

Strategies to Prevent Overlooking Verification Deadlines

CEs may find the following strategies helpful in meeting the verification timeline.

Calendar

Mark the date verification is to begin and the deadline for its completion on the school calendar of events or a calendar noting other important dates and deadlines.

Staff Backup

Ensure that more than one person is aware of the deadline and of the verification requirements.

Assign an alternate Verification Official. This will help if an assigned Verification Official is suddenly unable to conduct verifications.

Plan of Action

Develop a written verification plan that includes the methods to be used and the time frames by which each step must be accomplished. The plan should be revised and updated each year as needed.

Time Management

Allow sufficient time for agencies (e.g., SNAP or TANF office) to confirm household eligibility. Thirty days is the minimum time an CE should allow for agencies to confirm household eligibility when using agency records in this process.

Point of Service (POS) System

Reach out the CE's POS system provider early in the year to get information on system functions that support the verification process.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division
National School Lunch Program

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 8/21/2023
www.SquareMeals.org

Verification Process Chart

Verification Process Chart

Identify Sample Size

- ➔ Determine sample size.

Direct Verification (DV)

- ➔ Conduct DV⁴ for all of the household applications selected for verification.
- ➔ Remove household applications that are directly verified from sample.

Confirmation

- ➔ Ensure that the eligibility determination is correct.

Notification

- ➔ Send a letter to the household of remaining applications asking the households to submit verification documentation.

Verification Process

- ➔ Follow-up with all households that have not submitted verification documentation as requested.
- ➔ Review all documentation submitted to verify eligibility.
- ➔ Completes the verification process based on the results.



No Eligibility Change

- ➔ Verification is complete.

or **Change in Eligibility
Benefit Increase**

- ➔ Implement the benefit increase within 3 operating days.

Benefit Decrease

- ➔ Notify household within 10 operating days of new eligibility determination.
- ➔ Include notice that household has 10 calendar days (advance period) to appeal the determination. The advance period starts the day the notice was sent.
- ➔ Implement the new eligibility determination within 10 operational days of the last day in the 10 calendar days advance period if there is no appeal.

⁴ Direct Verification is not required. However, conducting Direct Verification often reduces the number of households that must be contacted for the verification process.



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division
National School Lunch Program

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 8/21/2023
www.SquareMeals.org

Verification Pool Chart

Verification Pool Chart			
Included in the Verification Pool		Not Included in Verification Pool	
Eligibility Based on	Eligibility Determination	Eligibility Based on	Eligibility Determination
Household Application Income Information	Household Free or Reduced-Price	Direct Certification in Texas ELMS as SNAP or TANF	Household Free
Household Application with an EDG Number Provided	Household Free	Direct Certification in Texas ELMS as Medicaid Free or Medicaid Reduced,	Household Free or Reduced-Price
Household Application with Individual Student Foster Identification	Individual Student Free	Direct Certification through a List Provided by Designated Official/Liaison	Individual Student Free
		<ul style="list-style-type: none"> - Foster, - Migrant, Homeless, Runaway, Displaced - Head Start or Early Head Start Pre-Kindergarten Program 	
		Direct Certification through a List of Residential Students with Zero Income Provided by an RCCI	
		Verification for Cause Conducted by School Nutrition Program	Free or Reduced-Price

In the verification process, CEs must not take the following two actions:

1. Verify 100% of all household applications
2. Request that any household submit verification documents at the same time the household application is submitted



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division
National School Lunch Program

This product was funded by USDA.
This institution is an equal opportunity provider.



Updated 8/21/2023
www.SquareMeals.org