

# Verification

## Exploring the Process

September 13, 2023





# Hello!

I'm Wendy Pyne.



# Region 11 NSLP Child Nutrition Team

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Elisha Bury



Tamika Figgs



Heather Morris



Patti Adams,  
Program Assistant

Everyone at the ESC Region 11 team is ready to help!



# Acknowledgment Statement

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You understand and acknowledge that:

- the training you are about to take does not cover the entire scope of the program; and that
- you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.



# Who Should Attend This Class?

Directors

CN &  
Administrative  
Personnel

Verifying  
Officials

Business/  
Financial  
Managers

School Administrators



*Verification is the process of reviewing approved applications based on:*

- X Income eligibility*
- X SNAP, TANF, FDPIR or Medicaid F/R programs*
- X Other Categorically eligible programs*

# Class Outline

**Verification Timeline**

**1**

**2**

**Establishing the  
Sample Size**

**3**

**4**

**Checking Household  
Documentation**

**Completing  
Verification &  
Submitting the  
Reports**



# Verification Timeline





# Timeframe

- X Begin verification process on Oct 1 (this year it's Oct 2<sup>nd</sup>)
- X Complete verification process by Nov 15
- X Submit Verification Report Jotform by Nov 28



Keep a Calendar

Manage Your Time

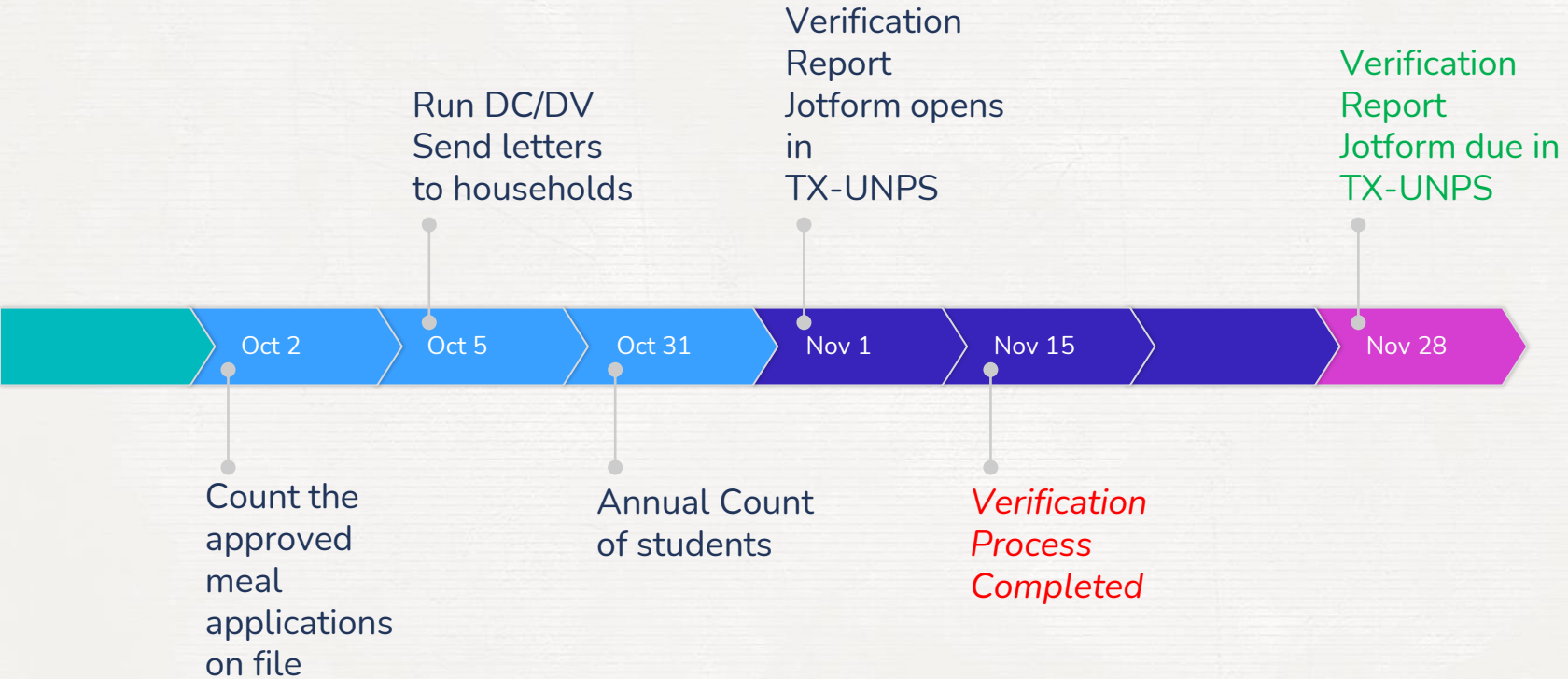
Develop a Written Plan

Provide Backup to Your Staff

# Meeting Verification Deadlines



# Verification Timeline



# Students Excluded From Verification

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**Texas  
ELMS  
Matched**

**SNAP**

**TANF**

**Medicaid F/R**

**DC  
(without  
app):**

**Migrant**

**Runaway**

**Homeless**

**Foster**

**Head Start/Early HS**

**RCCI residents**

**F/R app  
from  
Admin**

**Students  
attending  
CEP sites**



## Verification for Cause

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CEs should verify applications *For Cause*, on a case-by-case basis, when the school is aware of additional income or persons in the household and/or known or available information indicates that there is a mistake or misrepresentation on the application



# Let's Review!

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CEs begin verifying applications by counting the number of approved applications on file *on or before* \_\_\_\_\_

CEs must select a sample size for verification on \_\_\_\_\_

CEs must determine the total number of students enrolled on \_\_\_\_\_

CEs must complete the verification process on \_\_\_\_\_

CEs must submit the Jotform into TX-UNPS on \_\_\_\_\_



# Let's Review!

---

CEs begin verifying applications by counting the number of approved applications on file *on or before Oct 1<sup>st</sup>*

CEs must select a sample size for verification on *Oct 2<sup>nd</sup>*

CEs must determine total number of students enrolled *Oct 31<sup>st</sup>*

CEs must complete the verification process on *Nov 15<sup>th</sup>*

CEs must submit the Jotform into TX-UNPS by *Nov 28<sup>th</sup>*





# Establishing the Sample Size



# Which Applications *Must Be Included* in the Verification Sample?



*Other source categorical that are not Direct Cert:  
EDG#s or Foster Child box checked (not verified through liaison)*

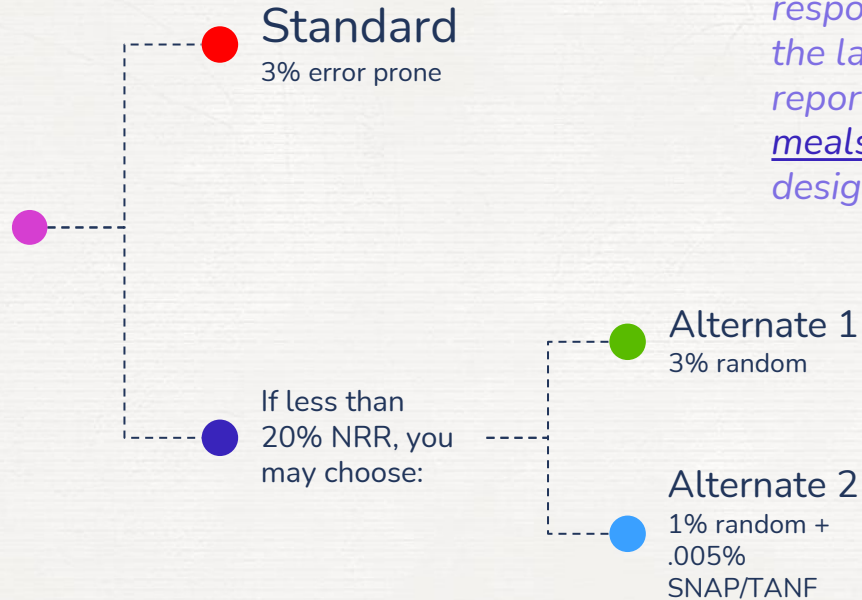


*Income  
eligible*



# Establishing a Sampling Method

Methods  
for  
selecting  
a sample  
size



*Sampling method is based on the non-response rate / NRR from the last verification report. Check square meals for your district's designation this year.*



# Goal = Increase your Response Rate!

If you have a good year and most of your families respond & submit documentation/proof of income (NRR of 20% or less), you may choose Alternate 1 or 2 for the following year.

Using an alternate method can save a LOT of time and effort, especially in a large district!



# Figuring Non-Response Rate (NRR)

Number of households selected that did not respond



Number of applications selected

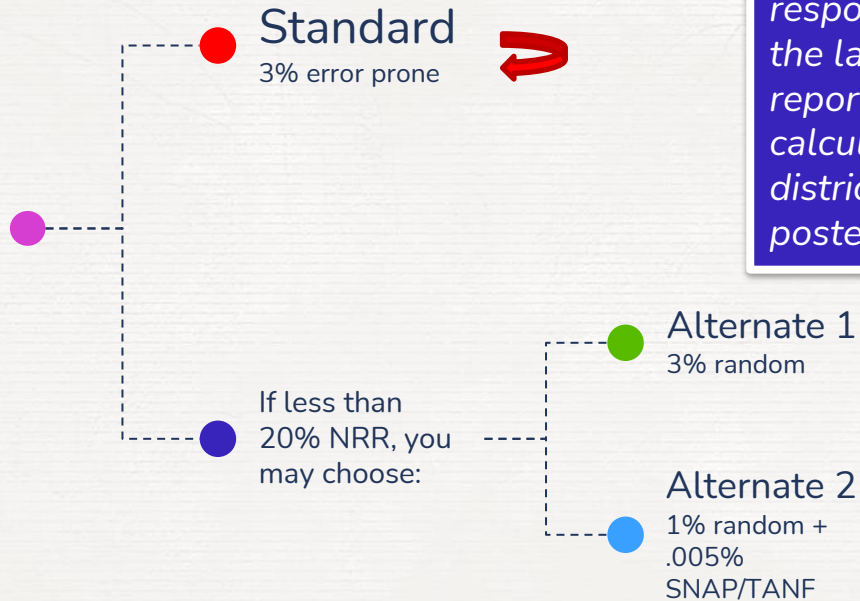
Example: Last year, Happy Valley ISD was required to check 100 households for verification.

82 households provided documentation & 18 households did not respond  
----> Happy Valley ISD would have an NRR of 18%

$$18 \text{ (did not respond)} \div 100 \text{ (total households verified)} = 18\% \text{ NRR}$$

# Establishing a Sampling Method

Methods  
for  
selecting  
a sample  
size



*Sampling method is based on the non-response rate / NRR from the last verification report. TDA will calculate what each district qualifies for – it is posted on squaremeals.*





## Standard Method

CE's must use this method if the last verification's non-response rate was greater than 20%, or if there was not a NRR improvement of 10% or more from the previous year (large districts/20K+ apps)

CEs must select 3% of all applications on file or 3,000 applications (whichever is less).

*Once the number is determined, the selection of applications must first be selected from **ERROR PRONE** applications: those within \$100 per month (or \$1,200 per year) of the current Income Eligibility Guidelines. If there are not enough error-prone apps, select non-error prone apps to complete the sample.*



# Alternate 1 Method

*CEs must select 3% or 3,000 (whichever is less) **RANDOMLY** selected applications*



# Alternate 2 Method

*CEs must select 1% or 1,000 (whichever is less) of all approved applications + 500 or .005 % (whichever is less) of approved SNAP/TANF applications.*



# Confirmation Review

The Confirming Official must review all the selected applications for the verification sample and the applications selected “For Cause” *to ensure that the initial eligibility determination was accurate.*





# Confirmation Review Outcome

**Verified Application Example**

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture... administering USDA programs are prohibited from discriminating based on race or funded by USDA. Persons with disabilities who require alternative means of communication... Agency (State or local) where they applied for benefits. Individuals who are deaf... program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), or write a letter addressed to USDA and provide in the letter all of the information... to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Program Intake, Washington, DC 20250-4700; (2) fax: 202-720-4549; (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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The Confirming Official reviews all applications selected for verification to ensure that the initial determination was accurate, and signs and dates in the designated area. \*This process occurs BEFORE sending out notification letters to selected households. The confirming Official must be a different individual than the original Reviewing/Determining Official and should sign the confirmation application or the *Verification Report/Individual Household Form*. A note of who conducted the confirmation review should be included on electronic applications.

<b>Do Not Fill In</b>																			
<i>Income Determination: Multiple income frequencies must be converted to annual amounts. Income frequency is provided by the household. If converting income to annual, round only to the nearest dollar.</i>																			
Household Size: _____ Total Income: _____ <table style="display: inline-table; vertical-align: middle;"> <tr> <td>Weekly</td><td>Every 2 Weeks</td><td>Twice a Month</td><td>Monthly</td><td>Annually</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table>										Weekly	Every 2 Weeks	Twice a Month	Monthly	Annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly	Every 2 Weeks	Twice a Month	Monthly	Annually															
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
						<b>Determination</b>	<b>Eligibility:</b>												
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Reviewing/Determining Official's Signature/Date</b>				<b>Confirming Official's Signature/Date</b>															



CEs with automated systems may request a waiver to conduct the Confirmation Review

# CEs May Replace Up to 5% of the Verification Apps in the Pool Under the Following Conditions:

1

Household Moves

2

Inability of Household to Respond to  
the Request

Replacement  
Applications



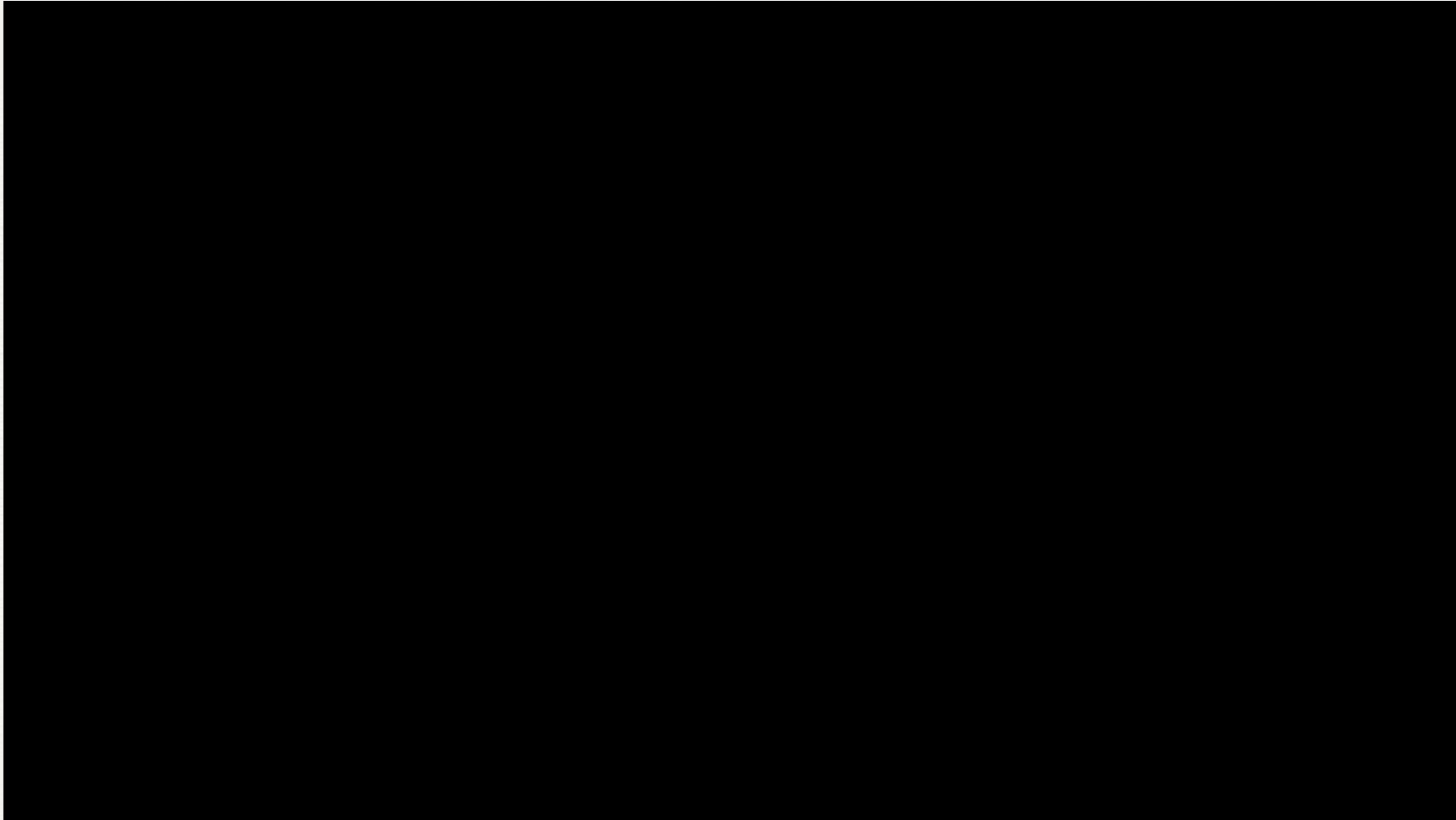


Let's take a break!



Ready to start back!







# TDA Sample Method Worksheet for Verification

Great tool on SquareMeals to help you choose the correct sample size!

[SquareMeals sample size worksheet](#)

2 Enter the total number of approved applications as of October 1st:

Total applications refers to actual approved application documents/pieces of paper on file October 1. CE's must only complete verification activities based on applications received and certified and must not include directly certified students in their calculations.

ENTER NUMBER OF APPROVED APPLICATIONS:

Categorically-eligible	<input type="text"/>	Number of applications Enter the number of approved applications as of Oct. 1	Standard Sample Size Method: Those CE's that do not qualify for an alternate sample size will use the Standard Sample Size method. For this method, error-prone household applications are verified first, non error-prone applications are used to complete the sample size if not enough error-prone household applications.
Income-based free	<input type="text"/>		
Income-based reduced-price	<input type="text"/>		
Total approved applications	<input type="text"/>		
Number of error-prone applications (Enter 0 if there are none)	<input type="text"/>		Section 6: Verification

Select the allowable sampling method based on the response rate from the SFA Verification Report from the previous year.  
\*Check with regional ESC if you don't know

Indicate the method you have selected by entering "X" in the box:

SELECT METHOD OF VERIFICATION:

Standard  
 Calculated as 3% of total applications. Randomly selected from error-prone applications first.

Alternate 1  
 Calculated as 3% of total applications. Randomly selected from approved applications.

Alternate 2  
 Calculated as 1% of total approved applications plus 0.5%.

The ability to use an alternate sample method must be determined annually. Those CE's that qualify for an alternate sample size must meet one of the following conditions:

- Low Non-Response Rate: CE's that have less than a twenty percent non-response rate for verification requests for the preceding school year.
- Improved Non-Response Rate: CE's that
  - have more than 20,000 students approved by household application as eligible for free or reduced-price meals as of October 1 and
  - have at least a 10 percent decrease in the non-response percentage between Year 1 and Year 2 qualify to use an alternate sample size method in Year 3.

For the Standard and Alternate 1 methods, verify 3% or 3000, whichever is less.

For Alternate 2 method, verify the lesser of 1% or 1000 total applications PLUS the lesser of one-half percent of categorically eligible applications (applications with an EDG

# Verifying Required Information & Checking Household Documentation





SNAP

TANF

Medicaid F/R

No need for an application

# Direct Verification



## Direct Verification – Oct 5 through Nov 15



- X Provides a quick, one-stop-shop to directly verify the sample list of students



# Direct Verification: Texas ELMS

- x [Direct Verification Files and Reports in Texas ELMS - How to Upload DV Files and Reports | Rise 360 \(articulate.com\)](#)
- x Formatting Excel Documents for DV Upload

	A	B	C	D	E	F	G	H
1	SSN	Last Name	First Name	DOB	Gender	Site ID	Grade	CE ID
2	123456789	DOE	ALEX	08/01/2016	F	0001	PK	11111
3	123456789	DOE	PAT	06/01/2013	M	0001	KG	11111
4	123456789	DOE	ALEX	11/28/2008	M	0001	06	11111
5	123456789	DOE	PAT	08/06/2016	F	0001	PK	11111
6	123456789	DOE	ALEX	01/22/2014	F	0001	01	11111
7	123456789	DOE	PAT	11/25/2008	M	0001	06	11111



# Notification Letter for Selection of Verification



&lt;&lt; School District Name and Logo &gt;&gt;

&lt;&lt;Household ID #\_\_\_\_&gt;&gt;

Insert a personalized school district photo to  
add a friendly face to your letter!

## Confirm Your Eligibility for Free/Reduced Price Meals

Dear <<Susan>>,

Your application was approved a little while ago, and <<Bob, Jill, and Sara>> should already be receiving free or reduced price meals.

**However, there is one last step you need to take – please send us documents to confirm your eligibility.** Each year we select different meal applications to confirm eligibility. This year, your household was selected.



**You must send us the information by <<date>>, or <<Bob, Jill, and Sara>> will stop receiving free or reduced price meals.**

You can send a Certification Notice for <<SNAP>>, <<TANF>>, or FDIPIR benefits, or documents that show your household income, for example, paycheck stubs, benefits statements, and/or copies of checks. The back side of this letter has more information about what to send and how you can send it.

For questions or help, please contact <<Name>> at the toll free number <<(xxx)-xxx-xxxx>> or by email at <<email>>.

Sincerely,

<<Signature>>

<<Name>>  
<<Principal/Superintendent?>>  
<<School District Name>>

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. Pursuant to Section 7 of the Privacy Act, disclosure of your Social Security number is not required. We do not need and are not requesting any Social Security numbers that may appear on documents you submit.

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 and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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Find this link on our *ESC Region 11 Child Nutrition* website under **ELIGIBILITY > [Other Helpful Tools!](#)** 😊

### OTHER HELPFUL TOOLS

- [Cheerful Notification Letter](#)
- [How to Respond Flowchart](#)
- [Strategies to Improve Response Rates in Verification](#)
- [Sources of Income](#)



# Helpful USDA Resources



How to Respond Flowchart

[Flowchart](#)

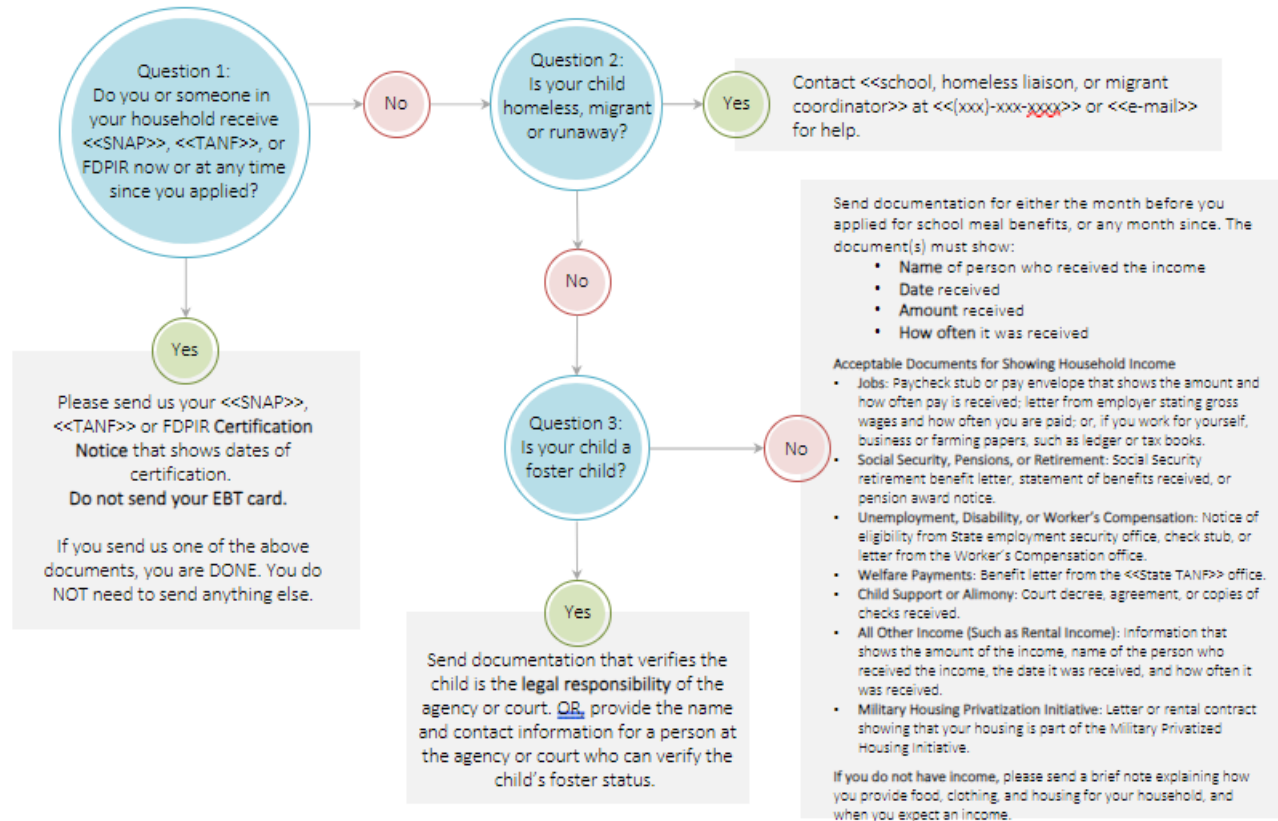
Strategies to Improve Response Rates

[Strategies](#)

Sources of Income

[Sources](#)

# How to respond to your verification request



Check out the back to see how you can submit your information!



## Strategies to Improve Response Rates in Verification

Practices used by School Food Authorities (SFAs) around the country and the research that supports them...

### Initial Notice

- ✦ Use envelopes or snap mailers that have a distinct marking, message, or unique color so that they stand out for families<sup>1</sup>
- ✦ Send verification packets home with the youngest child in the household – in addition to sending via mail
- ✦ Make use of highlights, underlines, and boldface text<sup>1</sup>
- ✦ Include specific examples of acceptable income documentation
- ✦ Enclose a self-addressed and/or pre-paid envelope to facilitate response<sup>1,10</sup>
- ✦ Call families or send a “pre-notice” letter to let them know that a notice is in the mail<sup>1,10</sup>
- ✦ Send materials in the language in which the family applied
- ✦ Select households and send notices closer to the time they applied (see the “rolling verification” resources in the toolkit)

### Reminders & Follow-Ups

- ✦ Prominently include a message like “second/follow-up request for information,” so that if previous communications were missed, the family knows it is not the first contact attempt
- ✦ If you have the time and capacity, follow-up as many times as it takes, by multiple methods, up until the final cutoff date<sup>2</sup>

### General

- ✦ Make phone calls before 8am or after 5pm when families are more likely to be home
- ✦ Send email notices and/or accept emailed responses – this is more convenient than sending hard copies through postal mail for many families
- ✦ Allow photos of documents to be emailed<sup>3</sup> (see the “flier for households”)
- ✦ Incorporate plain language in all communications, and avoid program jargon, such as “direct certification” or “categorical eligibility” wherever possible<sup>4</sup>
- ✦ Enlist the help of school secretaries or other school staff to contact families - someone who families are more likely to be familiar with and trust
- ✦ Give households the option to receive text message notices and reminders
- ✦ Allow (and advertise) that parents can use a computer in the office to access and/or print documents
- ✦ Make personal calls in addition to or instead of automated calls to emphasize the importance of the verification process<sup>5</sup>



# Sources of Income

Please provide documentation for income received by members of your household (including children) from all of these sources.

If you omitted any of these sources from your application, include them now.

## Earnings from Work

- ✦ Salary or wages from a job
- ✦ Tips, commissions, and cash bonuses
- ✦ Net income from self-employment

## Earnings from the U.S. Military

- ✦ Military basic pay or drill pay (portion available to the household if deployed)
- ✦ Military cash bonuses (excluding combat pay)
- ✦ Allowance for off-base housing (including BAH but excluding MHPPI)
- ✦ Allowance for food or clothing (other than FSSA)

## Public Assistance

- ✦ Supplemental Security Income (SSI)
- ✦ Cash assistance from State or local government
- ✦ Housing subsidies (not including those from federal housing programs)

## Alimony and Child Support

## Retirement Income

- ✦ Social Security retirement or survivor's benefits
- ✦ Railroad Retirement or Black Lung benefits
- ✦ Pension income

## Unemployment and Disability

- ✦ Unemployment benefits
- ✦ Worker's compensation
- ✦ Strike benefits
- ✦ Social Security Disability Insurance (SSDI)
- ✦ Veteran's benefits

## All Other Income

- ✦ Regular cash support from outside the household, including from family or friends
- ✦ Rental income
- ✦ Interest
- ✦ Investment income or annuities
- ✦ Any other source of income that you can use to help pay for your children's school meals

## Child income

**(Child income is money received from outside your household that is paid directly to your children. Many households do not have any child income.)**

- ✦ A full-time or part-time job
- ✦ Supplemental Security Income (SSI), if the child is disabled
- ✦ Social Security benefits for children of a disabled, retired, or deceased parent
- ✦ Money regularly received from extended family or friends outside the household
- ✦ Money from a pension, annuity, or trust





# Verifying Household Eligibility

## Written Income Evidence

Must provide household documentation that shows gross income received for each individual for the most recent full month

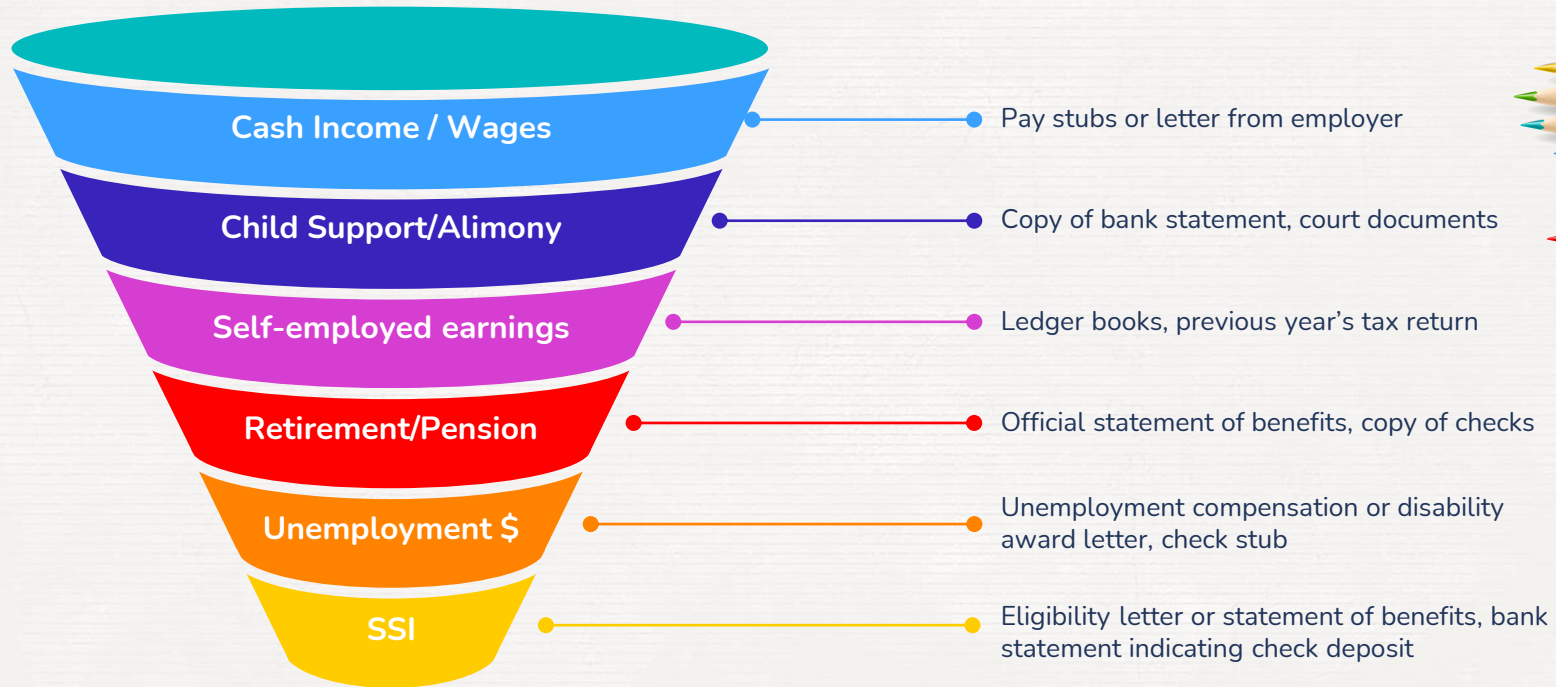
## Agency Records

May provide proof that a household or individual participates in a government program and may be in the form of a letter or other benefit issuance form

## Collateral Contacts

Indication of “no income” – request an explanation of how living expenses are met – the person supporting them (religious organization, relative) may be asked to document the duration and type of assistance being provided

# Acceptable Documentation





Let's take another quick break!



# Completing Verification & Submitting the Reports

# Recordkeeping

The CE must maintain records related to verification and keep these records ready for TDA or USDA to review




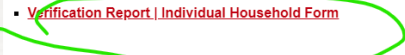


# Verification Report -- Individual Household Form is REQUIRED



## Verification Letters and Records

Click the links below to download the appropriate verification letters and records:

- [Verification Information Request | Statement of Earnings Form](#) 
- [Verification Information Request | Statement of Earnings Form - Spanish](#)
- [Verification Information Request | SNAP/TANF Multiple Applicant Form](#)
- [Verification Information Request | Statement of Social Security Income Form](#)
- [Verification of Free and Reduced-Price Eligibility | Information for Households](#) 
- [Verification of Free and Reduced-Price Eligibility | Information for Households - Spanish](#)
- [Verification Notification | Results/Adverse Action - Foster](#)
- [Verification Notification | Results/Adverse Action - Foster - Spanish](#)
- [Verification Notification | Results/Adverse Action Letter - Income](#)
- [Verification Notification | Results/Adverse Action Letter - Income - Spanish](#)
- [Verification Notification | Results/Adverse Action Letter - SNAP/TANF](#)
- [Verification Notification | Results/Adverse Action Letter - SNAP/TANF - Spanish](#)
- [Verification Notification | Continuation of Benefits Letter](#)
- [Verification Notification | Continuation of Benefits Letter - Spanish](#)
- [Verification Notification - Selection Letter for Households](#) 
- [Verification Notification - Selection Letter for Households - Spanish](#)
- [Verification Report | Individual Household Form](#) 

Household Information		Verification Selection
Household Name: _____		Date Selected: _____
Total Number of Household Members: _____		
Total Number of Enrolled Students: _____		
Verification Method		
<input type="checkbox"/> Basic (Error Prone) <input type="checkbox"/> Alternate Method 1 <input type="checkbox"/> Alternate Method 2		
Verification Selected for Verification		
1 <sup>st</sup> Notice		2 <sup>nd</sup> Notice
Date Sent: _____		Date Sent: _____
Response Due: _____		Response Due: _____
Date of Response: _____		Date of Response: _____
Verification of Income/Categorical Status (SNAP, TANF, or FDPIR)		
Confirmed Status of Household		
iSNAP/TANF confirmed by		Income
<input type="checkbox"/> SNAP/TANF Office <input type="checkbox"/> Notice of Eligibility <input type="checkbox"/> Other: _____		Monthly Income: \$ _____
		Confirmed by
		<input type="checkbox"/> Wage Stubs (Gross Monthly Income) <input type="checkbox"/> Written Documents <input type="checkbox"/> Collateral Contacts <input type="checkbox"/> Agency Records <input type="checkbox"/> Other: _____
FDPIR confirmed by		
<input type="checkbox"/> Governing Agency Documentation <input type="checkbox"/> Other: _____		
Status Confirmed		
<input type="checkbox"/> Eligibility Not Confirmed		
Verification Determination		
Change	Reason for Change	Notification of Change
<input type="checkbox"/> No Change <input type="checkbox"/> Reduced-Price to Free <input type="checkbox"/> Reduced-Price to Paid <input type="checkbox"/> Free to Reduced-Price <input type="checkbox"/> Free to Paid	<input type="checkbox"/> Non Response <input type="checkbox"/> High Income <input type="checkbox"/> SNAP/TANF Eligibility Not Confirmed <input type="checkbox"/> Other: _____	Date Notice Sent: _____
Signature: _____		Date: _____



# Sample Verification Planner

	Directly Verified	Sent Out Letter	First Follow-up	Second Follow-up	Documents Received/ Results	Notice of Adverse Action	Notes
Anderson		10/5	Call 10/12	Email/text 10/19	No response/ PAID	Notified 11/15 Termination of benefits	No response, called 11/10
Baker/Smith		10/5	Call/text 10/12	Email/text 10/19	Free to Reduced	Notified 11/1 Reduction in benefit level	Brought in documents to office 11/1
Doolittle		10/5	Call 10/12		Stayed FREE	n/a No change in benefit level	Husband on disability
Gomez-Villa	✓				Stayed FREE	n/a	
McDonald		10/5	Call/text 10/12		Free to PAID	Notified 11/15 Termination of benefits	Insufficient documentation
Nelson/Simpson		10/5	Call 10/12	Email/text 10/19	Reduced to FREE	Notified 10/25 Increase in benefit level	Self-employed, needed help-talked on the phone 10/21, 10/25
Vincent		10/5	Call 10/12		Stayed Reduced	n/a No change in benefit level	DC foster child on app that is free







# Nonresponsive Households & Follow-Up

## Family fails to contact the district

When the initial or follow-up request for verification information is made, there is no effort made by the family to provide income information.

## Incomplete information or documentation

Doesn't provide the information necessary to confirm the eligibility.

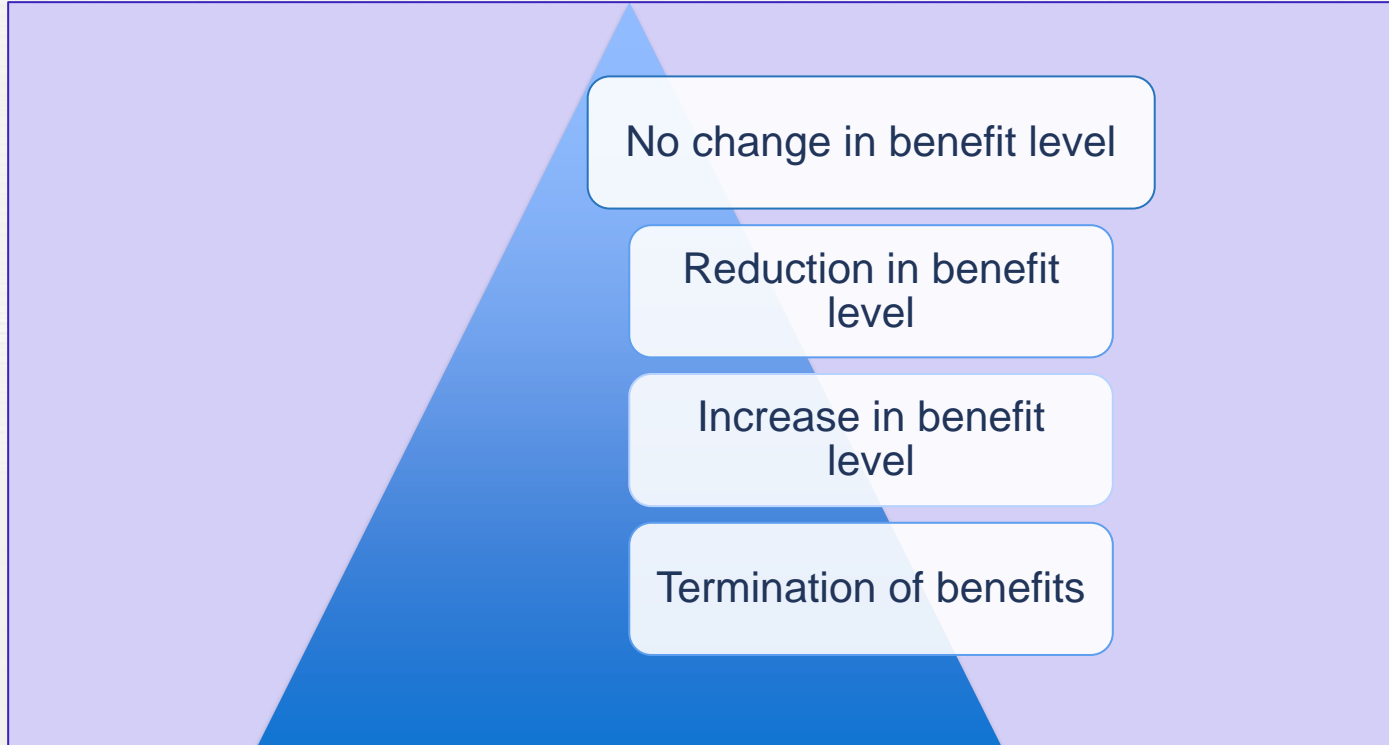
## Fails to designate Collateral Contacts

Indication of “no income” – request an explanation of how living expenses are met – the person supporting them (religious organization, relative) is asked to document the duration and type of assistance being provided, but they are unwilling or unable to provide evidence.



# Verification Results

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Explanation for change

Email or postal service

Cannot notify by telephone

How to appeal + reapply

# Notice of Adverse Action





## Can They Reapply?

Any household that has been terminated because of verification may reapply at any time during the school year. However, applications resubmitted *must be verified.*



# Verification process must be finished by Nov 15

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## *Verification Report Jotform*

Opens November 1

- X Located in TX-UNPS “download forms”
- X SNP – 123 Verification Report Resources
- X Direct Verification results



# Required Reporting



Verification Report  
Jotform  
Due November 28, 2023

- Verification Report Jotform opens  
November 1, 2023
- Jotform link found in TX-UNPS  
Applications>Download Forms>SNP-123



## Activity: Q&A

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### 1. When does the verification process begin and end?

A CE may begin the verification process any time after applications are received in the new school year but no later than October 2, 2023. However, a total number of approved applications must be determined on October 2nd. The verification process must be completed by November 15.



## Activity: Q&A

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**2. What does the Verification Official do if an application is selected for verification, but the household transfers out of the school district before the information can be verified?**

If a household selected for verification transfers out of the CE before the information can be verified, verification cannot be completed. CEs must pull a new application to meet the verification requirements.





## Activity: Q&A

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**3. If the sample size is 4.2 applications, should the Verifying Official verify 4 or 5?**

Partial numbers must be rounded up to the next whole number. You must verify five applications.



## Activity: Q&A

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**4. May CEs verify a larger sample than required, such as 5%?**

The CE must meet the sample requirements, i.e., 3 % under Basic (Error Prone) or Alternate Method 1 or Alternate Method 2 percentages and must not verify more than the requirement.



## Activity: Q&A

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**5. True or False: All applications need to be reviewed and signed by the Confirming Official.**

False – Only those applications chosen for verification need to be reviewed by the Confirming Official, if a Confirmation Review is required.



## Activity: Q&A

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**6. True or False: All CEs are required to conduct Direct Verification in the Verification Process.**

False – Conducting Direct Verification using Texas ELMS is not required, however it may streamline the process and reduce the need to contact households.



## Activity: Q&A

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**7. True or False: When a CE conducts Direct Verification and matches eligibility on the application the household is not required to be notified.**

True – when a match is made using Texas ELMS the process is completed for that household and notification is not required. The Individual Household Report Form is completed and signed by the Verification Official and results are included in the Verification Collection Report.



## Activity: Q&A

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**8. Name two types of income that are excluded from verification.**

Overtime income, benefits from federal programs, combat pay



## Activity: Q&A

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**9. What TDA required form must be used to track verification activity and results for each household application selected for verification and where is it located?**

The Verification Report/Individual Household Form must be used and is located on SquareMeals. NSLP>Eligibility and Verification>Application Verification



## Activity: Q&A

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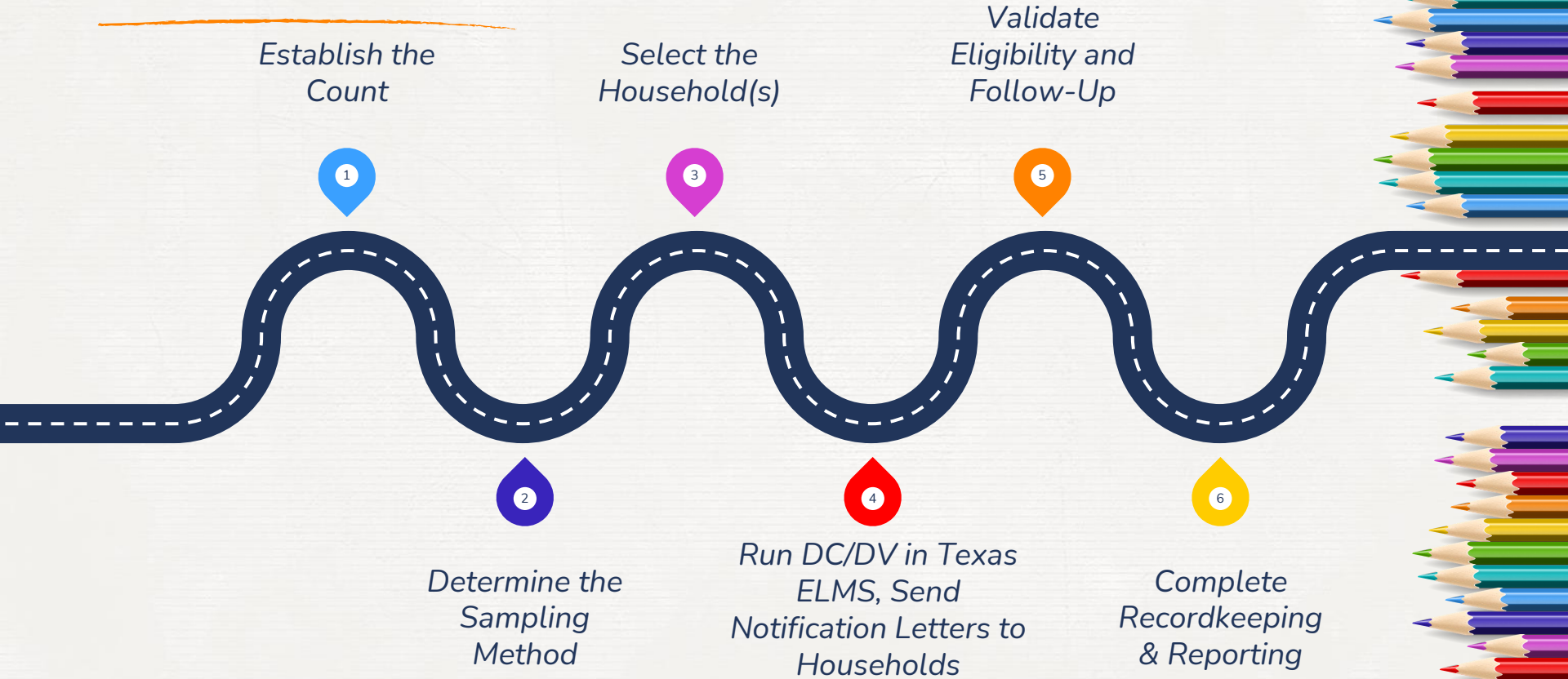
### 10. Where are Verification Report Resources located?

Verification Report Resources are located on the Square Meals website Texas ELMS webpage.






# Road to Success!



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# Thank you!

**Any follow-up questions?**

Please type questions into the chat, or you can unmute and ask questions!

You can find me at: [wpyne@esc11.net](mailto:wpyne@esc11.net)

817-740-7515

# Credits

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