Verification and Independent Review

ALABAMA DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS
ANNUAL WEBINAR SY 2020-2021
Verification Guidance

Eligibility Manual for School Meals
Determining and Verifying Eligibility
July 18, 2017 is most current copy
Section 6, Pages 96-117
CRITERIA 1:
ALL LEAS WITH 3% OR MORE CERTIFICATION/BENEFIT ISSUANCE ERROR, AS DETERMINED BY THE STATE AGENCY DURING AN ADMINISTRATIVE REVIEW.

CRITERIA 2:
ALL LEAS IN THEIR FIRST YEAR OF OPERATION OF THE NATIONAL SCHOOL LUNCH PROGRAM.
All LEAs/Sponsors participating in NSLP must submit the Verification Summary report including

- Charter Schools,
- CEP districts,
- RCCIs,
- Public and Private Schools.

Due date is January 23, 2021
School Year 2020-2021 Verification Deadlines

- October 1
  - Begin the Verification Summary Report at cnpforms.alsde.edu
- November 15
  - Verification process must be complete.
  - If verification is not completed by November 15, the SFA must request an extension in writing from the State Agency. The extension may be granted up to December 15.
- January 23, 2021
  - Verification Summary report must be submitted.
✓ Verification

* Eligibility Manual for School Meals
  https://www.fns.usda.gov/school-meals/verification-toolkit

* USDA Verification Tool Kit
What is Verification?

Confirmation of eligibility for free and reduced price school meals based on applications.

Only required when eligibility is determined through an application.

Is not required for eligibility through direct certification.

Required annually by the USDA Reauthorization Act of 2004
Verification Must Include

Confirmation of income eligibility;

Whether the child or any household member is receiving assistance under SNAP, FDPIR, or TANF, by the child or any member of the household;

Or that the child is Other Source Categorically Eligible.

May also include confirmation of any other information required on the application, such as household size.
Verification is Not Required for…

- Children certified under direct certification procedures including migrant, runaway, homeless, foster, and Head Start children.
- For children in RCCIs except for non-residential students attending the institution.
  - However, the Verification Summary report is required.
- Districts/facilities where all schools participate in Community Eligibility Program (CEP).
  - However, the Verification Summary report is required.
Verification is Not Required

- In schools where FNS has approved special cash assistance claims based on economic statistics regarding per capita income, such as in Puerto Rico and the Virgin Islands.
- In schools participating only in the SMP.
- In schools with non-pricing programs, which claim only the paid rate of reimbursement, where all children are served with no separate charge for food service and no special cash assistance is claimed.
- For other FNS exemptions determined on a case-by-case basis.
Key Verification Terms

- **Direct Verification**: Use of records from public agencies to verify children’s eligibility for free and reduced price benefits.

- **Error Prone**: Applications within $100 per month of the applicable IEGs.

- **Random Sampling**: A sampling process where each application has an equal chance of being selected. A statistically valid random sample is not required. The LEA must determine a selection interval by dividing the number of applications by the required sample size.

- **Sampling Pool**: The total number of applications approved as of October 1.

- **Sample Size**: The number of applications subject to verification. The minimum and maximum sample size is three percent of the total or 3,000 applications, whichever is less.
Verification “For Cause” Applications

The LEA has an obligation to verify all questionable applications as “for cause.”

Any verification that is conducted “for cause” is in addition to the sample size required.

➢ “For cause” applications are not entered in 5-5.
RULE FOR DEADLINES

If October 1 falls on a weekend,

LEAs use the next operating day to establish the sample pool.
Establishing the Sample Size

Alabama's online application Verification Summary Report calculates the sample size for SFAs in line 5-3. The two sample sizes are:

- Standard Sample Size
- Alternate Sample Sizes—LEA must be on the Alternate Sample Size list
  - Alternate One
  - Alternate Two
Establishing the Sample Size

- When calculating the sample size, all fractions or decimals are rounded upward to the nearest whole number.

- **The Sample Size must agree with 5-5 on the Verification Summary Report.**
  - If using a point of sale system to establish sample size, the SFA must check to be sure the number of applications to be verified agrees with 5-5.

- The LEA may not have enough applications that meet the criterion for sample sizes based on error prone applications. When this happens, the LEA must select, using random sampling, additional approved applications to complete the required sample size.
Qualifying to Use an Alternate Sample Size

**Lowered Non-Response Rate** -- Any LEA may use an alternate sample size for any school year when its non-response rate for the preceding school year was less than 20 percent.

**Improved Non-Response Rate** -- An LEA with more than 20,000 children approved by application as eligible, as of October 1 of the school year, may use an alternate sample size for any school year when its non-response rate for the preceding school year was at least 10 percent below the non-response rate for the second preceding school year.
Alternate Sample Size

The Alternate Sample Size list of LEAs that qualify is emailed after the Verification Webinar.
Post-Selection Procedures

**Confirmation reviews**
- Prior to any other verification activity, a determining official must review each approved application selected for verification to ensure the initial determination was accurate.
- Any LEA that conducts a confirmation review of all applications at the time of certification is not required to conduct confirmation reviews prior to verification.
- The confirmation review must be done by an individual other than the individual who made the initial eligibility determination.

**Optional replacement of certain applications**
- After completing the confirmation reviews, the LEA may, on a case-by-case basis, replace up to five percent of applications selected.
- Applications may be replaced when the LEA believes the household would be unable to satisfactorily respond to the verification request.
When an application is selected for verification and, prior to hearing back from the household in question, that household is found on a direct certification list, the application does not have to be replaced in the verification sample pool.

1. The application would be marked as a direct certification in the appropriate box in the Verification Summary Report.

2. LEAs should include these applications in Field 5-5 (Number of applications selected for verification) and indicate the number of these applications that are being converted to direct certification in the comments portion.
WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [name] by [date], or your child(ren) will stop getting free or reduced price meals.

School: ___________________________ Date: ______________

Dear ____________________________:

We are checking your Free and Reduced Price School Meals Application. Federal rules require that we do this to make sure only eligible children get free or reduced price meals. You must send us information to prove that [name(s) of child(ren)](is/are) eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

1. IF YOU WERE RECEIVING BENEFITS FROM [State SNAP], [State TANF] OR [FDPIR] WHEN YOU APPLIED FOR FREE OR REDUCED PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

Household Notification of Selection Letter:
Household Notification of Selection Letter Must Include:

- An indication that the household was selected for verification.
- A modified Use of Information Statement as follows:
  - The Richard B. Russell National School Lunch Act requires the information requested in order to verify your children’s eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals.
  - The full current USDA Nondiscrimination Statement.
  - If a child is receiving benefits based on income, a list of the types of acceptable information that may be provided to confirm current income:
    - Pay stubs;
    - Award letters from assistance agencies for benefits such as Social Security or SSI;
    - Support payment decrees from courts.
Household Notification of Selection Letter Must Include:

- If a child is receiving benefits based on categorical eligibility, an indication the household may provide proof that a child or any household member is receiving benefits under an Assistance Programs or that a child is Other Source Categorically Eligible instead of providing income information.

- A warning that information must be provided by a date specified by the LEA and that failure to do so will result in termination of benefits.

- A notice that documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time the household is required to provide income documentation.
Household Notification of Selection
Letter Must Include:

- The name of a determining official who can answer questions and provide assistance. The household must be able to contact the LEA or school official who can either assist them directly or who can refer the caller to a specific person for help. If the household is unable to obtain assistance during their initial call, the LEA or school official must attempt to initiate further assistance.

- A telephone number the household can call at no cost for assistance. The LEA may establish a toll-free number or allow the household to reverse the charges if any households in that LEA are outside the local calling area.

- The LEA may also provide different telephone numbers for each local calling area within the LEA.
Any communications with households concerning verification must be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and guardians can understand.

State agencies and LEAs are expected to have a system in place to provide written verification notices in the parent or guardian’s primary language, and to provide oral assistance if the parent or guardian has difficulty understanding the written request.
When a household is selected for verification, it must provide “sources of information” to the LEA to confirm current income or participation in a categorically eligible program.

- Sources of information may include written evidence, collateral contacts, and systems of records.
- Households which dispute the validity of information acquired through collateral contacts or a system of records must be given the opportunity to provide other documentation.
Written evidence is the primary source of eligibility confirmation for all households.

Written evidence most often includes pay stubs from employers or award letters from assistance agencies or other government agencies.
If written evidence is insufficient to confirm the income information on the application, the LEA may require use of collateral contacts.

A collateral contact is a person outside of the household who is knowledgeable about the household’s circumstances and can confirm a household’s income level or participation in Assistance Programs or Other Source Categorical Eligibility Programs.

Collateral contacts include employers, social service agencies, migrant workers’ agencies, and religious or civic organizations.

The verifying official should request a collateral contact only in cases when the household has not been able to provide adequate written evidence.

The verifying official must give the household the opportunity to designate the collateral contact. However, the verifying official may select a collateral contact if the household fails to designate a collateral contact or designates a contact that is unacceptable to the verifying official. In either case, no contact may be made without first notifying the household and obtaining its consent.
A household’s eligibility may be confirmed through the use of information maintained by other government agencies to which the State agency, LEA, or school has legal access.

These records are not considered collateral contacts.

Although Program regulations do not require LEAs to notify households of selection when verification is made through agency records, such agencies may have their own notification requirements.
Households may provide pay stubs with income from employment. If a weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient.

If the household submits a pay stub including overtime, the determining official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income without overtime.
Indication of “No Income”

If a household is selected for verification, and the household’s application indicates zero income, the LEA must request an explanation of how living expenses are met and may request additional written documentation or collateral contacts.

The collateral contact may be asked to document the duration and type of assistance that is provided to the household.
Verification Follow-Up

The LEA must make at least one attempt to contact the household when the household does not adequately respond to the request for verification.

“Non-response” includes no response and incomplete or ambiguous responses that do not permit the LEA to resolve children’s eligibility for free and reduced price meals.

The required follow-up attempt may be in writing (mail or e-mail) or by telephone or text message.

The LEA must document contact was attempted.

Additionally, the LEA must ensure LEP households are provided adequate language assistance and understand the need to respond to the verification request.
1. You must inform the household that failure to provide adequate written evidence or failure to designate an adequate collateral contact will result in termination of benefits;

2. Attempt to obtain the missing written evidence or collateral contact information; and

3. Contact the household to complete the verification process, if the collateral contact is unwilling or unable to provide the requested information.

Remember the deadline for completing verification is November 15.
If, after at least one follow-up attempt, the household responds and provides all needed evidence, verification is considered complete for the household. As appropriate, the LEA would complete verification by:

- Informing the household there is no change in benefits;
- Notifying the household its benefits will be increased; or
- Sending notice of adverse action.

LEAs are encouraged but not required to conduct additional follow-up if a household fails to provide adequate documentation after the first required follow-up.
When Verification is Considered Complete

- The household submits either adequate written evidence or collateral contact with justification of income or categorical eligibility.
- The household submits either adequate written evidence or collateral contact justification of income indicating that the children should receive either a greater or lesser level of benefits.
- The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits.
- The application provided case numbers. It is determined that no household member is receiving benefits from an Assistance Program.

Verification is considered complete for this household when the household is notified that its benefits will be increased or decreased. If benefits are decreased, a notice of adverse action must be sent before verification is considered complete.

Verification is considered complete when the notice of adverse action is sent.

Verification is considered complete when the notice of adverse action is sent.
WE HAVE CHECKED YOUR APPLICATION

School: __________________________ Date: __________

Dear __________________________;

We checked the information you sent us to prove that [name(s) of child(ren)] are eligible for free or reduced price meals and have decided that:

☐ Your child(ren)’s eligibility has not changed.

☐ Starting [date], your child(ren)’s eligibility for meals will be changed from reduced price to free because your income is within the free meal eligibility limits. Your child(ren) will receive meals at no cost.

☐ Starting [date], your child(ren)’s eligibility for meals will be changed from free to reduced price because your income is over the limit. Reduced price meals cost $[5] for lunch and $[5] for breakfast.

☐ Starting [date], your child(ren) is/are no longer eligible for free or reduced price meals for the following reason(s):
  __ Records show that no one in your household received [State SNAP] or [State TANF] benefits.
  __ Records show that the child(ren) is/are not homeless, runaway, or migrant.
  __ Your income is over the limit for free or reduced price meals.
  __ You did not provide;
  __ You did not respond to our request.

Meals cost $[5] for lunch and $[5] for breakfast. If your household income goes down or your household size goes up, you may apply again. If you were previously denied benefits because no one in the household received [State SNAP], [State TANF] or [FPDIR] benefits, you may reapply based on income eligibility. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.

If you disagree with this decision, you may dispute it with [name] at [phone]. You also have the right to a fair hearing. If you request a hearing by [date], your child(ren) will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a hearing by calling or writing to: [name], [address], [phone number], or [e-mail].

Sincerely,

[signature]

Non-Discrimination Statement: This explains what to do if you believe you have been treated unfairly.

[An explanation of Federal Civil Rights laws and U.S. Department of Agriculture (USDA) civil rights regulations]
What if the household does not respond by November 15?

Notification of Adverse Action is sent to the household.

The household may reapply (complete a new Free and Reduced Meal Application).

The household must provide “sources of information” to confirm current income or participation in a categorically eligible program.
What if the SFA doesn’t complete verification by November 15?

The SFA may request an extension up to December 15 of the current school year to complete verification, due to natural disaster, civil disorder, strike, or other circumstances that prevent the LEA from timely completion of verification activities.

A request for an extension beyond December 15 must be submitted by the State agency to the FNS for approval.
Independent Review of Applications Required by the Healthy, Hunger-Free Kids Act of 2010. Section 304 of the Healthy, Hunger-Free Kids Act of 2010 requires local educational agencies (LEAs) that demonstrate high levels of, or a high risk for administrative error associated with certification, verification and other administrative processes to conduct an independent review of the initial eligibility determinations for free and reduced price school meal applications for accuracy prior to notifying households of eligibility.
LEAs designated by the State agency as demonstrating high levels of or a high risk for administrative error associated with certification and benefit issuance are required to conduct an additional review of applications.

Criteria 1:
All LEAs with 3% or more certification/benefit issuance error, as determined by the State agency during an administrative review.

Criteria 2:
All LEAs in their first year of operation of the National School Lunch Program.

Independent Review must be conducted within 10 days of receipt of the Free and Reduced Price Meal Application.
Independent Review is referred to in USDA memos and the Eligibility Manual for School Meals, as a second review.

A second review of applications requires a re-evaluation of the initial eligibility determination made by the original determining official, based on the information provided by the household on the application.
Independent Review

Determine whether the application is complete with:

- Signature of an adult household member;
- Last four digits of a Social Security Number (or an indication of “none”) for income applications;
- Names of all household members, including the children for whom the application is made; and
- Identification of:
  - The amount of income received by each household member for income applications; or
  - The applicable Assistance Program and program case number; or
  - The applicable program, for applications based on Other Source Categorical Eligibility.
- Confirm the application was correctly approved based on the current IEGs or accurate categorical eligibility information, as applicable.
Who Submits the Verification Summary Report?

- Charter Schools
- CEP Districts
- RCCIs
- Public Schools
- Private Schools
Accessing the Online Verification Summary Report

1. Log onto the CNP Online Application
2. Click NSLP
3. Click Forms
4. Select Verification Summary
5. Select 2020

The LEA’s Verification Summary Report page opens
Authority levels must be set for Sponsor Users prior to accessing the online Verification Summary Report.

To set authority levels:
• Log on to the CNP Online Application
• Click User Account
• Click Edit User
• Click the Edit button next to the Sponsor User that is being edited
• Select the authority level appointed to the Sponsor User
• Click Update User

There are 3 levels of authority for verification:
• Editor
• Submitter
• Viewer
### Verification Summary Report for RCCIs & CEP/Provision districts

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1. | Initial Review of Child Care Institutions (CCIs) and Enrolled Students | A. Number of Schools/Sites in Provision of 2012 As of Last Operating Day in October
| | | B. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October
| | | C. Number of Schools/Sites in Provision of 2012 As of Last Operating Day in October
| | | D. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October
| 2. | Schools with alternate provisions | A. Number of Schools/Sites in Provision of 2012 As of Last Operating Day in October
| | | B. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October
| | | C. Number of Schools/Sites in Provision of 2012 As of Last Operating Day in October
| | | D. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October
| 3. | Students approved as FREE eligible WIC subject to verification | A. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October
| | | B. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October
| | | C. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October
| | | D. Number of Students/Sites in Provision of 2012 As of Last Operating Day in October

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"All eligible must report Section 3"
### Verification Summary Report

#### Sponsor Information

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Autauga County Board of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>103 West 4th Street, Prattville, AL, 36067</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>103 West 4th Street, Prattville, AL, 36067</td>
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<tr>
<td>Phone Number</td>
<td>334-205-7786</td>
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<tr>
<td>Fax Number</td>
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<td>Email Address</td>
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<td>ENTIRI</td>
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<td>Decision Date</td>
<td>03/31/2005</td>
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<td>Central Office Details</td>
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#### Program Information

<table>
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<tr>
<th>Program Name</th>
<th>Program Year</th>
<th>Status</th>
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<th>Status Reason</th>
<th>Status Comments</th>
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<tr>
<td>Test Program</td>
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<td>Active</td>
<td>03/31/2022</td>
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## Verification Summary Report

### Child Nutrition Programs

**Attalla City Board of Education**

<table>
<thead>
<tr>
<th>State Agency Name</th>
<th>LEA Name</th>
<th>LEA ID</th>
<th>Program Year</th>
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<tbody>
<tr>
<td>ADOE</td>
<td>Attalla City Board of Education</td>
<td>109-0000</td>
<td>2014-2015</td>
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<tr>
<td></td>
<td>381 Case Avenue</td>
<td>05080180</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attalla, AL 35954</td>
<td></td>
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</tr>
</tbody>
</table>

**Notes:**

- The report includes fields for the state agency name, LEA name, LEA ID, program year, and other relevant data.
- The interface provides options for selecting the program year, with 2014-2015 being currently selected.
- The report is part of the Alabama Department of Education Child Nutrition Program.
October 1—Open the Verification Summary Report.

Set a calendar reminder for the last operating day of October.

Complete Section 4 and Section 5.

Last Operating Day of October

Enter zeroes for Section 4, Column B (as placeholders).

Complete Sections 1-3 using numbers from the last operating day of October.

The Number of Applications selected for verification (5-5) will automatically populate.

Replace zeroes in Section 4, Column B with student numbers from the last operating day of October.
Sections 1-3

Only the cells applicable to the Sponsor are editable.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Total Schools, Residential Child Care Institutions (RCCLs) and Enrolled Students</th>
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<tbody>
<tr>
<td></td>
<td><strong>All SEAs must report Section 1</strong></td>
</tr>
<tr>
<td></td>
<td>A. Number of Schools OR Institutions (NSLP)</td>
</tr>
<tr>
<td></td>
<td>B. Number of Students (NSLP)</td>
</tr>
<tr>
<td></td>
<td>C. Number of Schools OR Institutions (SIP)</td>
</tr>
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<td></td>
<td>D. Number of Students (SIP)</td>
</tr>
<tr>
<td></td>
<td>As of Last Operating Day in October</td>
</tr>
<tr>
<td>1-1 Total</td>
<td>Total schools</td>
</tr>
<tr>
<td>1-2 Total</td>
<td>RCCLs with day students (Report ONLY day students in 1.2a)</td>
</tr>
<tr>
<td>1-2a Total</td>
<td>Day students are those students NOT institutionalized and eligibility is determined individually by application or direct verification as applicable</td>
</tr>
<tr>
<td>1-2b Total</td>
<td>RCCLs with no day students</td>
</tr>
<tr>
<td>1-3 Total</td>
<td>Total schools NON CEP and NON Provision 3/3</td>
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</table>

<table>
<thead>
<tr>
<th>Section 2</th>
<th>SEAs with schools operating alternate provisions</th>
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<tbody>
<tr>
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<td><strong>Only SEAs with alternate provisions must report Section 2</strong></td>
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<tr>
<td></td>
<td>A. Number of Schools OR Institutions (NSLP)</td>
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<td></td>
<td>C. Number of Schools OR Institutions (SIP)</td>
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<td></td>
<td>D. Number of Students (SIP)</td>
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<tr>
<td>2-1 Total</td>
<td>Operating Provision 2/3 in a base year for NSLP and SIP:</td>
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<tr>
<td>2-2 Total</td>
<td>Operating Provision 2/3 in a non base year for NSLP and SIP:</td>
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<tr>
<td>2-2a Total</td>
<td>Provision 2/3 students reported as free in non base year</td>
</tr>
<tr>
<td>2-2b Total</td>
<td>Provision 2/3 students reported as reduced price in non base year</td>
</tr>
<tr>
<td>2-3 Total</td>
<td>Operating the Community Eligibility Option</td>
</tr>
<tr>
<td>2-4 Total</td>
<td>Operating other alternates for NSLP and SIP</td>
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<tr>
<td>2-5 Total</td>
<td>Operating other alternate provision(s) for only SIP or only NSLP</td>
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</table>

<table>
<thead>
<tr>
<th>Section 3</th>
<th>Students approved as FREE eligible NOT subject to verification</th>
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<tr>
<td></td>
<td><strong>All SEAs must report Section 3 or check box 3-1 if applicable</strong></td>
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<tr>
<td></td>
<td>A. Number of Students (NSLP)</td>
</tr>
<tr>
<td></td>
<td>As of Last Operating Day in October</td>
</tr>
<tr>
<td>3-1 Total</td>
<td>Check the box only if all schools and/or RCCLs in the SEA were not required to</td>
</tr>
<tr>
<td></td>
<td>perform direct certification with SNAP (e.g., NON base year Provision 2/3 for all schools)</td>
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<tr>
<td>3-2 Total</td>
<td>Students directly certified through Supplemental Nutrition Assistance Program (SNAP):</td>
</tr>
<tr>
<td>3-3 Total</td>
<td>Students directly certified through other programs: Include those directly</td>
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<tr>
<td></td>
<td>certified through Temporary Assistance for Needy Families (TANF), Food Distribution</td>
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<td>Program on Indian Reservations (TANF-IR), or Medicaid (if applicable)/those</td>
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<td>documented as homeless, migrant, runaway, foster, Head Start, Pre-K, Early Start,</td>
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<tr>
<td></td>
<td>or non applicant but approved by local officials. DO NOT include SNAP students</td>
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<td>directly certified in 3-2</td>
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<tr>
<td>3-4 Total</td>
<td>Students directly certified categorically PERE eligible through SNAP letter method:</td>
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<tr>
<td></td>
<td>Include students certified for free meals through the family sending a letter from</td>
</tr>
<tr>
<td></td>
<td>the SNAP agency</td>
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</tbody>
</table>
Sections 4 and 5
To save the information that has been entered, scroll to the bottom of the form and click the Save button located on the bottom left corner.
Once the information entered has been saved, a red circle with a white exclamation point will appear beside any cell where an error was found or if no information was entered into the cell.

All cells must have a number.

Correct the errors and save the Verification Summary Report again.
Adding Applications

Entering Data From Verified Applications

Click the “Add New Application” button to add applications.

This button must be clicked every time that a new application is entered.
Adding Applications

Enter the File # for Household Application. This is the method the LEA uses to identify the application. Enter information vertically.

- For example:
  - Numerical
  - Last Name

![Image of application form]

File # for Household App
# Of Students Approved On App
Original Benefit Type
Results Of Verification
Reapplied & Reapproved
Adding Applications

Enter the number of approved students on the application.
Adding Applications

Select the benefit type prior to the verification process using the drop-down box to select:

- Free-Categorical
- Free Income
- Reduced Price
Adding Applications

Select the result of verification by using the drop down box:

- Responded, no change
- Responded, changed to free
- Responded, changed to reduced price
- Responded, changed to paid
- Non Response, incomplete documentation provided by household
- Non Response, household never responded to SFA
Adding Applications

Click the update button located at the bottom right to enter the application.

<table>
<thead>
<tr>
<th>File # for Household App</th>
<th># Of Students Approved On App</th>
<th>Original Benefit Type</th>
<th>Results Of Verification</th>
<th>Reapplied &amp; Reapproved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- File # for Household App
- # Of Students Approved On App
- Original Benefit Type
- Results Of Verification
- Reapplied & Reapproved

Update Cancel
Adding Applications

Once updated, the application information is listed below the search fields.

Changes may be made to an application that has already been entered by clicking the *Edit* link beside the application information. The entire application may be deleted by clicking the *Delete* link.
Click on “Add New Application” to enter all verified applications” until the correct number of applications have been entered (See 5-5).
Checking for Errors

Verification entries may be sorted in the following ways to check for errors:

- Application ID
- Number Of Students Approved On Application
- Original Benefit Type
  - Free – Categorical
  - Free – Income
  - Reduced Price
- Results of Verification
  - Responded, no change
  - Responded, changed to free
  - Responded, changed to reduced price
  - Responded, changed to paid
  - Non Response, incomplete documentation provided by household
  - Non Response, household never responded to SFA

Reapplied and Reapproved
Methods for Finding Application Information

METHOD ONE: To sort alphabetically or numerically, click the column name in the Application Data Header.

METHOD TWO: To search for applications with a specific value in any column, enter the desired value in the search fields under the Application Data Header.
Methods for Finding Application Information

Method One:
Click on Application Data Header

Method Two:
Enter Value in the Search Fields
Verification totals will be calculated based on the information entered.
The following cells will be visible only to districts/facilities required to conduct Independent Review.
Be sure that you have “Saved” information that you have entered.

Once all information has been entered, checked for errors and saved, click the “Submit” button on the bottom left of the screen.
Submitting the Verification Summary

A message from webpage will appear. Click OK to finalize submission of the Verification Summary Report.
Submitting the Verification Summary

After clicking OK, a message will appear that is highlighted yellow.

The message indicates read only mode with the user name, date, and time of the successful submission.

ALABAMA DEPARTMENT OF EDUCATION CHILD NUTRITION PROGRAM
VERIFICATION SUMMARY

You are in Read Only Mode. The Verification Data for the year selected has been submitted by Brust on 9/22/2014 4:09:53 PM.
If there are errors when the Verification Summary is submitted, an error message will appear that is highlighted in red.

The submission was not successful.
Submitting the Verification Summary

Errors will be identified on the Verification Summary by a red circle with an exclamation point inside.

<table>
<thead>
<tr>
<th>4-1 Approved as categorically FREE Eligible: Based on those providing documentation (e.g. case number for SNAP, TANF, FDPIR on an application)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4-2: Approved as FREE Eligible: Based on household size and income information</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Correct the errors and click the Submit button again.
After Submitting the Verification Summary Report

The Verification Summary Report can be printed by clicking on “File”, then “Print” on the upper right corner of your screen.
After Submitting the Verification Summary Report

The Verification Summary Report may be edited after it has been submitted until January 23.

Click the *Undo Submit* button located in the top left corner of the Verification Summary Report below the year selection.
Questions?
School Year 2020-2021 Verification Deadlines

- **October 1**
  - Begin the Verification Summary Report at [cnpforms.alsde.edu](http://cnpforms.alsde.edu)
  - The report is located under NSLP, Forms, Verification Summary.
  - Complete Sections 4 and 5
  - Item 5-5 will automatically generate. This the number of applications that must be verified—no more, no less.

- **November 15**
  - Verification process must be complete.
  - If verification is not completed by November 15, the SFA must request an extension in writing from the State Agency. The extension may be granted up to December 15.

- **January 23, 2021**
  - Verification Summary report must be submitted.
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(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

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