



DEPARTMENT OF EDUCATION


Townsend Building
401 Federal Street Suite 2
Dover, Delaware 19901-3639
<http://education.delaware.gov>

Mark A. Holodick, Ed.D.
Secretary of Education
(302) 735-4000
(302) 739-4654 - fax

September 15, 2023

MEMORANDUM

TO: Directors of Residential Child Care Institutions
Other Appropriate Personnel

FROM: Aimee F. Beam, MS, RD 
Education Associate, Nutrition Programs

RE: **SY 2023-2024 Operational Memo #10**
Instructions for Completing Verification Activities

As required by Federal regulations found in §245.6a, verification activities must be completed by all School Food Authorities (SFAs) subject to verification. Only districts that are operating under district-wide Community Eligibility Provision (CEP), single-unit schools operating CEP, and Residential Child Care Institutions that do not have day-treatment students are exempt from conducting verification activities.

Please review the steps listed below to ensure regulation compliance:

STEP 1: Verification activities begin on **October 1st** or the first working day of October. This means that the SFAs pull their verification sample and send selected households written notification on this date.

- All SFAs will conduct the Standard Sample for verification. The Standard Sample is 3% of approved applications subject to verification that fall into “error” prone. If the SFA does not have enough error prone applications to meet the 3% sample, the remaining applications will be pulled randomly from the application pool.
 - Error prone applications are those applications where the total income listed falls within \$100.00 monthly or \$1,200.00 annually of the Income Eligibility Guidelines.

STEP 2: All verification activities must be completed by **November 15th**. This means that SFAs must review the documentation provided to them by the households and determine if it supports the eligibility determination made based on the processed application.

- If written documentation from the household does not support the eligibility determination that was made based on the application, the SFA must notify the household in writing.

- If the verification documentation results in an increase in eligibility, the increased benefits must begin immediately, and the household must be notified of the change.
- If the verification documentation results in a decrease in eligibility, the household must be notified in writing that 10 days from the date of notification, the benefits will decrease based on documentation provided.
- If a household selected for verification does not provide requested documentation, and two attempts to collect the documentation have been made, you must send the household written notification that 10 days from the date of notification, the student(s) will no longer be entitled to free or reduced-price meal benefits.
- If the SFA will not complete verification activities by November 15th, the SFA must send written notification to our office requesting an extension to the verification deadline. Written request to the State Agency **MUST** be made prior to the November 15th deadline in order to be considered and approved. This can be done via email.
 - If the SFA does not request an extension in writing and the SFA does not complete verification activities by November 15th as required by Federal regulation §245.6a, the program is out of compliance which could affect the claim for reimbursement.
 - All SFAs that do not complete verification activities by November 15th and have not been granted an extension to the deadline will be reported to USDA Mid-Atlantic Regional Office.
 - Field Agents will monitor the SFAs for compliance, particularly those SFAs that have not completed verification activities as required in past years.

STEP 3: Once the SFA has completed verification activities, the information must be entered into the Verification Summary Report (FNS 742) in DENARS. All Verification Summary Reports must be completed no later than January 16, 2024.

A copy of the Eligibility Determination and Verification Activities PowerPoint presentation is attached to assist you with your verification activities. If you need assistance with conducting verification activities, please let us know as soon as possible so that a Field Agent can be assigned to work with you prior to October 1st.

Attachment: Eligibility Determination and Verification Activities PowerPoint

cc: Nutrition Team



School Nutrition Programs Eligibility Determination and Verification Training

School Year 2023-2024





Household Notification

- Information letters should be sent to households very early in the school year (over the summer)
 - US postal service
 - E-mail
 - Enrollment packets
- Cannot be sent prior to July 1st



Carryover Eligibility

SFAs **MUST** carry over the previous year's eligibility status for 30 **operating** days OR until a new eligibility has been determined for:

- ◆ Students who had an approved MBF on file for the previous school year;
- ◆ New students enrolled in the LEA from households with students who were approved for free or reduced-price meal benefits the previous school year;
- ◆ Students transferring from within the LEA; or
- ◆ Students who were directly certified the prior school year.

NOTE: Students from households **new** to your school/district do not automatically receive free meals for 30 operating days.



Carryover Between LEAs

For children who transfer to a new LEA, at the beginning of the new school year or during the summer months, the new LEA may use the former LEA's eligibility determination from the previous school year and carryover the eligibility status, until a new determination is made, for up to 30 operating days.

The new LEA may accept the former LEA's eligibility determination during the carryover period without incurring liability for the accuracy of the determination.



Carryover from CEP to Non-CEP Schools

When students from schools participating in CEP move to non-CEP schools within the same school district, the SFA should extend the students' free meal eligibilities for 30 operating days or until a new eligibility determination is made for the current school year, whichever comes first.



Carryover Eligibility Notice of Adverse Action

NOTICE OF ADVERSE ACTION

All households for whom benefits are to be reduced or terminated during the carryover period due to eligibility determination of a new MBF, must be given written advance notice 10 calendar days prior to the change in benefit status. The first day of the advance notice period is the day the notice is sent to the household. The notice of adverse action may be sent via the postal service or to the e-mail address of the parent or guardian. The LEA cannot notify the household of adverse action by phone.

NOTE: Posting the denial on the “notification” page of an online system does NOT meet this requirement.



Households that Fail to Reapply During Carryover

A notice of adverse action cannot be provided if the household fails to reapply during the carryover period because eligibility during this period is based on the previous year's eligibility determination. The household has no right to appeal a discontinuation of benefits based on carryover expiration.

SFAs are encouraged to remind families of the end of the carryover period.



Transferring Between SFAs

Transferring eligibility between SFAs is strongly encouraged by USDA.

- The SFA provides a copy of the application or DCRT notification to the receiving SFA.
- The receiving SFA should review the application to ensure eligibility was determined correctly.



Flexibility in Determining Effective Date for Certification of Benefits

For SFAs processing applications, children are generally certified eligible for free or reduced-price benefits on the date the household application is approved. However, SFAs have flexibility concerning the effective date of certification for school meal benefits or free milk. If the SFA chooses, it could establish the date of submission of an application as the effective date of eligibility, rather than the date the official approves it (must be done across the board).

If the SFA chooses the date of submission of an application and is going to claim the meals at the free or reduced rate, the SFA must refund any money paid from the date the application was received or discharge the debt.



Temporary Approval of an Application

- No longer permitted because of the year long duration of eligibility provision.
- If an application is incomplete, the SFA should contact the household to obtain the missing information.
- If the SFA is concerned with the authenticity of the information provided on an application, they may, on a case by case basis, verify the application for cause.



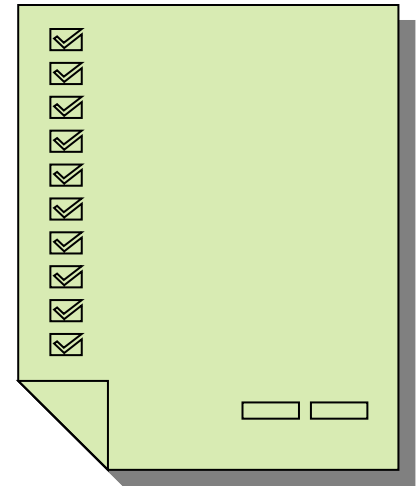
Eligible Households That Have Not Applied

Local school officials may complete an application for a child known to be eligible for meal benefits **if the household will not apply**. When exercising this option, the school official must complete an application on behalf of the child based on the best household size and income information or Other Source Categorical Eligibility status known to the official.

These applications are excluded from verification. However, the household must be notified that the child has been certified to receive free or reduced-price meal benefits. This option is intended for limited use in individual situations and must not be used to make eligibility determinations for categories or groups of children.

Determining Student Eligibility

- Monthly Direct Certification List (DCRT)
- Meal Benefit Forms (MBFs)
- ASSIST Delaware
- Homeless Liaison List
 - Homeless
 - Migrant
 - Runaway
 - Foster





Categorical Eligibility: Direct Certification

- ☛ Download DCRT list after the 8th of each month
- ☛ Print and file a copy of each month's DCRT list (the lists may be saved electronically as long as they are available during an Administrative Review)
- ☛ Ensure students listed on DCRT are receiving free or reduced meals
- ☛ Extend DCRT to siblings/students in household who are not documented on list
- ☛ Notify household in writing and encourage parents to call if other children in household are not on notification letter
- ☛ Once documented on DCRT list, the student receives free meal benefits all school year unless notified by household in writing asking that benefits be denied

Direct Certification

LaunchPad

Cyber Security Resources

Data Service Center

DDOE Help Desk

DEEDs


EdAccess FAQs

performance matters

PDMS

eLDE Schoology

EdInsight Reports Portal



Nutrition

- DHSS Import File Name Lookup
This report will allow you to search the data file that DHSS sends to DOE using
Keywords: **directcart** **dhas** **name**
- Direct Certification List, By Range
Direct certification list by range.
Keywords: **directcart**
- Direct Certification List, By Range, Nonpublic Schools
Direct certification list by range.
Keywords: **directcart** **nps**
- Direct Certification List, By Range, Service Schools
Direct certification list by range.
Keywords: **direct** **cart**
- Direct Certification List, By Year
Direct certification list by year
Keywords: **directcart**
- Direct Certification List, By Year, Private Schools
Direct certification list by year for private schools who have submitted their en
Keywords: **direct** **cart** **nps** **private**
- Direct Certification List, Private Schools
List of students, enrolled in a specific private school, and their direct certifica
direct certification status.
Keywords: **directcart**
- Direct Certification List, Public Schools
List of students, enrolled in a public school, and their direct certification statu
certification status.
Keywords: **directcart**
- Direct Certification List, Service Schools
List of students, enrolled in a Delaware service school, and their direct certifica
direct certification status.
Keywords: **directcart**
- Eligibility, By District
This report is provided to LEAs to review student eligibility for direct certifica
Keywords: **directcart**
- New Student List, By Month
This report lists new students that are eligible for the first time for month sele
Keywords: **directcart**
- New Student List, By Month, Transferred Students
This report lists transferred students by month.
Keywords: **directcart**
- New Student List, By Range



Direct Certification Access

Reports Listed Under Direct Certification:

- **Direct Certification List, By Range (regular, Nonpublic, or Service Schools)** – lists students that are eligible for a range of months in the current school year
- **Direct Certification List, By Year** – lists students that were eligible for benefits during previous school years
- **Direct Certification List (Public, Private, or Service Schools)** – lists students eligible for benefits in selected month
- **Eligibility, By District** – search tool to look up student eligibility by student ID
- **New Student List, By Month** – this report lists new students that are eligible for the first time for the month selected
- **New Student List, By Month, Transferred Students** – A list of students that have been directly certified and transferred into the district/school in the month of access
- **New Student List, By Range** – this report lists new students that are eligible for the first time during a school year
- **DHSS Import File Name Lookup** - this report will allow you to search the data file that DHSS sends to DOE using a partial last name



Direct Certification Special Schools and Private Schools

For students to be matched and reported on the direct certification list, they must be enrolled in DELSIS at the school.



Notice of Direct Certification

NOTICE OF DIRECT CERTIFICATION

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below will receive [free] [reduced-price] lunches, breakfasts, and snacks at school because they receive [DE SNAP] [DE TANF] [Medicaid].

Name of Child	Name of School

If there are other children in your household who aren't listed above, they also qualify for [free] [reduced-price] meals.

Please contact the school your child/children attend in the following situations:

- If there are other children in your household who are not listed above and you would like them to receive [free] [reduced-price] meals at school
- You do not want your children to have [free] [reduced-price] meals
- You have any additional questions

[name]

[phone number]

[e-mail address]

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 and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Make it stand out clearly on your DCRT notification letter that all children in household qualify and how to get in touch with your office!



Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

NOTE: All written communication must include the current USDA Nondiscrimination Statement in its entirety - make sure your documents have the current Statement.

This institution is an equal opportunity provider.



SNAP Letter Method

LEAs may still accept SNAP notification letters to a household as a secondary method of recognizing categorical eligibility for free meals for SNAP households. Thus, if a household provides a SNAP eligibility letter to the LEA or school, the letter must be used to establish eligibility, but it is **not considered direct certification for reporting purposes.**



Disclosure of Children's Eligibility

Children's free and reduced-price meal and free milk eligibility information obtained under provisions of the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) (NSLA) or Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.) (CNA) and the regulations implementing these Acts is confidential information.

7 CFR 245.6 delineates the restrictions on the disclosure and use of information obtained from an application for free and reduced-price meals, as well as the criminal penalties for improper release of information. While the law discusses applications, the disclosure requirements also apply to information obtained through the direct certification process.

LEAs may disclose children's free and reduced-price meal eligibility information to programs, activities, and individuals that are specifically authorized access under the NSLA, which establishes the disclosure limits for the Child Nutrition Programs. Disclosure is always an option, not a requirement.



Disclosure/Confidentiality

1. Federal or State Education Programs
2. National Assessment of Education Progress (NAEP)
3. Every Student Succeeds Act (ESSA)

Access must be limited to staff directly responsible for the administration of a federal education program, for example NAEP, or those who are providing tutorial or other assistance under that educational program. The disclosure agreement would only be valid for the specific instance for which the data is needed and does not ensure future information will be given. Teachers, guidance counselors, principals, etc. who are not providing such assistance under the appropriate statutory or regulatory requirements cannot have access.



Verification Activities in School Nutrition Programs





Verification Dates to Remember



October 1 or first operating day of October:

- Verification sample is pulled.
- **Must not verify more than or less than the required sample size (3%)**
- When calculating sample size, always round up if not whole number
 - Example: 75 MBFs qualify for verification x 3% required for Error Prone (standard) Sample = 2.25; the SFA would be required to pull 3 MBFs for verification
- May verify “for cause”, however, these applications are in addition to required sample

November 15:

- **Verification activities must be completed, including notifying the household of any increase or decrease in benefits.**

January 16:

- Complete the Verification Collection Report, referred to as FNS 742 in DENARS
- This report can be completed any time after November 15, but no later than January 16, 2024



Non-Compliance

- ✓ If you do not complete verification activities by November 15th, you are non-compliant.
- ✓ If you need an extension to the November 15th deadline, you must email your request to the Nutrition Programs Education Associate (Aimee Beam) and document the reason for the extension.
- ✓ If the verification report in DENARS is not completed by the assigned deadline, a hold will be placed on the SFA's claims until the report is satisfactorily completed.



Sample Size

Standard Sample: 3% of all approved MBFs as of October 1st taken from **error prone** MBFs.

Question: What is **Error Prone**?

Answer: **Error prone** applications are applications where the monthly income falls within \$100 of the applicable Income Eligibility Guidelines.

Question: Which MBFs do not count toward my verification sample?

Answer: The following MBFs are exempt from the verification sample:

- Direct Certification
- Applications completed by administrator
- Migrant, Foster, Runaway, Homeless
- Child participating in Pre-K Head Start Programs
- Students in RCCIs except day treatment students



Replacing Applications

An application is selected for verification. Prior to hearing back from the household the SFA documents the student(s) on the DCRT list. The application does NOT have to be replaced. Report the student(s) as directly certified in section 3 of the FNS-742 and document the result in section 5-8 of the FNS-742.



Non-Responsive Households

The SFA must make at least one attempt to contact the household when the household does not adequately respond to the request for verification. The required follow-up attempt may be in writing (including to the parent or guardian's e-mail address) or by telephone or text message. The SFA must document that a contact was attempted and ensure that LEP households are provided adequate language assistance and understand the need to respond to the verification request.

SFAs are encouraged to do additional follow-ups if needed.



Non-Responsive Households

If the SFA has made at least two attempts to contact the household by November 15th and verification documentation has not been provided, the household must be notified in writing that 10 calendar days from the date of the notification letter, student benefits will be terminated.



Completing the Verification Report in DENARS

1. Log into EdAccess
2. Select the School Nutrition (DENARS) Application
3. Click on Applications on the menu bar
4. Select Verification Report
5. When you have completed the report, remember to click on Save at the bottom of the page or you will lose the data you entered





FNS 742 – Verification Collection Report

General Information

Type of Organization: A. Public School District

Verification Contact Information

1. Name: Salutation First Name Last Name

2. Email Address:

3. Phone: Ext: Fax:

4. Title:

Due Date: June 25, 2020

Instructions

ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.

NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2 Total RCCIs (Do not include schools counted in 1-1):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2b RCCIs with NO day students:	<input type="text" value="0"/>	<input type="text" value="0"/>

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the last operating day in October.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-3 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1, if applicable.

Report students approved FREE eligible as of the 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 or CEP for all schools).	<input type="checkbox"/>	
3-2 Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	<input type="text" value="0"/>	B. Number of FREE Students
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.	<input type="text" value="0"/>	
3-4 Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>	

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

All SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).	<input type="text" value="0"/>	<input type="text" value="0"/>
4-2 Approved as FREE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>

T-1 Total FREE Eligible Students Reported	<input type="text" value="0"/>
T-2 Total REDUCED PRICE Eligible Students Reported	<input type="text" value="0"/>

Section 5

All SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification. (See instructions for list of exemptions.)	<input type="checkbox"/>
5-2 Was verification performed and completed?	
<input type="radio"/> Yes, completed by November 15th	
<input type="radio"/> Yes, completed after November 15th	
<input type="radio"/> No, verification was NOT performed or the process was not completed	
5-3 Type of verification process used:	
<input type="radio"/> Standard (Lesser of 3% or 3,000 error-prone)	
<input type="radio"/> Alternate one (Lesser of 3% or 3,000 selected randomly)	
<input type="radio"/> Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)	
5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.	<input type="text" value="0"/>
5-5 Number of applications selected for verification sample:	<input type="text" value="0"/>
ALL SFAs must report 5-7 or check box 5-6 if applicable.	
5-6 Check the box if direct verification was not conducted in the SFA. (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.) If 5-6 is checked, skip 5-7.	<input type="checkbox"/>

	A. Number of Applications	B. Number of Students
5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	<input type="text" value="0"/>	<input type="text" value="0"/>

5-8 Results of Verification by Original Benefit Type
For each original benefit 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 (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		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	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
	REDUCED PRICE		REDUCED PRICE		FREE	
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

Corrective Action Plan Attachments

Sponsors are required to submit a Corrective Action Plan in the event that the Sponsor fails to complete the eligibility verification by the established deadline and fails to request an extension.

Add

Attachment Count: 0



Verification Collection Report

- General Information
- Section 1: Total number of schools, RCCIs, and enrolled students
- Section 2: SFAs with alternate provisions
- Section 3: Students approved free but not subject to verification
- Section 4: Students approved free or reduced via household applications
- Section 5: Verification Results




FNS-742

General Information

General Information

Type of Organization: A. Public School District

Verification Contact Information

1. Name:	Salutation	First Name	Last Name
	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
2. Email Address: 	<input type="text"/>		
3. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
4. Title:	<input type="text"/>		



SECTION 1: Total Schools, RCCIs, and Enrolled Students

Section 1 - Total Schools, Residential Child Care Institutions (RCCIs), and Enrolled Students

All SFAs must report Section 1.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools OR Institutions	B. Number of Students
1-1 Total schools (Do not include RCCIs):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2 Total RCCIs (Do not include schools counted in 1-1):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2a RCCIs with day students (Report ONLY day students in 1-2aB):	<input type="text" value="0"/>	<input type="text" value="0"/>
1-2b RCCIs with NO day students:	<input type="text" value="0"/>	<input type="text" value="0"/>



SECTION 2: SFAs with Alternate Provisions

Section 2 - SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Section 2.

Report schools or institutions operating the NSLP and/or SBP as of the **last operating day in October**.

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-2a Provision 2/3 students reported as FREE in a NON BASE year:		<input type="text" value="0"/>
2-2b Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:		<input type="text" value="0"/>
2-3 Operating the Community Eligibility Provision (CEP):	<input type="text" value="0"/>	<input type="text" value="0"/>
2-4 Operating other alternatives for NSLP and SBP:	<input type="text" value="0"/>	<input type="text" value="0"/>
2-5 Operating an alternate provision(s) for only SBP or only NSLP:	<input type="text" value="0"/>	<input type="text" value="0"/>



SECTION 3: Students Not Subject to Verification

Section 3 - Students approved as FREE eligible NOT subject to verification

All SFAs must report Section 3 or check box 3-1 if applicable.

Report students approved FREE eligible as of the **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 or CEP for all schools).	<input type="checkbox"/>
3-2	Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	B. Number of FREE Students <input type="text" value="0"/>
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.	<input type="text" value="0"/>
3-4	Students certified categorically FREE eligible through SNAP letter method. Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>

NOTE: You do not report DCRT data for any schools that are operating CEP.



SECTION 4: Students Approved Free or Reduced with Household Application

Section 4 - Students approved as FREE or REDUCED PRICE eligible through a household application

ALL SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application).	<input type="text" value="0"/>	<input type="text" value="0"/>
4-2 Approved as FREE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information.	<input type="text" value="0"/>	<input type="text" value="0"/>
T-1 Total FREE Eligible Students Reported		0
T-2 Total REDUCED PRICE Eligible Students Reported		0



SECTION 5: Verification Results

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 **Check the box if ALL schools and/or RCCIs are exempt from verification.**
 (See instructions for list of exemptions.)

5-2 **Was verification performed and completed?**
 Yes, completed by November 15th
 Yes, completed after November 15th
 No, verification was NOT performed or the process was not completed

5-3 **Type of Verification process used:**
 Standard (Lesser of 3% or 3,000 error-prone)
 Alternate one (Lesser of 3% or 3,000 selected randomly)
 Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

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:**

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 **Check the box if direct verification was not conducted in the SFA.**
 (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)
If 5-6 is checked, skip 5-7.

	A. Number of Applications	B. Number of Students
5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.	<input type="text" value="0"/>	<input type="text" value="0"/>

5-8 **Results of Verification by Original Benefit Type**
 For each original benefit 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 (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		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	
	a.	b.	a.	b.	a.	b.
	Applications	Students	Applications	Students	Applications	Students
1. Responded, NO CHANGE:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Changed to PAID:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

VC-1 **Total questionable applications verified for cause** (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

SECTION 5: Breaking it Down!

Section 5

ALL SFAs must report Section 5 or check box 5-1 if applicable

5-1 Check the box if ALL schools and/or RCCIs are exempt from verification.
(See instructions for list of exemptions.)

[Instructions](#)

5-2 Was verification performed and completed?

- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed

5-3 Type of Verification process used:

- Standard (Lesser of 3% or 3,000 error-prone)
- Alternate one (Lesser of 3% or 3,000 selected randomly)
- Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)

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:



SECTION 5: Direct Verification

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA.
(i.e. not one of the schools and/or RCCIs in the SFA performed direct verification.)
If 5-6 is checked, skip 5-7.

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

**A. Number of
Applications**

**B. Number of
Students**

Currently, Delaware is not conducting direct verification with the SNAP, TANF or Medicaid so A. and B. should be "0"



Verification for Cause

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

Note: The number of applications reported in 5-8 should include both the results of verification from verification process and the results from any applications verified for cause reported in VC-1.



Thank You!

This concludes the Eligibility Determination and Verification training.

Professional Standards Hours:

- Administration (3000)
 - Free and Reduced-Price Meal Benefits (3100) – 0.75 Hours