

Verification

Verification is the confirmation of current eligibility for free and reduced price meals under the NSLP and SBP. Verification is **only** required when eligibility has been approved through the application process (not directly certified students).

Requirements

- ✓ LEAs must annually verify eligibility of children from a sample of household applications approved for free and reduced price meal benefits
- ✓ LEAs must complete the annual verification process by November 15th
- ✓ The Verification Summary Report must be submitted annually to OSPI-CNS by February 1st

Process:

Step 1. Count sorted applications on **October 1st**

- Number of applications approved as free and Number of applications approved as reduced-price

Step 2. Determine sampling method (based on previous years non-response rate)

- LEAs with $\geq 20\%$ non-response rate = use 3% Focused Method
- LEAs with $< 20\%$ non-response rate = choose 3% Random Method, 3% Focused Method OR 1%+ 1/2% Focused Method

Step 3. Select applications and conduct Second Party Confirmation Review (to determine accuracy of the initial approval of eligibility).

- Confirmation Review must be conducted by someone other than the Approving Official
- LEAs with an automated application system may apply for a waiver of the confirmation review

Confirmation Review		
Application is	Confirmed as	What to do next
Free	Free	Continue with verification process.
Reduced	Reduced	Continue with verification process.
Reduced	Free	Increase benefit immediately. Notify household. Continue with verification process.
Free	Reduced	Do not change. Continue with verification process.
Free or Reduced	Paid	Notify household. Do not verify. Select another application.

Step 4. Begin verification of applications by checking [Education Data System](#) (EDS) site for applications that can be Directly Verified (not required – but a time saver)

Direct Verification (DV)		
Student on application is	On DV list student is	What to do next
Free	Free	Done.
Reduced	Reduced	Done.
Reduced	Free	Done – verified as reduced.
Free	Reduced	Not verified. Continue with regular verification process.
Free or Reduced	Not on list	Not verified. Continue with regular verification process.

Step 5. Continue Verification of applications for students not Directly Verified

- Notify Household(s) (with 10 day response due date)
- Send 2nd notice to non-responding households (includes 10 day response due date and notice of termination of benefits for failure to respond)

Step 6. Review submitted household documents

Step 7. Determine results of verification and apply action as necessary

- Send notice of Adverse Action to households as applicable

Step 8. Complete electronic Verification Summary Report and submit to OSPI

- Includes count of number of students approved as free or reduced price eligible based on household size and income on **last operating day of October.**

Reference:

- OSPI CNS [Free and Reduce Price Information and Verification](#)
- [USDA Eligibility Manual for School Meals](#)

Acronym Reference

-EDS	Education Data System
-LEA	Local Education Agency
-NSLP	National School Lunch Program
-OSPI CNS	Office of Superintendent of Public Instruction – Child Nutrition Services
-SBP	School Breakfast Program