

Verification of Eligibility For School Meals

Division Number

School Division Name

024

Culpeper County Public Schools

School divisions are required annually to verify a sample of applications approved for school meal benefits. Verification is confirmation of the eligibility for free or reduced price meals under the National School Lunch and School Breakfast Programs. Verification must include confirmation of income eligibility or confirmation that a child is included in a household currently certified for Food Stamps or Temporary Assistance for Need Families (TANF).

Use the form below to determine the required sample size and to report results to DOE.

ALL VERIFICATION ACTIVITES MUST BE COMPLETED BY DECEMBER 15
Verification Report must be completed and submitted by January 20

General Information

1. RCCIs with Day students are required to complete Verification:

PROVISIONS 2

2. All Programs in every school are operating under Provision 2 and the current School Year is **not** the BASE YEAR of the 4-Year Cycle?
 YES – 100 % of the Schools operate under provision for both Breakfast and Lunch
 NO

100% INCOME DOCUMENTAION

3. Were ALL households required to submit income documentation at the time of application?
 YES – 100 % Verified
 NO

I. Enrollment, Application, and Eligibility Information (Pre Verification)

4. Type of Free/Reduced Price Application Used
 Individual Student
 Household
 Both

Report items 5 and 6 as of the **last operating day in October**

A.
Schools

B.
Provision 2/3 Schools
WHICH ARE NOT OPERATING A
BASE YEAR

5. Number of schools and RCCI's operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP)

6. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)

		A.	B.
		# of Students	# of Approved Applications
7.	Total FREE ELIGIBLE reported	<input type="text"/>	<input type="text"/>
	7-1 # Approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income eligible head start, pre-K even start, residential students in RCCI's, non-applicants approved by the local officials)	<input type="text"/>	<input type="text"/>
	7-2 # Approved as FREE ELIGIBLE based on Food Assistance/FIP/FDPIR case number submitted on an application (Categorically Eligible)	<input type="text"/>	<input type="text"/>
	7-3 # Approved as FREE ELIGIBLE based on income/household size information submitted on an application	<input type="text"/>	<input type="text"/>
	7-4 # FREE ELIGIBLES reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR	<input type="text"/>	<input type="text"/>
8.	Total REDUCED PRICE ELIGIBLE reported	<input type="text"/>	<input type="text"/>
	8-1 # reduced price eligibles reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR	<input type="text"/>	<input type="text"/>
9.	Total Number of Applications DENIED.	<input type="text"/>	

Determination of Verification Method and Calculation of Verification Sample Size

Fill in the information below. The system will calculate the sample size for Random and Focused Samples.
 CHOOSE the Method of Sampling that will be used for Verification.
 NOTE: DO NOT INCLUDE ANY DIRECTLY CERTIFIED NUMBERS.

10. Based on the numbers entered above, the minimum required sample size is:

a) Random Sampling -- Each application must have an equal chance of being selected.

b) Focused Sampling -- If this method is chosen, the application sample must be selected from those applications with a total income within \$100.00 monthly or \$1,200.00 annually of the income eligibility guidelines.

<input type="text"/>	Income Applications
<input type="text"/>	Food Stamp/TANF Applications
<input type="text"/>	Total Number

Applications Selected for Verification

11. Application Type	Column A Minimum Required Number of Applications	Column B Additional Applications added to the Sample Size	Column C Applications Verified for Cause	Column D Total Number of Applications
a) Income Applications	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
b) Food Stamp/TANF Applications	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c) Total Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

VERIFICATION RESULTS

12. Date Verification Began:

13. Number of applications selected for verification:

Income Applications:

Food Stamp/TANF Applications:
(do not include any Direct Certification numbers)

Total Number of Applications Selected for Verification:

14. Type of Verification Used

Random

Focused

All Applications

Items 15 thru 19 are required and are reported as of the date of completion of the verification process (see instructions).

		A FREE ELIGIBLE based on Food Assistance/FIP/FDPIR case number submitted on an application (Categorically Eligible)	B FREE ELIBILE based on income/ household size application (Income Eligible)	C REDUCED PRICE ELIGIBLE
15. No Change	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Responded Changed to Free	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
17. Responded Changed to Reduced Price	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. Responded Changed to Paid	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. Did Not Respond	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reapplication and Reapproval After Initial Verification(December 15) and On or Before February 15

Item 20 is **required** and is reported as of February 15.

20. Reapplied and Reapproved on or Before Feb.15	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Item 20 is optional and is reported as of February 15.</i>	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for Change in Eligibility During Initial Verification from Questions 16, 17, 18 above:

Categories of Change		A Income too High	B Change in Household Size	C Change in Food Stamp/TANF Eligibility
21. Responded Changed to Free	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
22. Responded Changed to Reduced Price	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>
23. Responded Changed to Paid	# applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	# students	<input type="text"/>	<input type="text"/>	<input type="text"/>

24. On what date was the verification activity completed? (mm/dd/yyyy)

Verification of an individual application is complete when a household's eligibility for the level of benefits for which it was approved is confirmed, or changed to a higher level of benefit, or a letter of adverse action has been sent informing the household that benefits will be reduced or terminated.

- (Federal Regulations require that verification must be completed by December 15 of each year. If you did not complete verification activities by December 15, you must submit a Corrective Action Plan in the text box provided below, detailing the corrective action you will take to ensure the problem will not occur in future years.)

Corrective Action Plan, if required.

25. Name, title, telephone (with area code) and email number of the person completing Verification Form.

Name: Title:

Telephone:

E-mail
Address:

Comments:

Review Date

Override December 15 deadline rule

Date Verification Report Closed to SFA

Created By:

Modified By:

Cancel Save and Continue