	to	\$93,536	\$7,695	to	\$7,795	\$3,848	to	\$3,898	\$3,554	to	\$3,598	\$1,775	to	\$1,799



Poll 2

Error-Prone Chart for **FREE** Eligibility Applications July 1, 2023 - June 30, 2024

How Often Income Was Received															
Family Size	Yearly Error-Prone			Monthly Error-Prone			Twice Per Month Error-Prone			Every Other Week Error-Prone			Weekly Error-Prone		
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4	\$37,800	to	\$39,000	\$3,150	to	\$3,250	\$1,575	to	\$1,625	\$1,456	to	\$1,500	\$726	to	\$750
5	\$44,482	to	\$45,682	\$3,707	to	\$3,807	\$1,854	to	\$1,904	\$1,713	to	\$1,757	\$855	to	\$879
6	\$51,164	to	\$52,364	\$4,264	to	\$4,364	\$2,132	to	\$2,182	\$1,970	to	\$2,014	\$983	to	\$1,007
7	\$57,846	to	\$59,046	\$4,821	to	\$4,921	\$2,411	to	\$2,461	\$2,227	to	\$2,271	\$1,112	to	\$1,136
8	\$64,528	to	\$65,728	\$5,378	to	\$5,478	\$2,689	to	\$2,739	\$2,484	to	\$2,528	\$1,240	to	\$1,264

Error-prone Chart for **REDUCED** Eligibility Applications July 1, 2023 - June 30, 2024

How Often Income Was Received															
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Choosing Applications

Choosing applications for sample

- Choose error-prone at random first
- Choose any more applications needed AT RANDOM to complete sample.

Replacing Applications

- Applications that are determined would not be able to respond to requests for documentation may be replaced.
- Up to 5 % of the chosen applications may be replaced

Applications found on to be directly certified after selection do not need to be replaced.



Calculation Example

1. On October 1 – District B counted 123 applications and made note of how many were free income, reduced income and categorical for their records
2. During application processing, they identified 3 applications as error prone
3. They have chosen to use the standard sample size: 3%
4. To determine their sample size, they will multiply 123 by 3% ($.03$) = 3.69. Rounding up- 4 applications must be selected for the sample
5. They'll select error prone applications first to meet the sample size, so all three of the identified error prone applications will be included in the sample
6. Then they'll select the remaining 1 application at random from the non-error prone applications
7. They determine that all 4 applications chosen should be able to respond so no replacement is necessary
8. These 4 applications will be the ones that they reach out to for more information





Recap

1. Count

- Include applications determined using:
 - Income eligibility
 - SNAP, FDPIR, or TANF on the app and not found on the DC list OR
 - Other Source Categorically Eligible- and not confirmed by liaison

2. Identify error-prone

- Use the error-prone chart if manually tagging error-prone
- Ensure software has accurate error-prone thresholds

3. Calculate sample size

- Always round up
- Ensure software calculates correct sample size – cannot inflate

4. Choose applications

- Choose error prone first
- Determine any replacements needed





Process Review

1. Count all approved free and reduced applications as of October 1st
2. Calculate Sample Size
3. Conduct confirmation reviews
 1. Replace applications (if necessary)
- 4. Notify households**
 - 1. Follow-up attempts**
5. Review submitted documentation
6. Send results to households and update student statuses
7. Complete the Verification Collection Report (VCR, FNS-742)

Document all verification activities on the verification tracker





Notifying Households and Reviewing Income Documentation



Verification Tracker

Attach to top of each application for Verification

Student/Family Name: _____ Application Number: _____ School Year: _____

Date of Second Party Review: _____ Second Party Reviewer Signature: _____

Date Verification Notice Sent: _____ Date Response Due from Household: _____

Date Second Notice Sent (or N/A): _____ Date Documentation is Received from Household: _____

Number of Students on Application: _____ Total Number of People in the Household: _____

Original Approval

- Free Eligible based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible

Document calculations/conversations with the household/notes in the space below:

Verification Results

- No Change
- Free Eligible Based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible Based on Income/Household Size Information
- Paid Based on Income/Household Size Information or no SNAP/FDPIR benefits
- Paid as Household Did Not Respond

Date the Notice of findings letter was sent (Attachment 6): _____

Date Change was made (10 days adverse action if needed): _____

Verifying official's signature: _____

If Hearing is Requested: Date Hearing Requested: _____

Hearing decision date: _____

Date Verification Complete: _____

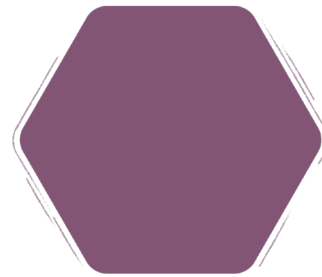
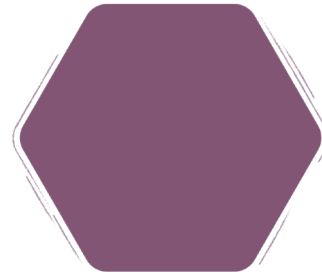
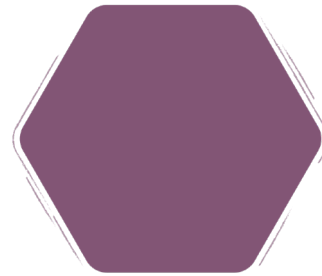
Hearing Official's Signature: _____

Reapplied With Documentation Results (show calculations below):

Date documentation is Received from Household: _____

- Denied Based on Income/Household size Information
- Free Eligible based on Income/Household size information
- Free Eligible based on SNAP/FDPIR benefits
- Reduced Price Eligible
- Free Eligible based on Foster Child status

Date of Re-approval: _____ Determining Official Signature: _____



Document Confirmation Review



Record Date Verification Notice was Sent



Document Follow-Up Attempts



Record Submitted Documentation Calculations



Document Verification Results and Date Results Letter was Sent



Attachment 7 - Verification Tracker

Completed 12-7-16

Attach to top of each application for Verification

Student/Family Name: _____ Application Number: W02 School Year: 2016/2017
 Date of Second Party Review: 10/6/16 Second Party Reviewer Signature: _____
 Date Verification Notice Sent: 10-7-16 Date Response Due from Household: 11-5-16
 Date Second Notice Sent (or N/A): 11-11-16/11-7-16 Date Documentation is Received from Household: 12-5-16
 Number of Students on Application: 3 Total Number of People in the Household: 6

Original Approval

- Free Eligible based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible

11-16 emailed packet
12-16 spoke to Renee, said she would bring tax returns

Document calculations/conversations with the household/notes in the space below:
12-5-16 provided tax return 2015 adjusted gross income \$60,019
12-5-16 requested household list/confirmation

Verification Results

- No Change
- Free Eligible Based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible Based on Income/Household Size Information
- Paid Based on Income/Household Size Information or no SNAP/FDPIR benefits
- Paid as Household Did Not Respond 11-16

Date the Notice of findings letter was sent (Attachment 6): 11-16-16 / response letter sent 12-7-16
 Date Change was made (10 days adverse action if needed): N/A / to reduced 12-7-16

Verifying official's signature: _____

11-16-16
unwaved fees

If Hearing is Requested: Date Hearing Requested: _____
 Hearing decision date: _____
 Date Verification Complete: _____
 Verifying Official's Signature: _____

Reapplied With Documentation Results (show calculations below):

Date documentation is Received from Household: _____

- Denied Based on Income/Household size Information
- Free Eligible based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible based on Income/Household size information
- Reduced Price Eligible


Date of Re-approval: _____ Determining Official Signature: _____



Confirmation Review

- Conducted by a different individual than made the initial review.
 - If changes in eligibility result in a change to Paid status, a new application should be selected for the sample.
 - Documented with signature and date of review.
- *Confirmation review may be waived with CDE permission if software system is approved*

Verification material should be provided in appropriate languages for families to adequately respond.



Household Notifications

- Use School Nutrition and/or USDA templates - Available [here](#)
 - Make notifications bright, easy to read and welcoming
 - Clarify what is required and acceptable documentation
 - Emphasize it is a required process and households are chosen at random
- Send notifications early
 - Send initial notifications in English and Spanish if appropriate
 - Run a direct certification upload of selected households prior to sending notifications
 - Postal mail or email



Notification Letter Template

[Insert District Letterhead]

Verification of Free and Reduced-Price School Meal Eligibility

Student's Name: _____ School: _____ Date: _____

Your Free and Reduced-Price School Meals Application has been selected for verification. Federal rules require that the application is reviewed to ensure that only eligible students receive free or reduced-price meal benefits.

As a reminder, (Name of School/District) participates in the Healthy School Meals for All program where all (Breakfast, Lunch, or Breakfast and Lunch) are offered to students at no cost. This documentation is required as (Name of School/District) must track student eligibility for state and federal funding purposes.

What is verification?

Every year, [insert district name] is required to randomly select a small percentage of free and reduced-price school meal applications for a process called verification. The free and reduced-price school meal applications selected for verification will require a response from the household to verify the information provided on the application.

What does this mean for me?

Your application has been selected to review additional information about your reported household income or your reported participation in applicable assistance programs.

For questions, contact [verifying official's name, SFA toll-free phone number] by [date].

Please complete these steps, described on the following pages:

1. Gather required documentation, including:
 - a. Income documentation OR
 - b. Assistance program documentation
2. Complete the Household Members Form
3. Return documentation and completed Household Members Form to your school district by the required date.

Any information provided will remain confidential and is not reported outside of the school.





Follow-up Attempts

- Before November 15th, **at least one additional attempt** to obtain necessary verification information is required
- Follow-up if household does not respond or submits insufficient documentation
- May be via phone, mail, text, or email
 - Recommend follow-up is done by phone
- Must be documented on the verification tracker



Submitted Documentation

- Ensure all required documents are submitted
 - Household members form
 - Proof of income or enrollment in qualifying assistance programs
- Ensure information is current
 - Month prior to submission of application and up until time of verification
- Documentation must include:
 - Name of household member
 - Gross income received and/or assistance program documentation
 - Acceptable date range





Household Members Form

Household Members Form

If you do **not** receive SNAP, TANF or FDPIR benefits, this form **must be returned to the school district**.

1. Write the name of each household member below and indicate whether or not they have income.

Name	Yes, this person has income	No, this person does not have income
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

2. Send this page along with papers that show the amount of gross income your household receives from each source.





Household Members Form

- Helps provide a clear picture of current household composition
- Acceptable if household composition is different than initial application
 - Will need to clarify with household and document all communication
 - If a member has lost employment, a written letter from household or employer documentation of loss of employment **should** be provided or verbally confirmed by household
- Must be submitted for each household with income documentation



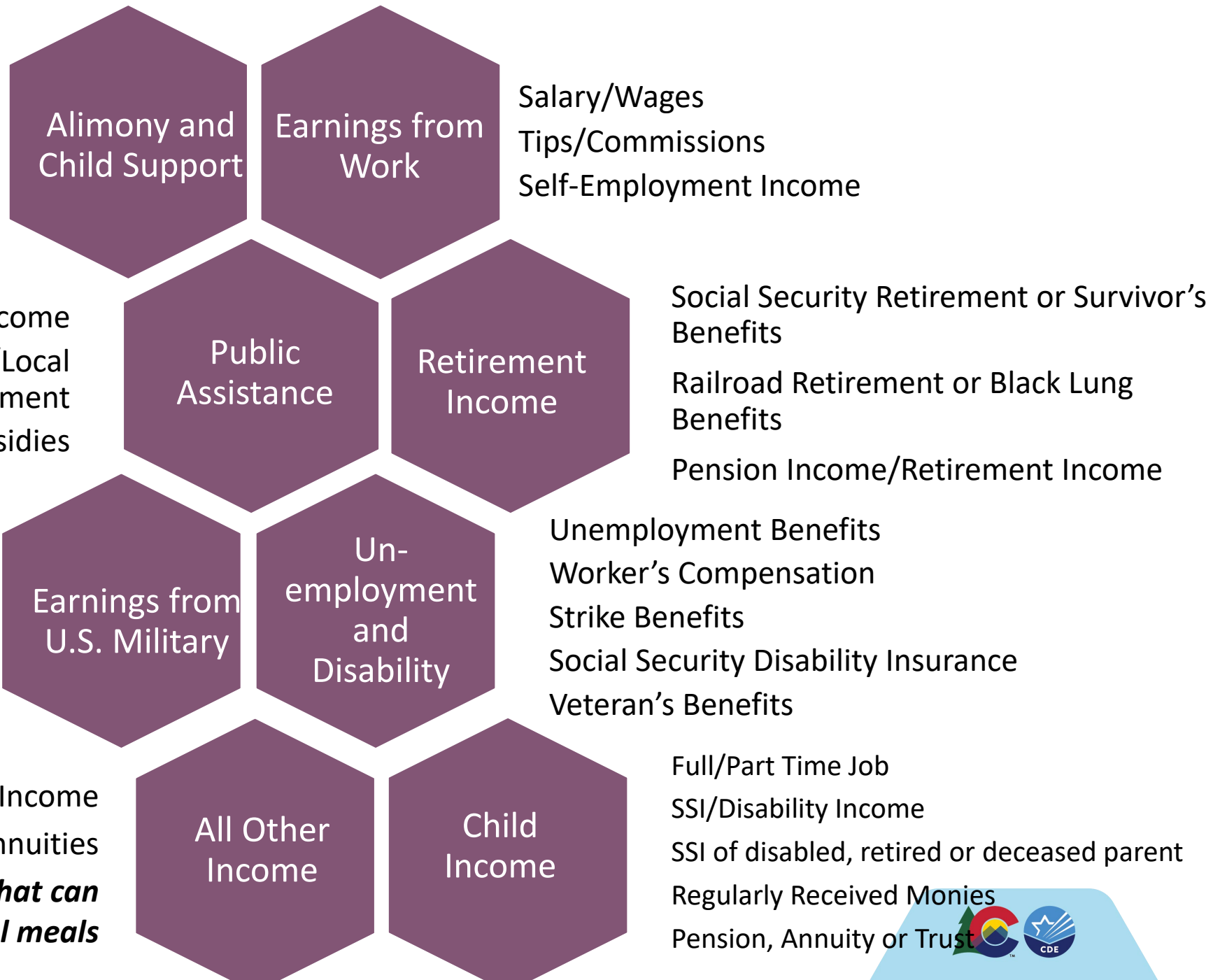


Employment

- Pay stubs, letter from employer or statement of earnings signed by employer
 - Must include name, date, frequency, gross amount and pay date
 - Self-employed or farming income is calculated as net income
- Determine eligibility status as if processing an application
 - Compare household income and size to the IEGs
- Document calculations on verification tracker and any changes in status



Income to Report



Supplemental Security Income
Cash Assistance from State/Local Government
Housing Subsidies

Basic Pay/Drill Pay
Military Cash Bonuses
Off-Base Housing Allowances
Allowances for Food/Clothing

Rental Income
Interest/Investment Income/Annuities

Any regularly received monies that can be used to pay for school meals

Salary/Wages
Tips/Commissions
Self-Employment Income

Social Security Retirement or Survivor's Benefits
Railroad Retirement or Black Lung Benefits
Pension Income/Retirement Income

Unemployment Benefits
Worker's Compensation
Strike Benefits
Social Security Disability Insurance
Veteran's Benefits

Full/Part Time Job
SSI/Disability Income
SSI of disabled, retired or deceased parent
Regularly Received Monies
Pension, Annuity or Trust





Income Documentation

Calculate average total for multiple paystubs

- Average will be associated to the frequency received

Can accept one paystub if confirmed the average gross amount is regularly received

Tax return documentation can be used

- Calculate gross income received for the year (net income for self-employed)

All regularly received income MUST be reported, whether it is federally recognized or not.



Statement of Earnings
(To be completed only by employer if applicable)

This statement is to confirm that Paul Bunyum received the following amount of gross income before deductions for taxes, social security insurance, etc. \$ 900.00.

- weekly
- every two weeks
- twice a month
- monthly
- other

Please state the date of the paycheck listed above July 12, 2018.

[Signature]
Signature of Employer
Swiss Roll & Co.
Name of Company/Employer
123 A Lane
Address of Employment
81234
Zip Code
Cherry Hills, CA
City of Employment
123-456-7890
Telephone Number

A Corporation 1234 Main Street C	
EMPLOYEE NO. 587846	
EARNINGS	HOL
SALARY PAY	
CURRENT AMOUNT \$900.00	

Statement

PERIOD END 7/15/17	CHECK DATE 07/16/17
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YEAR TO DATE

\$117.45
\$502.20
\$912.69
\$113.31
\$81.00

YTD NET PAY \$6,373.35	CHECK NO. 26964
---------------------------	--------------------

040 (2019)





Assistance Program Records

- Benefit programs:
 - Letter from appropriate agency
- Assistance Programs (SNAP/TANF/FDPIR)
 - Certification notice showing current dates
- Foster
 - Documentation verifying the child is under the legal custody of the agency, state or court
- Other OSCE (Homeless/migrant/runaway/Head Start)
 - District liaisons can provide documentation



Special Situations

Seasonal workers: use annual income

Zero income: Signed statement explaining how food, clothing, and housing is provided and when income is expected

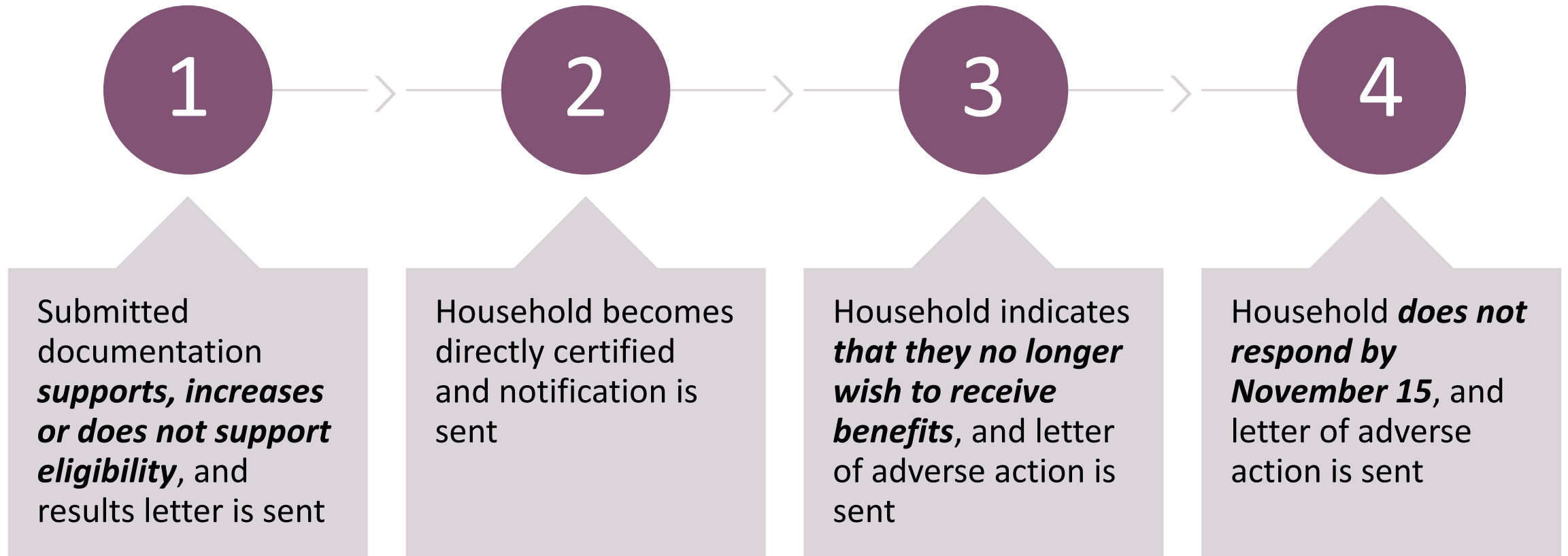
Child support: court decree, child support registry, copies of checks received

Military Housing Privatization Initiative: letter or rental contract showing housing is part of the Military Housing Privatization Initiative

Collateral Contacts



Complete Verification Responses



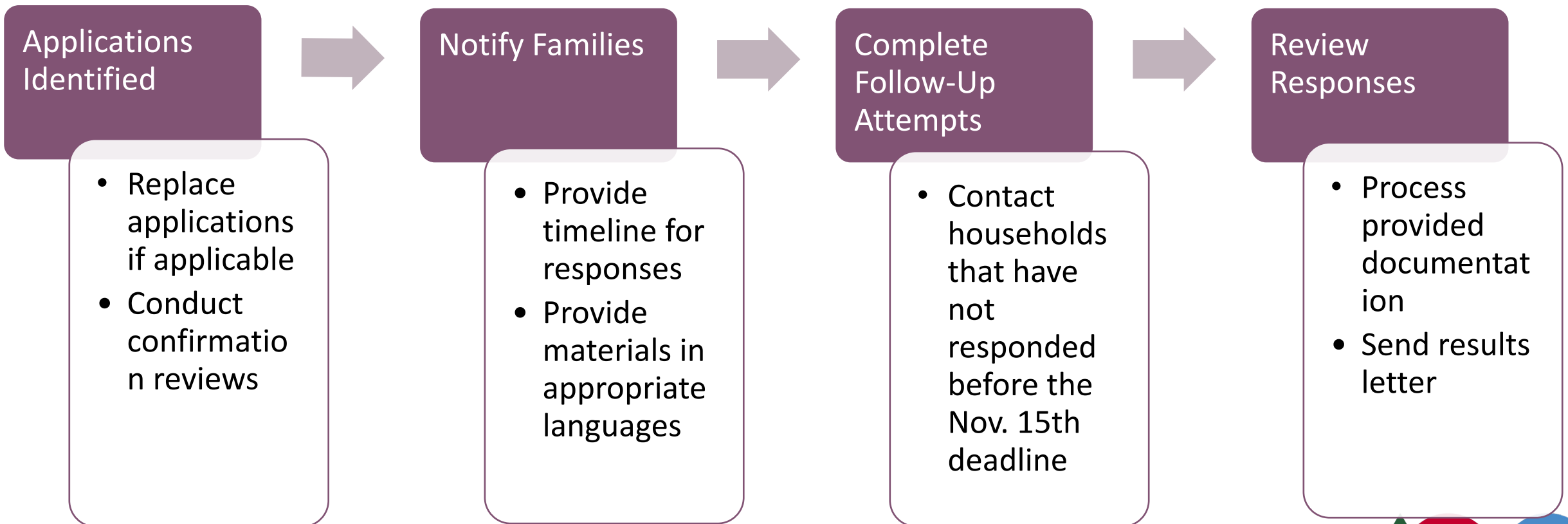
Households can reapply at any time during year but must provide income documentation

Update Benefits and Send Results

- Increase in benefit implemented within 3 operating days
- Decrease in benefits must be implemented after 10 calendar days
- Letters of adverse action must be sent to households that did not *properly* respond, had a reduction in benefits or did not respond at all by November 15
 - 10 calendar days' benefits are decreasing
 - Reason for the change
 - Instructions on how to appeal
 - Household can reapply at any time during the school year



Recap – Processes after Sample is Selected





Verification Collection Report (VCR)

- Completed in the Colorado Nutrition Portal
- Contains data from the application count, student count, and verification results
- Due February 1, 2023
 - Any corrections must be completed by this date
- Detailed instructions will be provided along with a live webinar





Verification Process

1. Count all approved free and reduced applications as of October 1st
2. Calculate Sample Size
3. Conduct confirmation reviews
 1. Replace applications (if necessary)
4. Notify households
 1. Follow-up attempts
5. Review submitted documentation
6. Send results to households and update student statuses
7. Complete the Verification Collection Report (VCR, FNS-742)





Best Practices



Verification Tracker

Verification Tracker Attach to top of each application for Verification

Student/Family Name: Rayden Smith Application Number: 762 School Year: 2017-2018

Date of Second Party Review: October 2, 2017 Second Party Reviewer Signature: [Signature]

Date Verification Notice Sent: October 3, 2017 Date Response Due from Household: November 5, 2017

Date Second Notice Sent (or N/A): 10/26/17 Date Documentation is received from Household: 11/3/17

Number of Students on Application: 1 Total Number of People in the Household: 4

Original Approval

- Free Eligible based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible

Document calculations/conversations with the household/notes in the space below:
Household of 5

Verification Results

- No Change
- Free Eligible Based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible Based on Income/Household Size Information
- Paid Based on Income/Household Size or no SNAP/FDPIR benefits
- Paid as Household Did Not

Date the Notice of findings letter was sent (Attachment 6): 11/3/17

Date Change was made (10 days adverse action if needed): 11/13/17

Verifying official's signature: Jenise M Wagner

if Hearing is requested: Date Hearing Requested: _____
Hearing decision date: _____
Date Verification Complete: _____
Hearing Official's Signature: _____

Reapplied with Documentation Results (show calculations below):

Date documentation is received from Household: _____

- Denied Based on Income/Household size Information
- Free Eligible based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible based on Income/Household size information
- Reduced Price Eligible

Date of Re-approval: _____ Determining Official Signature: _____

Handwritten notes on a separate sheet:
Bi-Weekly
2x Monthly
Yearly ←

Income Calculation for Multiple Frequencies



Verification

2017-2018

Verification Tracker

Attach to top of each application for Verification

Student/Family Name: _____ Application Number: _____ School Year: 17-18

Date of Second Party Review: n/a Second Party Reviewer Signature: n/a

Date Verification Notice Sent: 10/4/17 Date Response Due from Household: 11/1/17

Date Second Notice Sent (or N/A): 10/18/17 Date Documentation is Received from Household: 10/31/17

Number of Students on Application: 3 Total Number of People in the Household: 4

Original Approval

- Free Eligible based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible

Document calculations/conversations with the household/notes in the space below:

789 every two weeks, 513.55 monthly = 26670 annual

Verification Results

- No Change
- Free Eligible Based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Free Eligible Based on Income/Household Size Information
- Reduced Price Eligible Based on Income/Household Size Information
- Paid Based on Income/Household Size Information or no SNAP/FDPIR benefits
- Paid as Household Did Not Respond

Date the Notice of findings letter was sent (Attachment 6): 10-31-17

Date Change was made (10 days adverse action if needed): n/a

Verifying official's signature: [Signature]

If Hearing is Requested: Date Hearing Requested: _____

Hearing decision date: _____

Date Verification Complete: _____

Hearing Official's Signature: _____

Reapplied With Documentation Results (show calculations below):

Date documentation is Received from Household: _____

- Denied Based on Income/Household size information
- Free Eligible based on Income/Household size information
- Free Eligible based on SNAP/FDPIR benefits
- Free Eligible based on Foster Child status
- Reduced Price Eligible



Verification Organization

Verification Summary		2017/2018			Apps	Students	
There were 1319 approved applications on file, COB, October 1, 2017. Multiplied by .03=40.			Free	No Change	7	13	
Mealtime selected 3% of the error prone applications, at random. There were 111 error prone apps.			Reduced	No Change	4	8	
			Free-Reduced	Income	15	26	
Initial letters were sent out October 3, 2017.			Red-Free	Income	0	0	
2nd notice letters were mailed Oct 22, 2017 to anyone who had not responded.			Free-Paid	Income	1	3	
Notice of termination letters were mailed Oct 26, 2017. Nonrespondents went to full paid on Nov 5, 2017.			Red-Paid	Income	6	10	
Application count: Free - 26, Reduced - 14			Free-Paid	id Not Respon	4	9	
Student Count: Free - 50, Reduced - 28			Red-Paid	id Not Respon	4	10	
					41	79	
Last Name	First Name	Status as of 1 Oct	Contacts Made	status after verification	eff date of change	Reason for change	reapp & changed
1		Reduced		Paid	11/5/2017	DNR	
2		Reduced	rcvd 10/30/17	Reduced	n/a	No Change	
		Reduced		Reduced	n/a	No Change	
3		Reduced		Paid	11/5/2017	DNR	
		Reduced		Paid	11/5/2017	DNR	
4		Free	rcvd 10/23/17	Reduced	11/2/2017	Income	
5		Free	rcvd 10/18/17. per mom, no income now. Submitted in writing 9th	free	n/a	No Change	
6		Free	rcvd 10/11/17	Reduced	10/21/2017	Income	
		Free		reduced	10/21/2017	Income	
7		Free	rcvd 10/18/17	Reduced	10/28/2017	Income	
		Free	" "	Reduced	10/28/2017	Income	
8		Free	rcvd 10/23-17. Emailed requesting current paystub for Adam	Reduced	11/2/2017	Income	
		Free	Feb 2017 is too old. Rcv'd 10/23/17	Reduced	11/2/2017	Income	
9		Reduced		Paid	11/5/2017	DNR	
		Reduced		Paid	11/5/2017	DNR	
10		Reduced	rcvd 10/16/17. sent email requesting another paystub	Paid	11/5/2017	DNR	
		Reduced	" "	Paid	11/5/2017	DNR	
		Reduced	" "	Paid	11/5/2017	DNR	
		Reduced	" "	Paid	11/5/2017	DNR	
		Reduced	" "	Paid	11/5/2017	DNR	
11		Free	rcvd 11/1/17	free	n/a	No Change	
		Free		free	n/a	No Change	
12		Free	rcvds 10/11/17, waiting on word from CDE on military pay	Reduced	10/29/2017	Income	
		Free		Reduced	10/29/2017	Income	
13		Free		free	N/A	No Change	
14		Free	rcvd 10/19/17	free	N/A	No Change	
15		Free	rcvd 10/23/17	Reduced	11/2/2017	Income	
		Free	rcvd 10/23/17	Reduced	11/2/2017	Income	
16		Free	rcvd 10/23/17	Reduced	11/2/2017	Income	
		Free	rcvd 10/23/17	Reduced	11/2/2017	Income	
17		Free		Paid	11/5/2017	DNR	
		Free		Paid	11/5/2017	DNR	
		Free		Paid	11/5/2017	DNR	
		Free		Paid	11/5/2017	DNR	
18		Free	rcvds 10/11/17, waiting on word from CDE on military pay	reduced	10/29/2017	Income	
		Free		Reduced	10/29/2017	Income	
19		Free	rcvd 10/23/17. emailed 10/24 asking for 1 more paystub for dad	Reduced	11/4/2017	Income	
		Free	rcvd 10/24/17	Reduced	11/4/2017	Income	





Increase Response Rate

- Send 2nd and 3rd follow up notices
 - Follow up by telephone
 - Use family engagement staff to help families with language barriers
- Explain process to families (i.e. selected at random, annual process, specific examples of acceptable documentation)
- **Accept appointments for families to complete the process in person**
- Keeps meticulous notes and documentation with the Verification Tracker



Verification Organization

- Mark error prone applications with sticky notes
 - Use the same sticky note to document income and change in status
- Contact verification household to explain notice being sent and the process
 - Use School Nutrition templates
 - Incorporate humor when appropriate (i.e. Congratulations! You have been selected...)
- Use sticky notes for follow up reminders and track due dates
- Keep verification tracker and associated documentation in a folder/binder





Questions?





Training Evaluation & Certificate

Click this link to complete a quick training evaluation

- <https://www.surveymonkey.com/r/638GQ9G>

Certificates are no longer provided, please track your training activities using a Professional Standards tracker: <https://www.cde.state.co.us/nutrition/training-and-hiring-requirements>



Thank you!



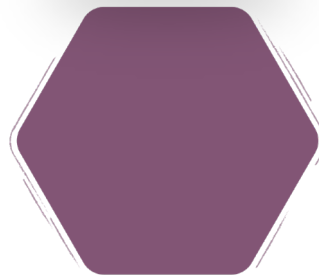
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COLORADO
Department of Education

<https://www.cde.state.co.us/nutrition>

