

# Verification Process Resource Materials and Verification Summary Report

**Wisconsin Child Nutrition Programs**

Welcome to the Wisconsin Department of Public Instruction Community and School Nutrition Programs Home Page. Staff members in Community and School Nutrition Teams provide nutrition information and program guidance to sponsors of the National School Lunch Program, the School Breakfast Program, Child and Adult Care Food Program, the Summer Food Service Program, the Special Milk Program, and the USDA Commodity Food Distribution Program. The Teams are also responsible for a variety of nutrition education initiatives that involve collaboration with other state agencies, UW-Extension, and regional and statewide child nutrition advocacy groups.

**Hot Topics**

- 2010 Child Nutrition Reauthorization
- Corrected Income Eligibility Guidelines
- School Nutrition Program Facebook Page
- School Nutrition Program on Twitter
- SBP Proposed Nutrition Standards Pilot Grant
- School Breakfast Challenge 2011-12 SY
- USDA Request for Information - Nutrition Information
- Action for Healthy Kids - Share Your Breakfast<sup>SM</sup> Grant
- Healthy School Environments Action Learning Collaborative Award (Grant)
- SY 11/12 Data Files for USDA Foods for Schools doing Nutrient Analysis
- Reimbursement Rates - School Programs SY 11-12
- 2011 School Garden Grant Project - Helping their Gardens Grow

Access the DPI website at: <http://www.dpi.wi.gov/fns/> Select "Index" to view an alphabetical listing of topics of information related to the Child Nutrition Programs. At "Index" either select a letter (V for verification) to go directly to that section or scroll down on the page. Click on the topic to view the full list of items.

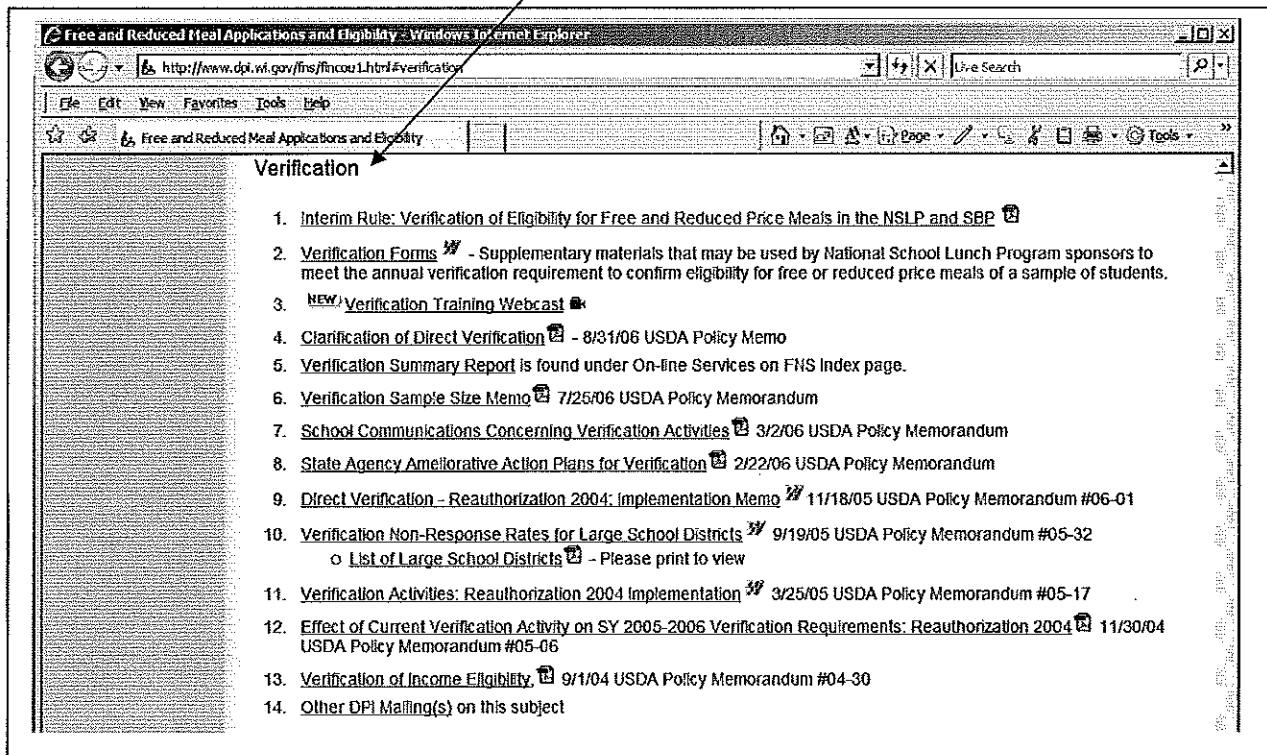
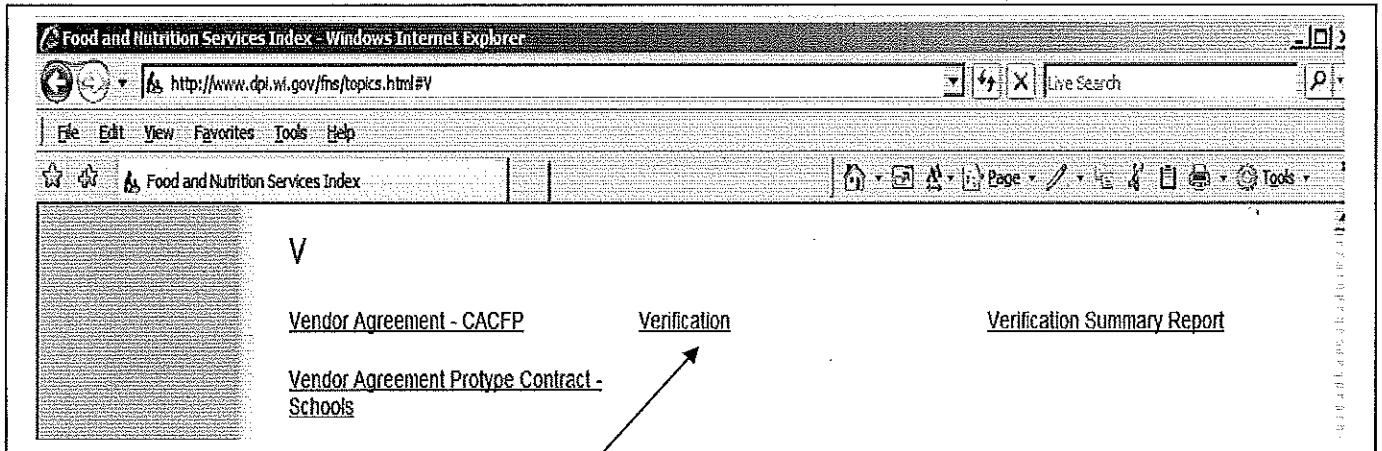
**FNS Index**

Click on a letter below to view Index Words that begin with that letter

A B C D E F G H I J K L M N O P Q R S T U V W Y

**A**

- After School Snack Program - CACFP
- Annual Financial Report
- Applications - Grants
- After School Snack Program - NSLP
- Appeals Procedures for School Nutrition Programs
- ARRA: National School Lunch Program - 2009 Equipment Grant
- And Justice for All Poster
- Applications - Free and Reduced Meal



Question about Verification? Please contact any School Nutrition Consultant.

<http://www.dpi.wi.gov/fns/directory.html>

**VERIFICATION FORMS 2011-2012**  
**Supplementary Materials to Implement Verification**  
**Table of Contents**

Page Number	Item
<b>Verification Reminders on Specific Situations</b>	
2	Verification Reminders on Specific Situations (updated 2011)
<b>Verification Sampling Method Worksheets</b>	
4	“Standard” Sampling Worksheet (formerly Basic)
5	“Alternate – 1” Sampling Worksheet (formerly Random)
6	“Alternate – 2” Sampling Worksheet (formerly Focused)
<b>Prototype Household Notification of Selection Materials</b>	
NOTE: send <b>both</b> of these items to households with applications that are selected for verification These forms are updated annually.	
7	We Must Check Your Application
8	Acceptable Papers
<b>Prototype Verification Forms – Collateral Contacts/Agency Records</b>	
9	Form Household May Have Employer Complete(Collateral Contact)
10	Form Household May Have Social Security Office Complete (Agency Records)
11	Form Household May Have FoodShare, W-2 or FDPIR Office Complete
<b>Prototype Form for Direct Verification</b>	
Direct Verification is <u>not required</u> for LEA’s; but can simplify the verification process for applications including a case number.	
12	Letter to the FoodShare, W-2 or FDPIR Office from the LEA
13	Direct Verification Form – FoodShare, W-2 Cash Benefits or FDPIR Recipients
NOTE: Send <b>both</b> of these forms to appropriate Office for households with applications selected for verification that included case numbers	
<b>Completing of Verification Results</b>	
14	We Have Checked Your Application (This form updated annually)
15	Verification Tracker for School Use (recommended form for verification tracking/documentation for each application verified and the annual verification summary reporting)
<b>Appeal and Hearing Procedures</b>	
16	Fair Hearing Procedures

---

## VERIFICATION TRACKER FOR SCHOOL USE

---

(Use one Tracker form per application selected for Verification)

Date the Initial Eligibility was confirmed by  
Confirming Official prior to starting verification: \_\_\_\_\_

Date *Selection for Verification Notice* was sent to  
household: \_\_\_\_\_

Date verification response is due from Household: \_\_\_\_\_

Date follow – up notice was sent /made to a non-  
responding household: (Required to document at least  
1 written or verbal follow-up attempt) \_\_\_\_\_

Date verification documentation was received, reviewed  
and accepted: \_\_\_\_\_

**Use back of sheet for calculations, if needed.**

Initial Application Approval by:

- |   |                         |
|---|-------------------------|
| <input type="checkbox"/> Free Eligible - FoodShare/W-2 /FDPIR Case Number | # students on app _____ |
| <input type="checkbox"/> Free Eligible – Income & Household Size          | # students on app _____ |
| <input type="checkbox"/> Reduced Eligible – Income & Household Size       | # students on app _____ |

Verification Result:

- No Change in Eligibility
- Free changed to Reduced
- Free changed to Paid
- Reduced changed to Free
- Reduced changed to Paid
- Did not respond following documented follow up; **Eligibility must be changed to Paid**

**Note and Explain the Reason/s, for Eligibility Change:**

Date notice of verification results/change was sent: \_\_\_\_\_

Date eligibility change was made: \_\_\_\_\_

Verifying Official's signature: \_\_\_\_\_

Date verification of application was completed: \_\_\_\_\_

Date hearing requested: \_\_\_\_\_

Date hearing held: \_\_\_\_\_

Hearing decision and date made: \_\_\_\_\_

# \*\*\*Sample\*\*\* - School Nutrition Programs

## 2011 - 2012 NSLP Local Educational Agency Verification Report

Agreement No: 99-7654  
 Agency Name: Hometown School District  
 Email Contact: jbrown@hometownsd.k12.wi.us  
 Agency Type: public



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

<b>1. Type of Free/Reduced Price Application Used</b>	--- Household <input type="button" value="v"/>	
Report data for items 2 and 3 as of the last operating day in October	<b>A. All schools</b>	<b>B. Provision 2 Schools NOT OPERATING A BASE YEAR</b>
<b>2. Number of schools and RCCIs operating the NSLP and/or SBP</b>	9	0
<b>3. Number of enrolled students attending the schools/RCCIs in 2A/2B</b>	2469	0

**Please note:** For numbers 4 and 5, the column A and B headings have changed. Please make sure you report your numbers carefully in each column.


Please note change in column headings for 4 and 5. Column A and column B should be reported as of the last operating day in October.	<b>A. Number of students as of the last operating day in October</b>	<b>B. Number of Approved Household Applications as of the last operating day in October</b>
<b>4. Total FREE ELIGIBLE (Sum of 4-1 through 4-4)</b>	1090	157
<b>4-1. Number of students approved as FREE ELIGIBLE who are not subject to verification:</b> <ul style="list-style-type: none"> <li>• students directly certified</li> <li>• students in Head Start</li> <li>• students in pre-K Even Start</li> <li>• residential students in RCCIs</li> <li>• non-applicants approved by local officials (migrant, homeless, runaway liaison list)</li> </ul>	830	Data for applications are not required, leave blank
<b>4-2. Number approved as FREE ELIGIBLE (Categorically Eligible) based upon a case number submitted on an application</b>	37	34
<b>4-3. Number approved as FREE ELIGIBLE (Income Eligible) based upon income/household size information submitted on an application, including applications for a foster child</b>	223	123
<b>4-4. Number FREE ELIGIBLES (free count) reported for Provision 2 schools NOT operating a base year</b>	0	Data for applications are not required, leave blank
<b>5. Total REDUCED-PRICE ELIGIBLE</b>	207	117
<b>5-1. Number REDUCED-PRICE ELIGIBLE (reduced-price count) reported for Provision 2 schools NOT operating a base year</b>	0	Data for applications are not required, leave blank

**II. Results of Verification, by Application Type**  
**(report only the applications selected for verification)**

6. Type of Verification Used		Alternate 1 -- (formerly Random)		
In items 7-11 below, report verification results based on the sample size chosen. <b>Do not verify all applications.</b> (See page 7 of <a href="#">instructions</a> for details.)  Columns A, B, and C refer to the original eligibility determination of the applications verified (see instructions)		A. FREE ELIGIBLE based on Foodshare/W-2 Cash Benefits/FDPIR Application  Categorically Eligible	B. FREE ELIGIBLE based on Income/Household Size Application  Income Eligible (includes Foster children and zero income)	C. REDUCED PRICE ELIGIBLE  Based on Income/Household Size Application
7. No Change	Number of applications	1	1	1
	Number of students	1	3	2
8. Responded, Changed to Free	Number of applications	N/A Leave Blank	N/A Leave Blank	2
	Number of students	N/A Leave Blank	N/A Leave Blank	5
9. Responded, Changed to Reduced-Price	Number of applications	0	0	N/A Leave Blank
	Number of students	0	0	N/A Leave Blank
10. Responded, Changed to Paid	Number of applications	1	0	2
	Number of students	4	0	3
11. Did <u>not</u> Respond, Changed to Paid	Number of applications	0	1	0
	Number of students	0	3	0

You must complete your session or begin again when you return to the reporting site. When you have checked your report for accuracy please hit the submit button to finalize and send to DPI.

 **SUBMIT**

Direct questions about the NSLP Local Educational Agency Verification Report to  [Jessica Sharkus](mailto:Jessica.Sharkus)

# Sample {for school use}

## 2011 - 2012 NSLP Local Educational Agency Verification Report

Agreement No:

Agency Name:

Email Contact:

Agency Type:



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

1. Type of Free/Reduced Price Application Used	---	
Report data for items 2 and 3 as of the last operating day in October	A. All schools	B. Provision 2 Schools NOT OPERATING A BASE YEAR
2. Number of schools and RCCIs operating the NSLP and/or SBP	<input type="text"/>	<input type="text"/>
3. Number of enrolled students attending the schools/RCCIs in 2A/2B	<input type="text"/>	<input type="text"/>

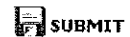
Please note: For numbers 4 and 5, the column A and B headings have changed. Please make sure you report your numbers carefully in each column.


Please note change in column headings for 4 and 5. Column A and column B should be reported as of the last operating day in October.	A. Number of students as of the last operating day in October	B. Number of Approved Household Applications as of the last operating day in October
4. Total FREE ELIGIBLE (Sum of 4-1 through 4-4)	<input type="text"/>	<input type="text"/>
4-1. Number of students approved as FREE ELIGIBLE who are not subject to verification: <ul style="list-style-type: none"> <li>students directly certified</li> <li>students in Head Start</li> <li>students in pre-K Even Start</li> <li>residential students in RCCIs</li> <li>non-applicants approved by local officials (migrant, homeless, runaway liaison list)</li> </ul>	<input type="text"/>	Data for applications are not required, leave blank
4-2. Number approved as FREE ELIGIBLE (Categorically Eligible) based upon a case number submitted on an application	<input type="text"/>	<input type="text"/>
4-3. Number approved as FREE ELIGIBLE (Income Eligible) based upon income/household size information submitted on an application, including applications for a foster child	<input type="text"/>	<input type="text"/>
4-4. Number FREE ELIGIBLES (free count) reported for Provision 2 schools NOT operating a base year	<input type="text"/>	Data for applications are not required, leave blank
5. Total REDUCED-PRICE ELIGIBLE	<input type="text"/>	<input type="text"/>
5-1. Number REDUCED-PRICE ELIGIBLE (reduced-price count) reported for Provision 2 schools NOT operating a base year	<input type="text"/>	Data for applications are not required, leave blank

**II. Results of Verification, by Application Type**  
 (report only the applications selected for verification)

6. Type of Verification Used		---		
In items 7-11 below, report verification results based on the sample size chosen. Do not verify all applications. (See page 7 of instructions for details.)  Columns A, B, and C refer to the original eligibility determination of the applications verified (see instructions)		A.	B.	C.
		<b>FREE ELIGIBLE</b> based on <b>Foodshare/W-2 Cash Benefits/FDPIR Application</b>  Categorically Eligible	<b>FREE ELIGIBLE</b> based on <b>Income/Household Size Application</b>  Income Eligible (includes Foster children and zero income)	<b>REDUCED PRICE ELIGIBLE</b>  Based on <b>Income/Household Size Application</b>
7. No Change	Number of applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Number of students	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Responded, Changed to Free	Number of applications	N/A Leave Blank	N/A Leave Blank	<input type="text"/>
	Number of students	N/A Leave Blank	N/A Leave Blank	<input type="text"/>
9. Responded, Changed to Reduced-Price	Number of applications	<input type="text"/>	<input type="text"/>	N/A Leave Blank
	Number of students	<input type="text"/>	<input type="text"/>	N/A Leave Blank
10. Responded, Changed to Paid	Number of applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Number of students	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Did <u>not</u> Respond, Changed to Paid	Number of applications	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Number of students	<input type="text"/>	<input type="text"/>	<input type="text"/>

You must complete your session or begin again when you return to the reporting site. When you have checked your report for accuracy please hit the submit button to finalize and send to DPI.



Direct questions about the NSLP Local Educational Agency Verification Report to  Jessica Sharkus