Verification and Independent Review

ALABAMA DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAMS

ANNUAL WEBINAR SY 2020-2021

Agenda

Verification

Independent Review

Verification Summary Report

Verification Guidance

Eligibility Manual for School Meals

Determining and Verifying Eligibility

July 18, 2017 is most current copy

Section 6, Pages 96-117

Eligibility Manual for School Meals
Determining and Verifying Eligibility

USDA Food and Nutrition Services
Child Nutrition Programs

July 18, 2017

Independent Review

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.

Verification Summary Report

- **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 <u>must be complete</u>.
  - ▶ 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

* USDA Verification Tool Kit
https://www.fns.usda.gov/school-meals/verification-toolkit

https://www.fns.usda.gov/eligibility-manual-school-meals

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.

Post-Selection Procedures

▶ 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.

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. or 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.

Household Notification cont.

- 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.

Sources for Verification
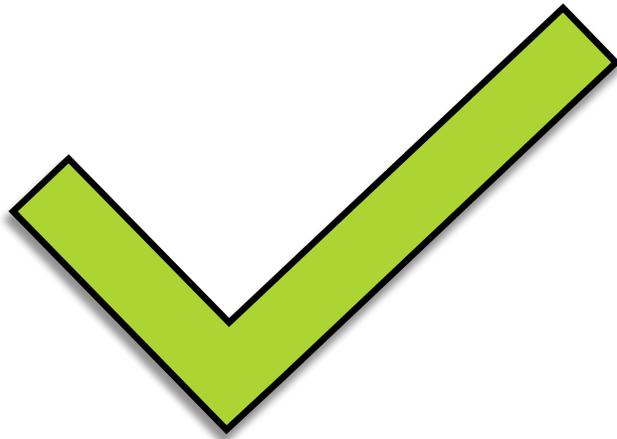
- When a household is selected for verification, it must provide "sources of information" to the LEA to confirm current income or participation in a categorically eligible program.

  - 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

- 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.

Collateral Contacts

- 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.

Agency Records

- 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.

Pay Stubs

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.

Verification Follow-Up

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.

Verification Follow-Up

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:

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. 0

Informing the household there is no change in benefits;

Notifying the household its benefits will be increased; or

Sending notice of adverse action.

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.

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.

The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits.

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

The application provided case numbers. It is determined that no household member is receiving benefits from an Assistance Program.

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

Notice of Adverse Action

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 **[$]** for lunch and **[$]** 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 **[$]** for lunch and **[$]** 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 **[FDPIR]** 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 discuss 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. "In accordance with Federal civil rights law 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

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 <u>prior to notifying households of eligibility.</u>

Independent Review

Independent Review must be conducted within 10 days of receipt of the Free and Reduced Price Meal Application.

► 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.

Second Review

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

Log onto the CNP Online Application

Click NSLP

Click Forms

Select Verification Summary

Select **2020**

The LEA's Verification Summary Report page opens

Authority Levels for Online Verification

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

Verification Summary Report

Verification Summary Report

Verification Summary Report

October 1—Open the Verification Summary Report.	Complete Section 4 and Section 5	Enter zeroes for Section 4, Column B (as placeholders)	The Number of Applications selected for verification (5-5) will automatically populate.
Set a calendar reminder for the last operating day of October	**Last Operating Day of October**	Complete Sections 1-3 using numbers from the last operating day of October.	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.

Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	** All SFAs must report Section 1 **	A. Number of Schools OR Institutions (NSLP) As of Last Operating Day in October	B. Number of Students (NSLP) As of Last Operating Day in October	C. Number of Schools OR Institutions(SBP) As of Last Operating Day in October	D. Number of Students (SBP) As of Last Operating Day in October
		1-1 Total schools				
		1-2: Total RCCIs				
		1-2a: RCCIs with day students (Report ONLY day students in 1-2aB) (Day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable)				
		1-2b: RCCIs with NO day students				
		1-3 Total schools NON CEP and NON Provision 2/3:				
Section 2	SFAs with schools operating alternate provisions	** Only SFAs with alternate provisions must report Section 2 **	A. Number of Schools OR Institutions	B. Number of Students As of Last Operating Day in October	C. Number of Schools OR Institutions(SBP)	D. Number of Students (SBP) As of Last Operating Day in October
		2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:				
		2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:				
		2-2a: Provision 2/3 students reported as FREE in NON BASE year:				
		2-2b: Provision 2/3 students reported as REDUCED PRICE in NON BASE year:				
		2-3 Operating the Community Eligibility Option:				
		2-4 Operating other alternatives for NSLP and SBP:				
		2-5 Operating other alternate provision(s) for only SBP or only NSLP:				
Section 3	Students approved as FREE eligible NOT subject to verification	** All SFAs must report Section 3 or check box 3-1 if applicable **		B. Number of Students (NSLP) As of Last Operating Day in October		
		3-1 ☐ Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools) :				
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.				
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable);those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2				
		3-4: Students directly certified categorically FREE eligible through SNAP letter method: include students certified for free meals through the family providing a letter from the SNAP agency				

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	** All SFAs collecting applications must report Section 4 **	A. Number of Applications As of October 1st	B. Number of Students (NSLP) As of Last Operating Day in October		
		4-1 Approved as categorically FREE Eligibile: Based on those providing documentation (e.g case number for SNAP, TANF, FDPIR on an applicaton)				
		4-2: Approved as FREE Eligible: Based on household size and income information				
		4-3 Approved as REDUCED PRICE Eligible: Based on household size and income information				
		4-4 PAID Eligible: Based on household size and income information				
T-1: Total FREE Eligible Students Reported		(3-2B)+(3-3B)+(3-4B)+(4-1B)+(4-2B)+(2-2aB if applicable)		T-2: Total REDUCED PRICE Eligible Students Reported		(4-3B)+(2-2bB if applicable)

II. Result Of Verification

Section 5	** ALL SFAs must report Section 5 unless being exempt from verification**
	5-1: ☐ Check the Box if ALL schools and/or RCCIs are exempt from verification
	If 5-1 is checked, no futher reporting in Section 5 is required.

5-2: Was verification performed and completed?
- ○ Yes, completed by November 15th
- ○ Yes, completed after November 15th

5-3: Type of Verification process used:
- ⦿ Standard
- ○ Alternate One (Alternate Random)
- ○ Alternate Two (Alternate Focused)

If 1 or 3 is checked in 5-3, report in 5-5. If 2 is checked in 5-3, enter "N/A" in 5-4

5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone

5-5: Number of applications selected for verification sample:

5-6: Total Number of Questionable Applications Verified for Cause (in addition to those selected for the sample):

Saving Information Entered

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.

Saving Information Entered

▶ 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.
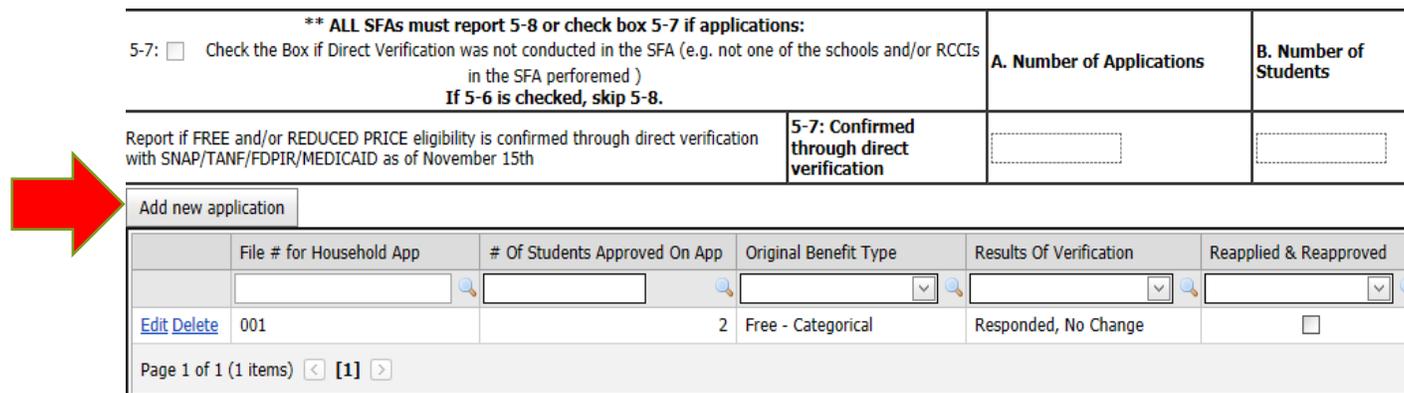
▶ All cells must have a number.

4-1 Approved as categorically FREE Eligibile: Based on those providing documentation(e.g case number for SNAP, TANF, FDPIR on an applicaton)	⬤	⬤
4-2: Approved as FREE Eligible: Based on household size and income information	⬤	⬤

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

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:
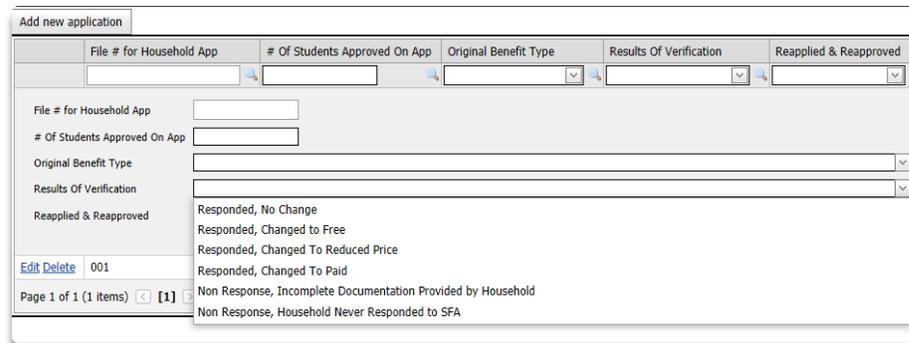
- Responded, no change

- 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.

Adding Applications

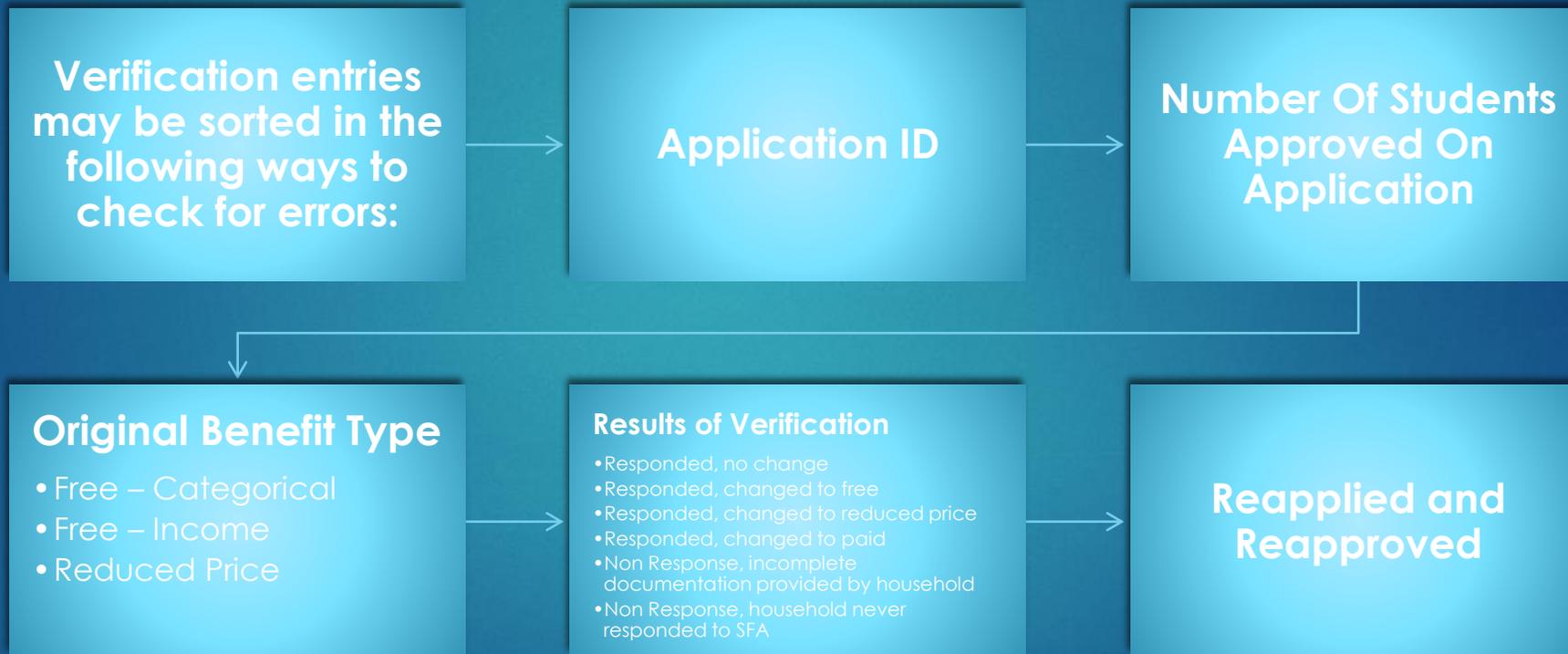Once updated, the application information is listed below the search fields.

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.

Adding Applications

Click on "Add New Application" to enter all verified applications" until the correct number of applications have been entered (See 5-5).

5-5: Number of applications selected for verification sample:

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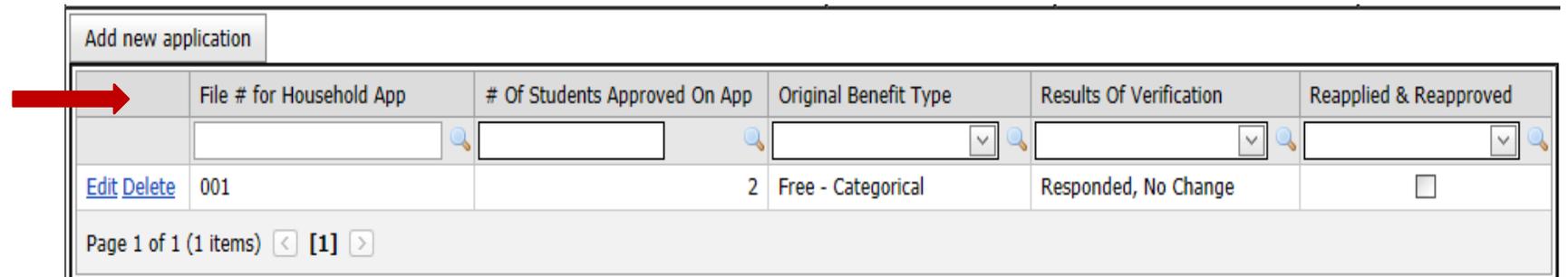
METHOD TWO: To search for applications with a specific value in any column, enter the desired value in the search fields under the Application Data Header.

Methods for Finding Application Information

Method One:
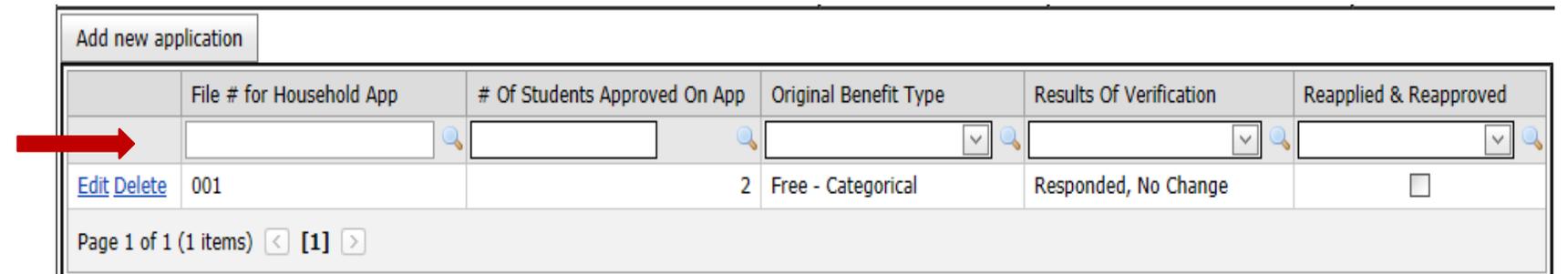
Click on Application Data Header

Method Two:

Enter Value in the Search Fields

Results of Verification

5-9: Results of Verification by Original Benifit Type								
For each original benifit type (A,B, & C), report the number of applications and students as of November 15th for each result category (1,2,3,& 4). DO NOT include students and applications already reported in 5-7A or 5-7B.								
A. FREE Categorically Eligible Certified as FREE based on documentation (e.g SNAP/TANF/FDPRI case number) on applications			**B. FREE-Income** Certified as FREE based on income/household size application			**C. REDUCED PRICE-Income** Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE	0	0	1. Responded, NO CHANGE	0	0	1. Responded, NO CHANGE	0	0
2. Responded, Change to REDUCED PRICE	0	0	2. Responded, Change to REDUCED PRICE	0	0	2. Responded, Change to FREE	0	0
3. Responded, Change to PAID	0	0	3. Responded, Change to PAID	0	0	3. Responded, Change to PAID	0	0
4. NOT Responded, Change to PAID	0	0	4. NOT Responded, Change to PAID	0	0	4. NOT Responded, Change to PAID	0	0

Verification totals will be calculated based on the information entered.

Independent Review on Verification Summary Report

▶ The following cells will be visible only to districts/facilities required to conduct Independent Review.

		IR 1-2: Total number of applications: with changed eli... determinations: *Report all applications resulting a changed... the second review process*

...iect to second

...tions for each result category (1,2,& 3) and sub-categories (a,b,c, d)

	B. REDUCED PRICE Determined as REDUCED PRICE based on application	
1. NO CHANGE:		1. NO C
2. Changed to FREE:		2. Chan
a. Incomplete application error:		a. In
b. Categorical Eligibility error:		b. Ca
c. Gross Income calculation error:		c. Gr
d. Other error:		d. Ot
3. Changed to PAID:		3. Chan
a. Incomplete application error:		a. In
		b. Ca
c. Gross Income calculation error:		c. Gr
d. Other error:		d. Ot

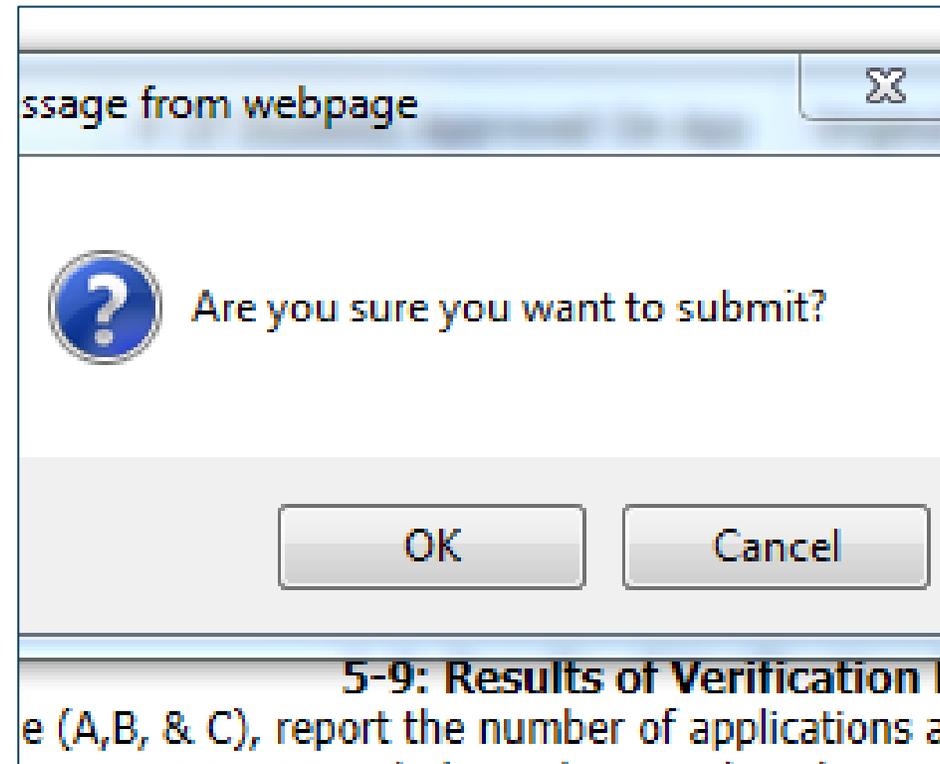# Submitting the Verification Summary

- 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.
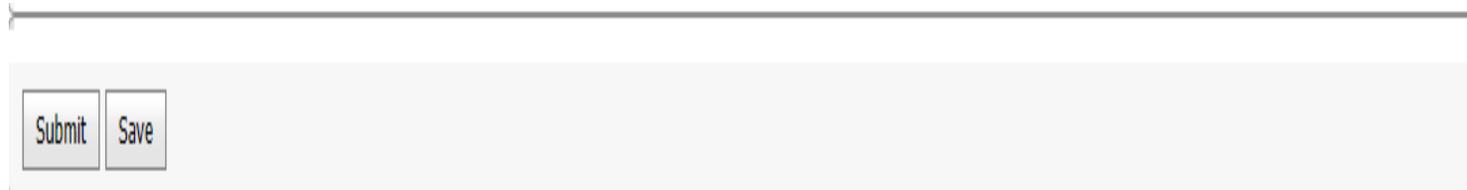
Submitting the Verification Summary

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.

Submitting the Verification Summary

ALABAMA DEPARTMENT OF EDUCATION CHILD NUTRITION PROGRAM
VERIFICATION SUMMARY

The total number of applications selected for verification (D2) does not match the number of applications entered in the Application Data section.

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.

4-1 Approved as categorically FREE Eligibile: Based on those providing documentation(e.g case number for SNAP, TANF, FDPIR on an applicaton)	[ ] ❗	[ ] ❗
4-2: Approved as FREE Eligible: Based on household size and income information	[ ] ❗	[ ] ❗

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

    ▶ 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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