

# 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

<b>Length</b>	<b>12 Hours</b>
<b>Description</b>	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.
<b>USDA Key Areas</b>	3000 – Administration
<b>USDA Professional Standards Codes</b>	3100 – Free & Reduced Meal Benefits 3110 - Eligibility 3120 – Direct Certification
<b>Learning Objective(s)</b>	<ul style="list-style-type: none"><li>• Identify the different types of eligibility</li><li>• Apply eligibility carryover</li><li>• Review school meals applications for required information</li><li>• Make eligibility determinations for household children on the school meals application</li><li>• Notify households of eligibility determinations</li><li>• Implement timelines related to verification activity due dates</li><li>• Identify the different methods for selecting a sample for verification</li><li>• Differentiate acceptable documentation obtained to verify student eligibility</li></ul>



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

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Food and Nutrition Division  
Nutrition Assistance Programs

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www.SquareMeals.org

	<ul style="list-style-type: none"> <li>Outline steps in the verification process including required reporting</li> </ul>
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## Common Acronyms

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

## Resources

<b>SquareMeals.org</b>	TDA Food & Nutrition Website	News, resources, and trainings for all 12 Food & Nutrition programs in Texas
<b>ARM</b>	Administrative Review Manual (located on SquareMeals.org)	A reference document used to provide guidance on the administration of federally funded programs.
<b>TheICN.org</b>	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.
<b>USDA Verification Tool Kit</b>	<a href="https://www.fns.usda.gov/cn/verification-toolkit">https://www.fns.usda.gov/cn/verification-toolkit</a>	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.
<b>USDA Eligibility Manual</b>	<a href="https://www.fns.usda.gov/cn/eligibility-manual-school-meals">https://www.fns.usda.gov/cn/eligibility-manual-school-meals</a>	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.

<b>USDA CEP Resources</b>	<a href="https://www.fns.usda.gov/cn/community-eligibility-provision">https://www.fns.usda.gov/cn/community-eligibility-provision</a>	USDA resources for CEP
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# Why does this Matter?

## Me

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- How will this class help me?

## My Organization

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- Which specific areas within this course topic does their organization needs help or guidance with?

## My Food Program Participants

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- How will this class help the recipients of my food program?

**Notes**

## Next Steps

### 1. Identify Key Take-Aways

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### 2. Create a Plan

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### 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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