

Verification Tool 8: Documentation of the Verification Process

Date Selected for Verification		<input type="checkbox"/> Not Confirmed	<input type="checkbox"/> Confirmed <input type="checkbox"/> Basic Food/TANF Office <input type="checkbox"/> Notice of Eligibility
Response Due From Household			
Second Notice Sent			

MONTHLY INCOME	RESULTS	REASON FOR ELIGIBILITY CHANGE
\$	No Change	Income
\$ Wage Stubs	Free to Reduced-Price	Household Size
\$ Written Documents	Ineligible	Refuse to Cooperate
\$ Collateral Contact	Reduced-Price to Free	Other:
\$ Agency Records	Free to Paid	
\$ Other	Reduced-Price to Paid	

COMMENTS:

Date of Change _____ Date Adverse Notice Sent _____
 Signature of Verifying Official _____ Date _____

This is an optional form that can be used to document the verification process for each meal application selected for verification. If used, keep this form with the meal application in the LEAs verification file.