

# VERIFICATION OF ELIGIBILITY



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**  
This product was funded by USDA.  
This institution is an equal opportunity provider.



Food and Nutrition Division  
National School Lunch Program



Updated 08/10/2023  
[www.SquareMeals.org](http://www.SquareMeals.org)

# USDA Professional Standards

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## 3000 – Administration

- 3100 – Free & Reduced Meal Benefits
  - 3110 – Eligibility
  - 3120 – Direct Certification (DC)
  - 3130 – Community Eligibility Provision (CEP)

# Administrative Review (AR)

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- Critical Areas of Review
  - Performance Standard 1
    - Certification and Benefit Issuance (100)
    - Meal Counting and Claiming (300)
- General Area of Review
  - Verification (200)

# Code of Federal Regulations (CFR)

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- 7 CFR Part 245.6a

# Acknowledgment Statement

You understand and acknowledge that:

- ❑ the training you are about to take does not cover the entire scope of the program; and that
- ❑ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

# Housekeeping

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## Where are the restrooms?

You may use the restroom during...



## When and what may I eat?

Lunch, snacks and coffee...



## What if my phone rings?

Please place cell phones on silent and don't text...



## What if I have a question?

Limit side conversations and write questions on...

# Class Outline

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- ❑ Module 1: Establishing a Foundation
- ❑ Module 2: Verification Timeline
- ❑ Module 3: Establishing the Sample
- ❑ Module 4: Verifying Required Documentation
- ❑ Module 5: Completing Verification
- ❑ Module 6: Compliance & the Administrative Review

# Objectives

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By the end of this course participants will be able to do the following:

- 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
- Outline steps in the verification process including required reporting



# Who Performs Verification Duties in your CE?

Those who conduct or oversee verification, including required reporting

**Verifying  
Officials**

**Administrative  
Personnel**

**Directors**

**Business or  
Financial  
Managers**

**School  
Administrators**

# Module 1: Establishing a Foundation



# What is Verification?

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Process for reviewing eligibility determination reported on approved applications based on:

Income Eligibility

SNAP, TANF, FDPIR or Medicaid F/R  
Assistance Programs

Other Source Categorical Eligible  
Programs

# Why is Verification of Eligibility Important ?

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- Accuracy & Fairness
- Program Integrity
- Compliance with Regulations
- Accountability & Transparency
- Resource Allocation

# Accuracy & Fairness

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- By confirming the eligibility of households through documentation or direct verification, the verification process helps to ensure that benefits are provided to those who truly qualify for them.

# Program Integrity

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- It helps prevent fraud, errors, and misuse of benefits by ensuring that only eligible households receive assistance.

# Compliance with Regulations

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- Verification is a requirement set by the USDA and is essential for program administrators to receive federal funding and maintain program operations.

# Accountability & Transparency

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- By documenting and reviewing the eligibility of households, program administrators can demonstrate their adherence to regulations and justify benefit issuance determinations.



# Key Roles & Responsibilities

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- Verifying Official
- Required designation, required action.
- Person who verifies eligibility of applicant households.
- Cannot be the same person as hearing official.
- May be the same person as the determining/reviewing official, confirming official, or follow-up official.

# Resource Allocation

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- Program administrators can allocate resources based on accurate data to effectively plan and budget.

# Key Roles & Responsibilities

## Eligibility/Verification Official Role Chart

If a **No** is recorded at the intersection of the column and row, the individual cannot perform the required actions for both official roles.

If a **Yes** is recorded at the intersection of the column and row, the individual can perform the required actions for both official roles.

	Determining /Reviewing <sup>R</sup>	Hearing <sup>R</sup>	Verification <sup>R</sup>	Confirming <sup>O</sup>	Follow-Up <sup>O</sup>
Determining /Reviewing <sup>R</sup>	--	No	Yes	No	Yes
Hearing <sup>R</sup>	No	--	No	No	No
Verification <sup>R</sup>	Yes	No	--	Yes	Yes
Confirming <sup>O</sup>	No	No	Yes	--	Yes
Follow-Up <sup>O</sup>	Yes	No	Yes	Yes	--

### Key for Abbreviations

<sup>R</sup> = Required—CE is required to assign an individual(s) to perform the actions associated with this role.

<sup>O</sup> = Optional— CE is not required to assign an individual(s) to perform the actions associated with this role, but the actions associated with this role are required.

# Application Packet

## TX-UNPS

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## Key Roles

- Hearing Official
- Reviewing Official
- Verifying Official

**Civil Rights Training  
Required**



Child Nutrition Director			
<input type="checkbox"/> Same as the Superintendent/Sponsoring Official			
A13. Name:	Salutation	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
A14. Email Address:	<input type="text"/>		
A15. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
A16. Title:	<input type="text"/>		
Claim Preparer			
<input type="checkbox"/> Same as the Superintendent/Sponsoring Official			
A17. Name:	Salutation	First Name	Last Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>
A18. Email Address:	<input type="text"/>		
A19. Phone:	<input type="text"/>	Ext: <input type="text"/>	Fax: <input type="text"/>
A20. Title:	<input type="text"/>		
Hearing Official			
A21. This person shall ensure that all required provisions of the appeal process are followed as outlined on the Letter to Households of Approval/Denial of Benefits. The hearing official must be someone not involved in making the determination under appeal or any previous conference and hold a position at a higher administrative level than the reviewing and verifying official(s).			
Job Title: <input type="text"/>			
*Hearing Official must be in a position higher than the Reviewing Official.			
Reviewing Official			
A22. This person reviews applications and makes eligibility determinations.			
Job Title: <input type="text"/>			
Verifying Official			
A23. This person verifies the eligibility of applicant households in accordance with program regulations.			
Job Title: <input type="text"/>			

# State Agency Templates & Forms

While CEs are not required to use all the resources TDA provides, TDA strongly encourages CEs to use them. If CEs choose to use a verification form or letter that is not developed by TDA, they are responsible to ensure that the form or letter contains correct and accurate information.

# State Agency Templates & Forms

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## TDA Templates and Sample Forms

The following template and sample forms are also provided by TDA. These forms are located at [www.SquareMeals.gov](http://www.SquareMeals.gov).

### Collecting Information

- *Verification Information Request: SNAP/TANF Multiple Applicant Form*
- *Verification Information Request: Statement of Earnings Form*
- *Verification Information Request: Statement of Social Security Income Form*
- *Verification Summary Form*

### Conducting Verification

- *Verification Sample Size Calculator*

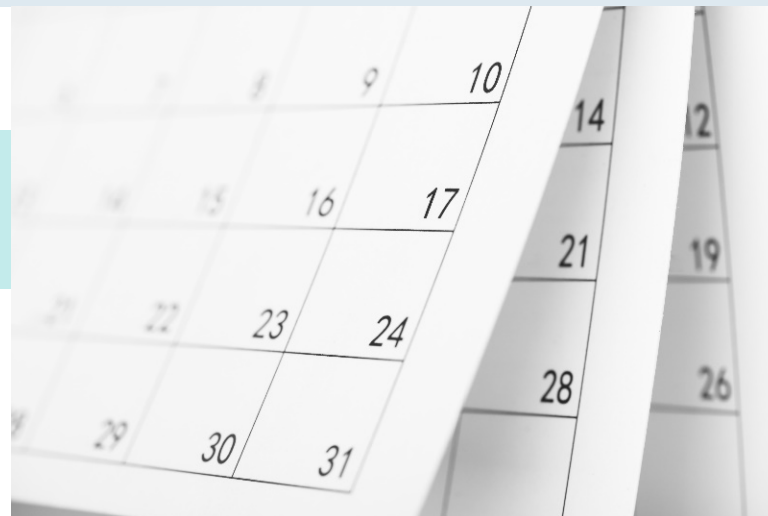
### Household Notification, Selection for Verification

- *Letter to Households Selected for Verification of Eligibility (also available in Spanish)*
- *Verification Information for Free and Reduced-Price Meals Sheet (also available in Spanish)*

### Household Notification, Results

- *Notification Verification Continuation of Benefits Letter (also available in Spanish)*
- *Notification Verification Results/Adverse Action Letter—Income (also available in Spanish)*
- *Notification Verification Results/Adverse Action Letter—SNAP/TANF (also available in Spanish)*

# Module 2: Verification Timeline



# Meeting Verification Deadlines

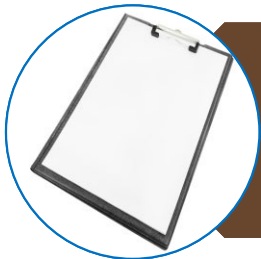
24



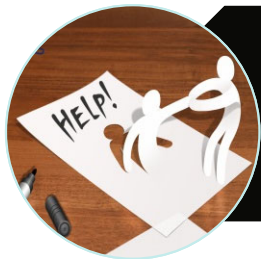
Keep a Calendar



Manage Your Time



Develop a Written Plan



Provide Backup to Your Staff



# Verification Timeframes

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- ❑ CEs must complete verification by November 15
- ❑ CEs must submit Verification Report by November 28

# Required Reporting

- ❑ All CEs, including Residential Child Care Institutions (RCCIs) approved to operate the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) are required to submit the Verification Report to TDA annually
- ❑ The report includes direct certification data and verification activity, including results

- Verification Report JotForm opens November 1, 2023
- CEs can begin entering available data any time after the report opens and complete when verification result data is finalized
- Verification process must be completed by November 15, 2023
- CEs must submit Verification Report JotForm by November 28, 2023

# Module 3: Establishing the Sample

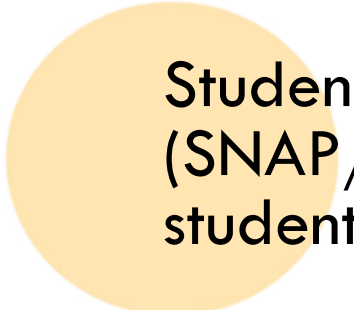
# Verification Sample Pool

CEs must include approved applications in the verification sample pool that meet the following criteria:

Approved applications for Other Source  
Categorically Eligible that are not directly certified

Approved applications submitted for income

# Students Excluded from Verification



Students on the Texas ELMS matched list from TDA (SNAP/TANF/Medicaid F/R) and extended eligible students in the same household



Students directly certified without an application as migrant, runaway, or homeless and displaced children, foster children, Head Start/Early Head Start children, students who reside at an RCCI



Households for which the application was completed by an administrator/school official

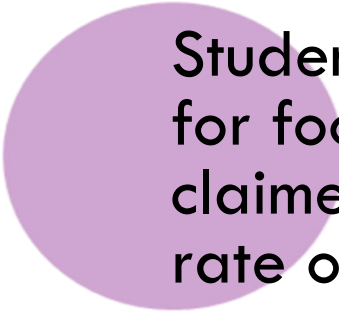
# Students Excluded from Verification



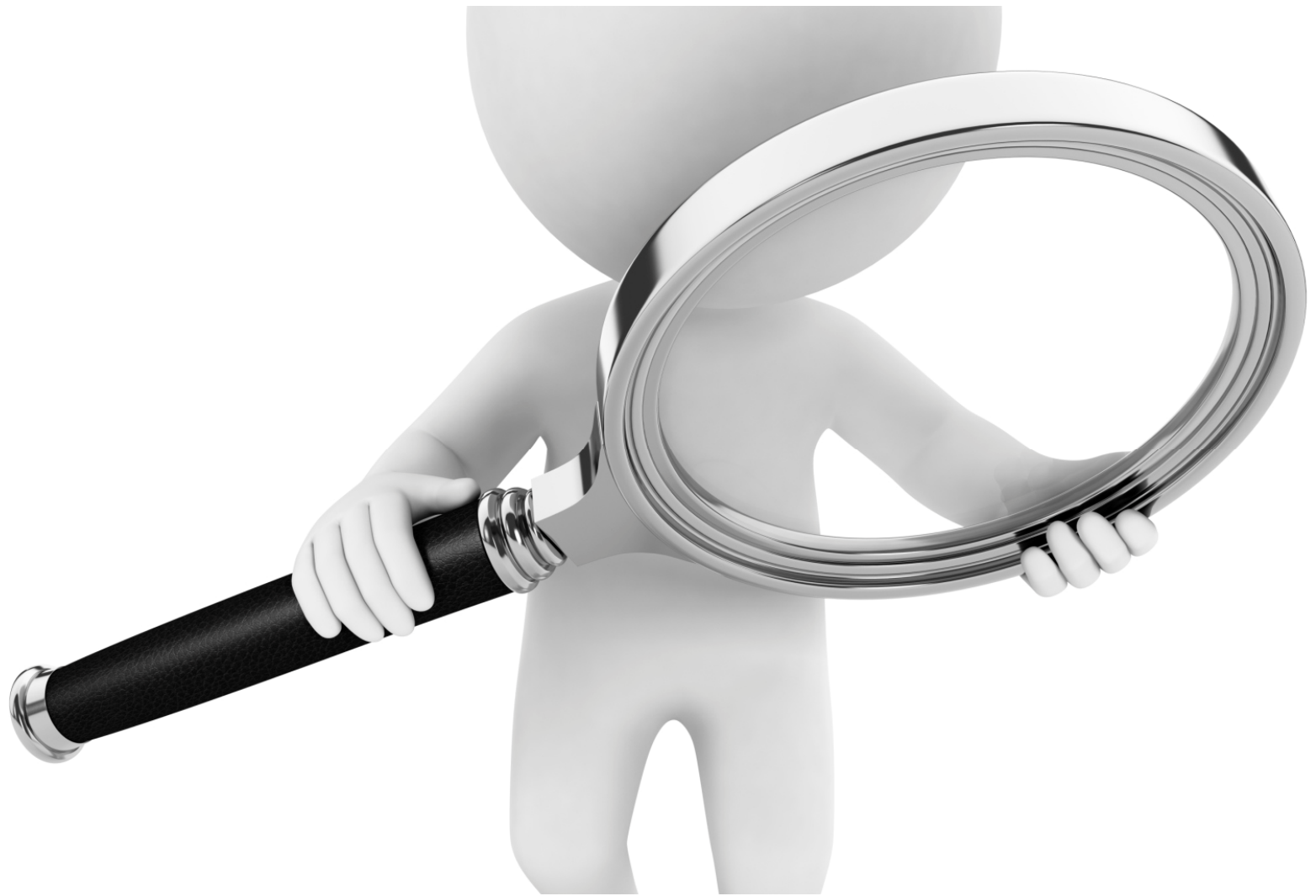
Students attending CEP or Provision 2 (P2) sites unless the P2 site is establishing a base year



Students from sites that participate in the Special Milk Program only



Students from sites where there is no separate charge for food service and no special cash assistance claimed (e.g., non-pricing programs claiming the paid rate of reimbursement for meals served)

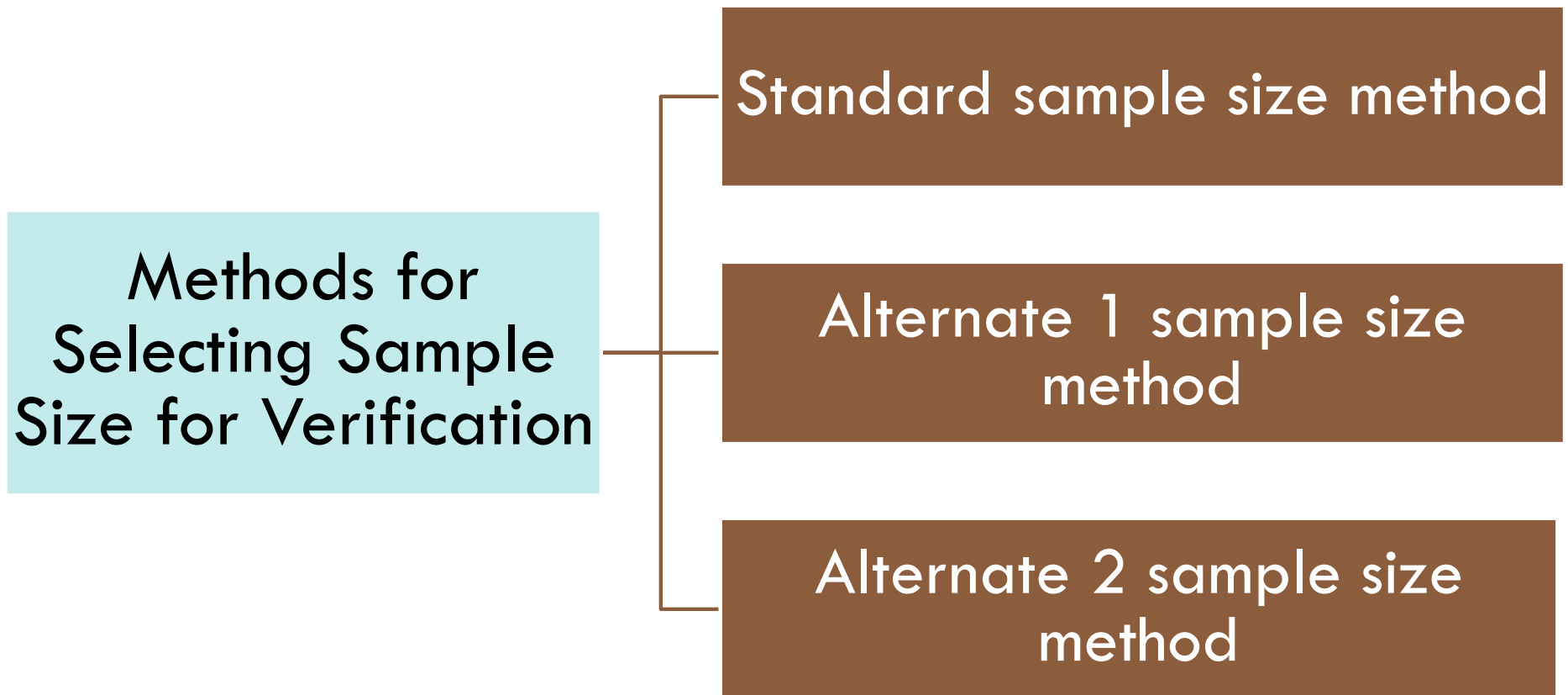


## Verification *For Cause*

CEs should verify applications *For Cause*, on a case by case basis, when the school is aware of additional income or persons in the household and/or known or available information indicates that there is a mistake or misrepresentation on the application.

# Establishing a Sampling Size

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**Note:** Sample size method is based on information from the CE's previous year verification report.



# Figuring Non Response Rate

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Number of households selected for verification that did not respond in the previous year

**Divided by:**

Number of applications selected for verification in the previous year

**TDA will post allowable sample methods by CE name on the SquareMeals website.**

# Sample Size Methods

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**Standard  
sample size  
method  
“Error Prone”**

CEs that do not qualify for the alternate sample size (1 or 2) method must use the standard sample size method.

**Alternate  
sample size  
(1 or 2)  
method**

CEs may use the alternate sample size (1 or 2) method if they meet a lowered or improved non-response rate (NRR).

# Standard (Error-Prone) Sample Size Method

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**Step 1:** 3,000 Error Prone or 3% of Total Applications on File October 1, 2023 (whichever is smaller)

**Step 2:** Interval Number

**Step 3:** Random Selection of Error Prone Applications

# Alternate 1 Sample Size Method

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**Step 1:** 3,000 or 3% (whichever is smaller) of All Applications on File as of October 1, 2023

**Step 2:** Interval Number

**Step 3:** Random Selection from All Applications

# Alternate 2 Sample Size Method

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**Step 1:** 1,000 or 1%  
(whichever is smaller) of  
Total Applications Plus  
500 or .05%  
(whichever is smaller) of  
SNAP/TANF  
Applications on File as  
of October 1, 2023

**Step 2:** Interval  
Number

**Step 3:** Random  
Selection of Error  
Prone Applications

# Random Selection Method

**CEs must use an interval number to randomly select applications.**

**Automated systems should have a statistical random selection process available.**

# Standard Sample Size Activity

# Confirmation Review

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The Confirming Official must review all the selected applications for the verification sample and the applications selected “For Cause” to ensure that the initial eligibility determination was accurate.



# Confirmation Review Overview

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**Step 1:**  
**Reviewing Official**  
**“reviews” the**  
**application and**  
**makes an initial**  
**eligibility**  
**determination**

**Step 2:**  
**Confirming**  
**Official**  
**“confirms” the**  
**initial eligibility**  
**determination**

**Step 3:**  
**Verification**  
**Official “verifies”**  
**the initial and**  
**confirmed**  
**eligibility**  
**determination**

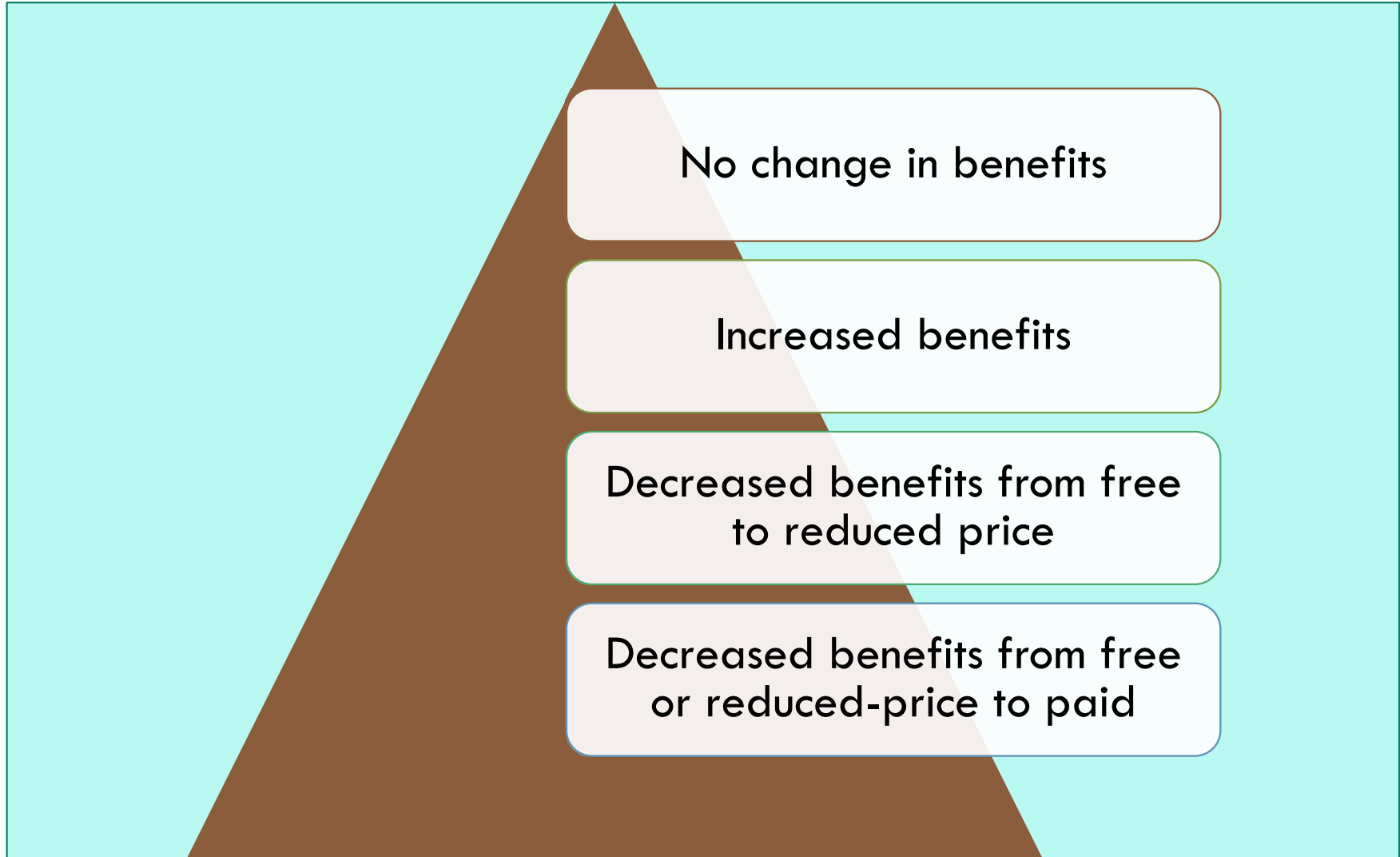
# Technology-Based Verification System

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- Confirmation can be waived if the CE has a technology-based system that demonstrates a high degree of accuracy
- Technology-Based Confirmation Exemption Request Form
  - ▣ Available in the Application link in TX-UNPS
  - ▣ Jotform submitted to TDA

# Confirmation Review Outcome

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# Confirmation Review Outcome

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- No Change in Benefits
  - ▣ The CE must complete the verification process for the household application.

# Confirmation Review Outcome

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- Increase in Benefits
  - The CE must take the following actions:
    - Make the increased benefits available immediately
    - Notify the household of the increased benefits
    - Complete verification process for the household application

# Confirmation Review Outcome

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- Decreased Benefits from Free to Reduced-Price
  - The CE must take the following actions:
    - Leave the household's eligibility status at its initial determination
    - Complete the verification process for the household application

# Confirmation Review Outcome

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- Decreased Benefits from Free or Reduced-Price to Paid
  - The CE must take the following actions:
    - Notify the household of adverse action immediately
    - Remove the household application from the verification sample pool
    - Select a similar household application to replace it in the verification sample pool
    - Complete the verification process for the newly selected application

# Replacement Applications

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CE may, on a case-by-case basis, replace up to five (5) percent of selected applications in the following conditions:

Inability of Household to Respond to the Request

Household Moves or becomes Directly Certified



# Direct Verification

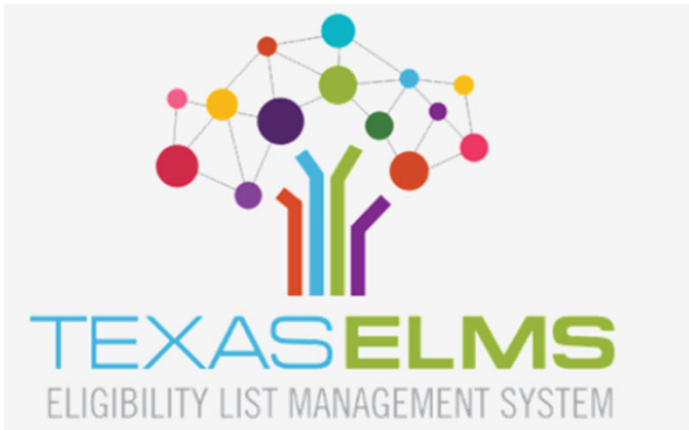
Direct verification (DV) is the use of public records to verify a student's eligibility for free or reduced-price meals. DV must be conducted prior to household notification. If the application is directly verified no notice is sent to the household. The Direct Verification module in Texas ELMS opens October 1 and closes on November 15.

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Medicaid (F/R)
- Children's Health Insurance Program (CHIP) (F/R)



# Module 4: Verifying Required Information

# Direct Verification Process



- Provides a quick, one-stop-shop to directly verify a sample list of students on applications selected for verification.
- October 1 through November 15.

## [Texas ELMS Training](#)

### Texas ELMS

- 1.) Texas ELMS and Direct Certification - An Overview: [Click Here](#)
  - How to Upload Files to Direct Certification - A 60-second Video: [Click Here](#)
  - How to Download Match Reports in Direct Certification - A 60-second Video: [Click Here](#)
  - How to Search for, Claim, and Unclaim Students in Direct Certification - A 30-second Video: [Click Here](#)
- 2.) How to use the Unclaimed EDG Number Matches Report to make the DC batch upload file: [Click Here](#)

### Direct Certification and Additional Resources

#### Training Guides:

- 1.) Preparing Your File for DC Upload: [Click Here](#)
- 2.) Community Eligibility Provision: Completing the CEP Report: [Click Here](#)
- 3.) Batch Unclaim in Texas ELMS: [Click Here](#)
- 4.) Partial Match Individual Search in Texas ELMS: [Click Here](#)
- 5.) How to check for blank columns when the upload file doesn't work: [Click Here](#)

#### Additional Resources:

- 1.) Working with Excel Tables: [Click Here](#)
- 2.) Match Priority: [Click Here](#)
- 3.) Password Security Within Texas ELMS and TX-UNPS: [Click Here](#)
- 4.) Using Duplicates to Find Unique Values: [Click Here](#)
- 5.) Direct Certification and Direct Verification Decision Paths: [Click Here](#)

### Direct Verification

- 1.) Texas ELMS and Direct Verification: [Click Here](#)
- 2.) Direct Verification Files and Reports in Texas ELMS: [Click Here](#)

### System Resources

- 1.) File Formats for use with Texas ELMS: [Click Here](#)

### Verification Reporting

- [PY 2022-2023 Verification Reporting Timeline](#)
- [PY 2022-2023 Verification Reminders](#)
- [SY23 Verification Reporting Tips](#)
- [Verification Reporting - Common Errors](#)
- [PY 2022-2023 CE Verification Reporting Requirements](#)
- [Sample Size Calculator for Verification](#)

# Notification Letter for Selection of Verification

CEs must provide households with a notification letter that the household has been selected for verification unless the household has been directly verified.



*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; (2) fax: (833) 256-1665 or (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.*

***The Richard B. Russell National School Lunch Act*** requires the information requested in order to verify your children's eligibility for free or reduced price meals. If you do not provide the information or provide incomplete information, your children may no longer receive free or reduced price meals.

# Verifying Household Eligibility

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Written income evidence

Agency records

Collateral contacts



# Written Income Evidence

## *Guidelines for Verification*



CEs must provide household documentation that reflects any gross income received on a recurring basis for each individual in the household receiving income for the most recent full month.



# Acceptable Documentation

## Written Income Evidence

Let's review the *Income Documentation for Verification Chart*.

Income Documentation for Verification Chart	
Type of Income	Acceptable Documentation Suggestions
Cash Income—Wages received from an employer who	<ul style="list-style-type: none"> <li>Letter from employer or form completed stating wages paid and</li> <li>or other payment proof including bank statements, formal written agreement</li> </ul>
<i>not the amount awarded, must be reported.</i>	
Earnings of Self-Employed Business Person or Farmer—Net income from self-employed business owner or farmer. Although individuals may hold considerable property and equipment, households must report only actual cash income, not assets.	<ul style="list-style-type: none"> <li>Business or farming document, such as ledger books or self-issued paycheck stub</li> <li>Previous year's tax return</li> </ul>
Military Housing Allowance—Payment received if an adult member of the household is a member of the military, and the household is located off base.	<ul style="list-style-type: none"> <li>Leave and earnings statement</li> <li>Letter from base commander stating amount</li> </ul>
Retirement or Pension—Retirement or pension income that is non-Social Security retirement. This includes private and state pensions, veteran benefits, and military retirement.	<ul style="list-style-type: none"> <li>Official statement of benefits received or award notice</li> </ul>
R. R. Benefit or Railroad Retirement—Special government retirement fund for former employees of the railroads. Payments can be made to survivors, spouses, and children.	<ul style="list-style-type: none"> <li>Official statement of benefits received or award letter</li> </ul>
Social Security Retirement—Traditional retirement benefits; payments to survivors, spouses and children; and disability payments—more correctly named Old Age and Survivors Disability Insurance. This income applies to younger persons, pre-retirement individuals, and dependents.	<ul style="list-style-type: none"> <li>Official statement or benefit letter, copy of monthly check</li> </ul>
Supplemental Security Income (SSI)—Special funding program to assist households with aged, blind, or other disabled members, including learning disabled. Sometimes called <i>disability payments</i> .	<ul style="list-style-type: none"> <li>SSI eligibility letter or statement of benefits</li> <li>SSI check or bank statement indicating check deposit</li> </ul>
Unemployment Compensation or Disability or Workers' Compensation—Income provided through federal or state unemployment or work-related injury compensation.	<ul style="list-style-type: none"> <li>Notice of eligibility; copy of the disability award letter, or unemployment compensation award letter</li> <li>Check stub</li> </ul>



# No Income

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## **Indication of “No Income”**

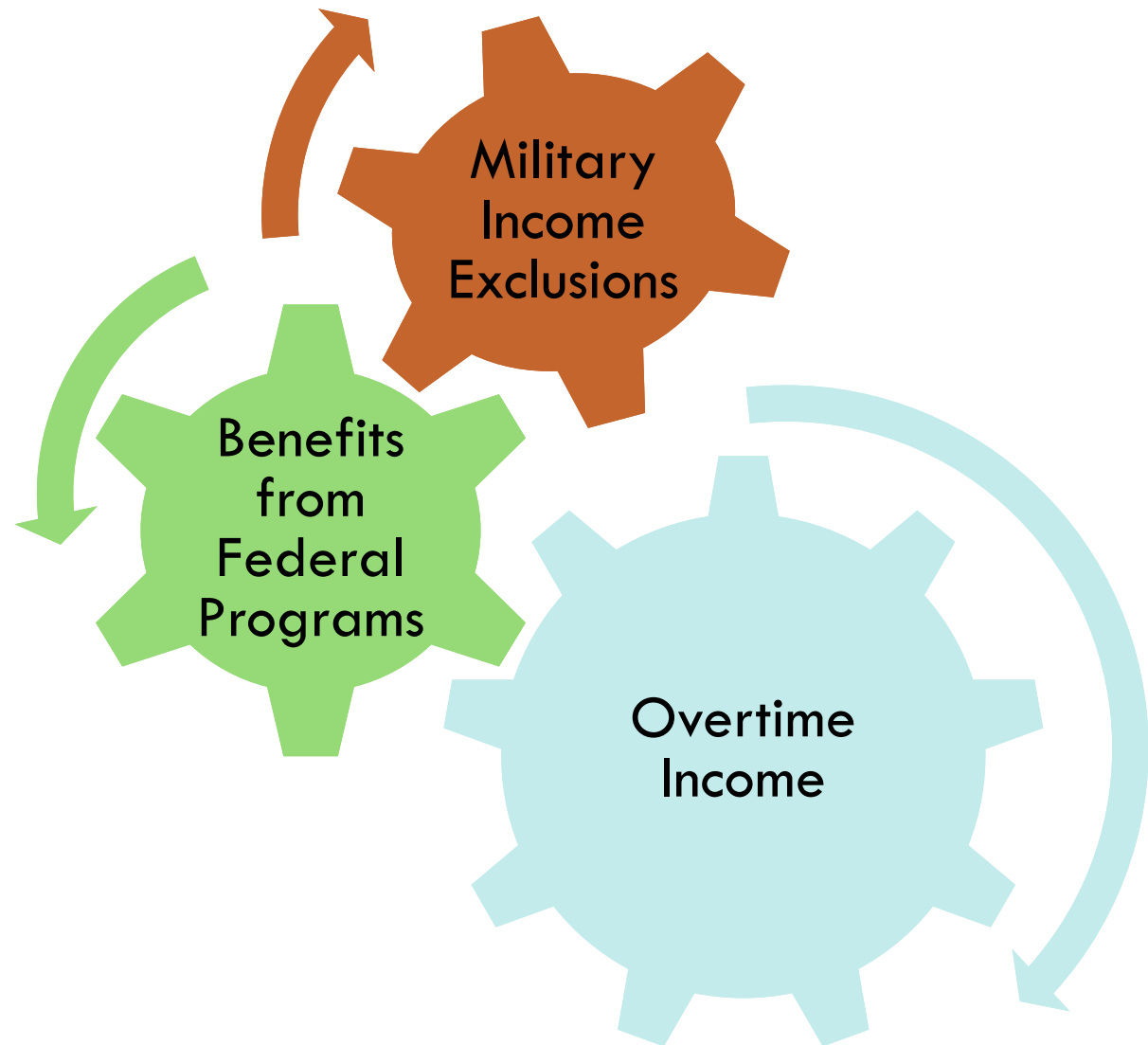
If a household is selected for verification, or the application is being verified for cause and the application indicates zero income, the LEA must request an explanation of how living expenses are met and may request additional written documentation or collateral contacts. For example, the collateral contact may be asked to document the duration and type of assistance that is provided to the household.

*USDA Eligibility Manual*

# Income Exclusions

## *Verification*

**Income exclusion chart can be found in the ARM, Section 4.**



# Acceptable Documentation

## *Agency Records*

CEs may confirm household eligibility with information from other government agencies to which the CE has legal access.



**Agency records may provide proof that a household or individual participates in a categorically eligible program and may be in the form of a letter or other benefit issuance form.**

# Verifying Information Using Collateral Contacts

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A collateral contact is a person outside of the household who is knowledgeable about household circumstances and can confirm household's income for the current month or the previous month, participation in assistance programs or status as other source categorical eligibility.

- ❑ Employers
- ❑ Social service agencies
- ❑ Migrant workers
- ❑ Agencies
- ❑ Religious or civic organizations

# Module 5: Completing Verification

# Nonresponsive Households and Follow-Up

**Any household that does the following is considered nonresponsive:**

- Fails to contact the CE when the initial or follow-up request for verification information is made
- Provides incomplete information or documentation
- Fails to designate collateral contacts or designates collateral contacts that are unable or unwilling to provide the requested evidence

# Completing Verification on the Application

## Verified Application Example

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDI security number. We will use your information to determine if your MAY share your eligibility information with education, health, and enforcement officials to help them look into violations of program r

In accordance with federal civil rights law and U.S. Department of A national origin, sex (including gender identity and sexual orientation other than English. Persons with disabilities who require alternative contact the responsible state or local agency that administers the p 877-8339.

To file a program discrimination complaint, a Complainant should c sites/default/files/documents/ad-3027.pdf and at any USDA office of complaint form, call (866) 632-9992. Submit your completed form Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442

The Confirming Official reviews all applications selected for verification to ensure that the initial determination was accurate, then signs, and dates in the designated area. This occurs BEFORE sending out notification letters to selected households. The Confirming Official must be a different individual than the original Reviewing/Determining Official. The Confirming Official and Verification Official should also sign the *Verification Report/Individual Household Form*. A note of who conducted the confirmation review should be included on electronic verified applications.

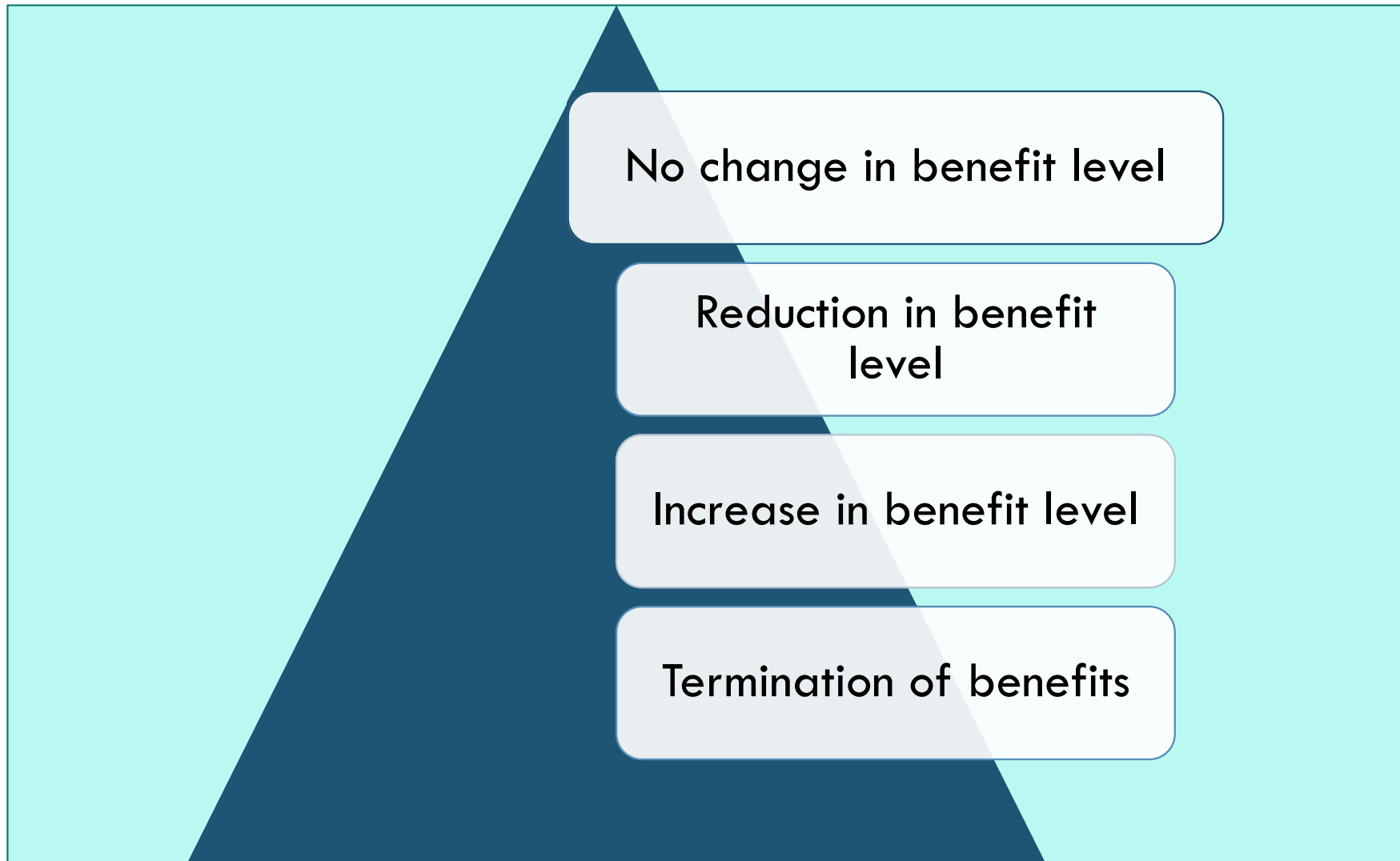
*Income Determination: Multiple income frequencies must be converted to annual amounts and combined to determine household income. Annual Income Conversion: weekly x 52, every two weeks x 26, twice a month x 24, monthly x 12.*

Household Size	Total Income	Frequency	Date Received	Date Withdrawn
<input type="text"/>	<input type="text"/>	W E T M A <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="text"/>	<input type="text"/>
Categorical Determination	Eligibility	Free Reduced Denied <input type="radio"/> <input type="radio"/> <input type="radio"/>	Reviewing/Determining Official's Signature	Date
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
			Confirming Official's Signature	Date
			<input type="text"/>	<input type="text"/>

CEs with automated systems may request a waiver to conduct the Confirmation Review.

# Verification Results

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# Notice of Adverse Action

The notice of adverse action may be sent by postal service or email. The CE cannot notify the household of adverse action by telephone.



# Appeals and Hearing Procedures

CEs must follow the appeal and hearing procedures on file at the CE and provide households benefits during the appeal process.



# Reapplying for Program Benefits

Any household that has been terminated from the program because of verification may reapply at any time during the school year. Applications resubmitted must be verified.

A 3D white humanoid figure stands next to a large, glossy red button. The button is mounted on a silver base and has the words "APPLY NOW" written in bold, white, sans-serif capital letters. The figure is positioned to the right of the button, with its right arm slightly extended towards the button.

**APPLY  
NOW**

# Required Reporting

- ❑ All CEs, including Residential Child Care Institutions (RCCIs) approved to operate the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP) are required to submit the Verification Report to TDA annually
  
- ❑ The report includes direct certification data and verification activity, including results

- Verification Report JotForm opens November 1, 2023
- CEs can begin entering available data any time after the report opens and complete when verification result data is finalized
- Verification process must be completed by November 15, 2023
- CEs must submit Verification Report JotForm by November 28, 2023

# Accessing the Verification Report

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## TX-UNPS

- ❑ Log in to TX-UNPS
- ❑ Select School Nutrition Programs
- ❑ Select Applications
- ❑ Select Download Forms



School Nutrition Programs TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search Programs | Year | Help | Log Out

Applications > School Year: 2022 - 2023

Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Portal	Access to all program applications
Application Packet	Applications Forms (Contracting Entity and Site)
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)
Second Review of Applications	FNS-874 report for Contracting Entities selected to conduct a second review of applications.
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals
Financial Report	School Food Annual Revenues and Expenditures Report
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

# Accessing the Verification Report

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## Select SNP-123 SY 2023-2024 Verification Report JotForm

This will take you directly to the Form to begin your submission.

\*Additional resources for verification are listed under additional SNP-123 entries.

Resources:

- ❑ Required Annual Reporting
- ❑ Verification Report Tips

Form ID	Description	Last Modified	New Contracting Entity?
SNP-000	Request for Exemptions/Waivers for Program Operation	01/11/2022	Y
SNP-001	Direct Deposit Authorization (74-176)	08/12/2014	Y
SNP-002	Application for Texas Identification Number (AP-152)	11/15/2013	Y
SNP-003	Pre-Award Civil Rights Compliance Review Form	04/30/2021	Y
SNP-004	FND Permanent Agreement	03/16/2011	Y
SNP-005	Permanent Agreement Contracting Entity Specific Amendment	06/17/2014	N
SNP-006	FNS Instructions 113-1 (Excerpt)	03/05/2011	Y
SNP-007	Severe Need Approval Request Form	08/05/2019	N
SNP-008	Attachment B: Milk Count & Collection Procedures	03/05/2011	Y
SNP-011	Hazard Analysis Critical Control Points (HACCP) Checklist (FND-104)	12/09/2013	Y
SNP-014	Commodity Agreement	01/11/2017	Y
SNP-015	Certificate of Authority for User Access Manager (FND-135)	08/22/2022	Y
SNP-017	Payee Change Request (74-157)	01/04/2021	N
SNP-018	Permanent Agreement Amendment for Name Change	03/19/2012	N
SNP-102	2021-2022 School Data	03/02/2022	N
SNP-117	Financial Report Process	01/04/2021	N
SNP-123	SY 2023-2024 Verification Report JotForm	09/12/2022	N
SNP-123	Resources for Verification Reporting	09/12/2022	N
SNP-123	Resources for Direct Certification and Direct Verification	09/12/2022	N



# Recordkeeping

The CE must maintain records related to verification and keep these records ready for TDA or USDA to review.



# AR Objectives (Section 200)

72

Determine whether CE meets program requirements

Provide technical assistance

Secure needed corrective action

Assess and apply fiscal action, if necessary



# Module 6: Compliance and the AR

# Off-site Assessment

74

## The AR will assess the following:

- Name(s) of the Verifying Official and Confirming Official
- Submitted FNS-742 Verification Report
- Verification pool and sample size selection methods
- Verification for cause
- Deadlines, due dates, and follow-up procedures
- Accuracy of electronic systems, if applicable
- Notification letters



# Common Verification Findings – Texas

- No documentation demonstrating a confirmation review took place.
- Not submitting the FNS-742 report by state deadlines.
- The CE did not follow the required procedures when a confirmation review found the original eligibility to be incorrect.
- The roles and responsibilities of the Confirming Official and Verifying Official were not followed.
- The CE did not follow the required follow-up procedures for non-responsive verification requests.
- Non-TDA template notification letters missing required information.

# REVIEW ACTIVITY

76

- Instructor will show each slide with a question.
- Participants will have 1 minute to determine the answer.
- Participants may play as a team or individually.
- Participants should record answers in their PG.

# Activity: Q&A

77

## **1. When does the verification process begin and end?**

A CE may begin the verification process any time after applications are received in the new school year but no later than October 1, 2023. The verification process must be completed by November 15.

# Activity: Q&A

**2. What does the Verification Official do if an application is selected for verification, but the household transfers out of the school district before the information can be verified?**

If a household selected for verification transfers out of the CE before the information can be verified, verification cannot be completed. CEs must pull a new application to meet the verification requirements.

# Activity: Q&A

79

**3. If the sample size is 4.2 applications, should the Verifying Official verify 4 or 5?**

Partial numbers must be rounded up to the next whole number. You must verify five applications.

# Activity: Q&A

80

**4. May CEs verify a larger sample than required, such as 5%?**

The CE must meet the sample requirements, i.e., 3 % under Basic (Error Prone) or Alternate Method 1 or Alternate Method 2 percentages and must not verify more than the requirement.



# Activity: Q&A

81

**5. True or False: All applications need to be reviewed and signed by the Confirming Official.**

False – Only those applications chosen for verification need to be reviewed by the Confirming Official, if a Confirmation Review is required.

# Activity: Q&A

82

**6. True or False: All CEs are required to conduct Direct Verification in the Verification Process.**

False – Conducting Direct Verification using Texas ELMS is not required, however it may streamline the process and reduce the need to contact households.

# Activity: Q&A

**7. True or False: When a CE conducts Direct Verification and matches eligibility on the application the household is not required to be notified.**

True – when a match is made using Texas ELMS the process is completed for that household and notification is not required. The Individual Household Report Form is completed and signed by the Verification Official and results are included in the Verification Collection Report.

# Activity: Q&A

84

**8. Name two types of income that are excluded from verification.**

Overtime income, benefits from federal programs, combat pay

# Activity: Q&A

85

**9. What TDA required form must be used to track verification activity and results for each household application selected for verification and where is it located?**

The Verification Report/Individual Household Form must be used and is located on SquareMeals.

NSLP>Eligibility and Verification>Application  
Verification

# Activity: Q&A

86

## **10. Where are Verification Report Resources located?**

Verification Report Resources are located on the SquareMeals website Texas ELMS webpage.

## Eligibility and Verification Assessment



## Post-assessment

- Use a unique, 4 digit identifier (last 4 of cell #)
  - You will use the same ID # for the post-assessment
- 
- So TDA can collect and analyze data to improve training effectiveness.
  - Anonymous

# Acknowledgment Statement

You understand and acknowledge that:

- ❑ the training you have completed does not cover the entire scope of the program; and that
- ❑ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.





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- 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](mailto:Program.Intake@usda.gov)

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