Eligibility and Verification

Participant Guide

This participant guide provides resources, hand-outs, activities, and space to write notes during class. It is designed to supplement the class rather than directly mirror the PowerPoint slides in a one-to-one manner.

Training Overview

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Length	12 Hours
Description	This training will help CEs establish a foundation in policies and procedures to determine and document student eligibility to participate in the free and reduced-price meals offered in the NSLP and SBP, as well as learn required processes for verifying students' eligibility to stay compliant.
USDA Key Areas	3000 – Administration
USDA Professional	3100 – Free & Reduced Meal Benefits
Standards Codes	3110 - Eligibility 3120 – Direct Certification
Learning Objective(s)	 Identify the different types of eligibility Apply eligibility carryover Review school meals applications for required information Make eligibility determinations for household children on the school meals application Notify households of eligibility determinations Implement timelines related to verification activity due dates Identify the different methods for selecting a sample for verification Differentiate acceptable documentation obtained to verify student eligibility





Updated 9/27/23

www.SquareMeals.org

 Outline steps in the verification process including required reporting 	
required reporting	

Common Acronyms

AR	Administrative Review
ARM	Administrator's Reference Manual
CACFP	Child & Adult Care Food Program
CE	Contracting Entity
CEP	Community Eligibility Provision
DC/DV	Direct Certification/Direct Verification
FND/F&N	Food & Nutrition
F/R/P	Free/Reduced/Paid
NSLP	National School Lunch Program
P2	Provision 2
RMS	Resource Management Summary
TDA	Texas Department of Agriculture
USDA	United States Department of Agriculture

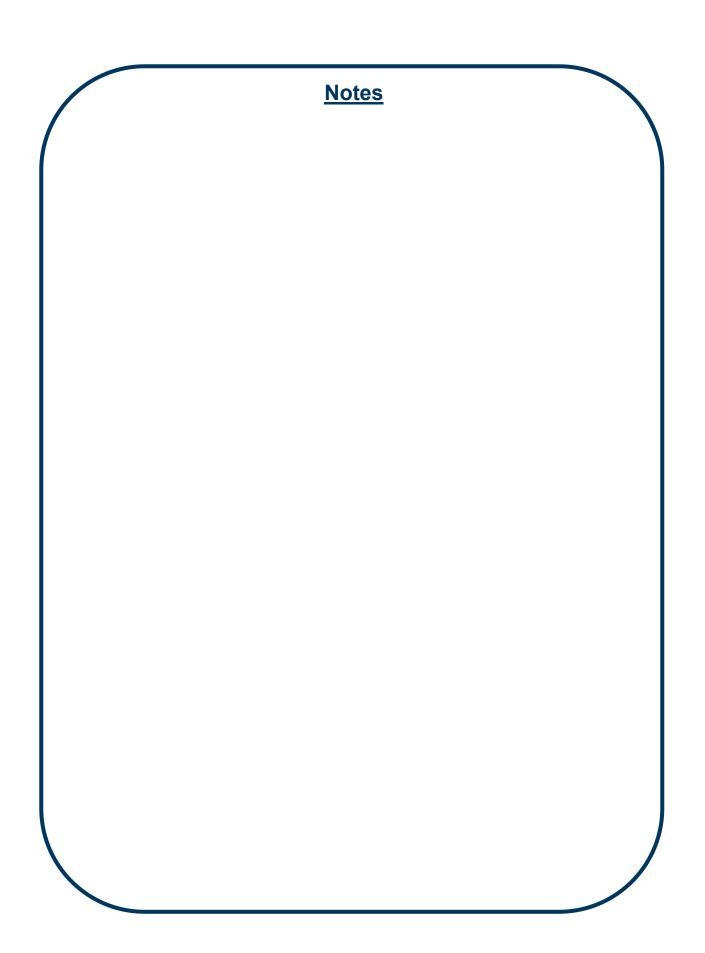
Resources

SquareMeals.org	TDA Food & Nutrition Website	News, resources, and trainings for all 12 Food & Nutrition programs in Texas
ARM	Administrative Review Manual (located on SquareMeals.org)	A reference document used to provide guidance on the administration of federally funded programs.
ThelCN.org	Institute of Child Nutrition Website	The ICN is the only federally funded national center dedicated to applied research, education and training, and technical assistance for child nutrition programs.
USDA Verification Tool Kit	https://www.fns.usda.gov/cn/verification-toolkit	The Toolkit contains a collection of resources that CEs can use in their efforts to improve verification response rates and the overall efficiency of the process.
USDA Eligibility Manual	https://www.fns.usda.gov/cn/eligibility-manual-school-meals	This manual provides comprehensive information on federal requirements, policies, and procedures, and is intended to help state agencies and local educational agencies (LEAs) accurately determine, certify, and verify children's eligibility for free or reduced-price school meals and free milk.

USDA CEP	https://www.fns.usda.gov/cn/community-	USDA resources for CEP
Resources	eligibility-provision	

Why does this Matter?

Me	
• How will this class help me	?
My Organization	
 Which specific areas within 	this course topic does their organization needs help or guidance with?
My Food Program Participants	
 How will this class help the 	recipients of my food program?



Next Steps

1. Identify Key Take-Aways
•
•
2. Create a Plan
•
•
3. Contact for TA
My ESC Number:
My ESC Contact Name:
My ESC Contact Email:
My ESC Contact Phone Number
Other Info:

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2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

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