

TRADITIONAL VERIFICATION PROCESS: QUICK GUIDE

Questions?

Contact your field specialist or Allie Caito-Sipe at acaито@doe.in.gov or 317-232-0849.

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PHASE 1: Prepare

School Start – September 30

REVIEW

- Read the [Verification – How To Guide](#), section 6 of [USDA’s Eligibility Manual for School Meals](#), and [Strategies to Improve Verification Response Rates](#).
- View verification webinars [live](#) or through [inTEAM](#).

PREPARE

- Determine method of Verification based on previous year’s non-response rate.
 - If conducting Standard (Error Prone) or Alternate 2 (Focused) verification, flag error-prone applications as they are being approved.
- Download Verification Notification Letters on the [IDOE Verification Webpage](#).
- Download [Verification Tracking Sheet](#).
- Conduct Direct Certification frequently.
- Count number of applications on file as of October 1. Categorize by:
 - Categorically free applications (case number written or foster box checked)
 - Free by income applications
 - Reduced by income applications
 - Excluded any applications for students that were Directly Certified
 - Excluded any applications that have been copied/are duplicates
 - Excluded any denied or withdrawn student applications

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PHASE 2: Calculate and Select Applications

Starts October 1

CALCULATE

- Determine how many applications need to be selected for Verification. Always round up!
 - **Standard (Error-Prone):** _____ total applications x .03 = _____ applications pulled from error-prone applications
 - **Alternate 1 (Random):** _____ total applications x .03 = _____ applications pulled from all applications
 - **Alternate 2 (Focused):** _____ total applications x .01 = _____ applications pulled from error-prone applications and total categorical applications x .005 = _____ applications pulled from categorical applications

SELECT APPLICATIONS

- Randomly select the correct number of applications determined above.
- Conduct Confirmation Review
 - This must be completed by someone other than the original application processor.
 - If there are errors, send household [Confirmation Review Notification](#) letter.

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PHASE 3: Verify

October 1 – November 15

RUN DIRECT VERIFICATION (DV)

- Access DV after logging into the [DC/DV system](#).
- If student is located in system, but it says Contact the Household to Verify, then continue with traditional verification.
- If the student is located in the system and their eligibility is verified, print out the page for documentation.
 - The application is considered verified and no further action is necessary.
- If the student cannot be found, check all other students in the household.
- If application cannot be DV, continue with normal verification process.
- Check out the [DV Fact Sheet](#).

CONTINUE VERIFICATION PROCESS

- If household did not match in DV, send a **Notice of Verification** ([We Must Check Your Application](#)) to household with a due date.
- Review documentation submitted by household.
- If household does not respond, attempt at least one follow-up notification (via letter, email, phone call, or text). Multiple attempts are best practice including making the follow-up notification(s) before the due date.

Verification is complete if:

- Household responded: LEA received documentation that confirmed eligibility.
 - The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits.
 - Household responded: LEA received documentation that changed eligibility.
 - Household did not respond after follow-up attempts and due date reached.
- Send a **Letter of Verification Results** ([We Have Checked Your Application](#)) to household.

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PHASE 4: Report

November 1 - January 15

REPORT

- Begin **Verification Summary Report (VSR)** in [CNPWeb](#) under the Claims tab.
- Count the number of students on file as of October 31:
 - Students and extended household members directly certified with SNAP (Food Stamps)
 - Students and extended household members directly certified with TANF
 - Students and extended household members directly certified with Medicaid (Free)
 - Students and extended household members directly certified with Medicaid (Reduced)
 - Students directly certified as homeless, migrant, runaway, Head Start, or foster
 - Students free due to a case number or foster application
 - Students free by income applications
 - Students reduced by income applications
- VSR due January 15.**