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To: District Superintendents
Superintendents of Schools
Chief School Officers of Nonpublic Schools
Executive Directors of Residential Child Care Institutions
Chancellor, New York City Schools
School Food Service Directors/Managers

FROM: Paula Tyner-Doyle, Coordinator

SUBJECT: Income Verification

VERIFICATION PROCEDURES FOR 2016-2017 SCHOOL YEAR

Federal regulations require that all Local Education Agencies (LEAs) participating in the School Breakfast Program (SBP) or National School Lunch Program (NSLP) conducting standard counting and claiming procedures select and verify a sample of their approved free and reduced price meal applications on file as of October 1st by November 15th of each year.

Income eligibility obtained for the Child Nutrition Programs is used for numerous initiatives and programs. As more and more persons, programs and agencies rely on this data, the validity of this information is significant.

Income Verification is an annual requirement. Verification is the confirmation of eligibility for free and reduced price meals under the NSLP and SBP. Verification is only required when eligibility is determined through the application process, not through direct certification conducted with an Assistance Program or officials or agencies that documented Other Source Categorical Eligibility. Verification must include either confirmation of income eligibility or confirmation that the child or any member of the household is receiving assistance under Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR) or Temporary Assistance for Needy Families (TANF) or that a child is Other Source Categorically Eligible.

Verification may include confirmation of any other information required on the application, such as household size. The application/verification process is being intensely scrutinized at the federal level as verification often results in a substantial number of changes in eligibility. This occurs when a family either fails to respond or cannot substantiate what they reported on their application. Consequently, verification requirements have become more stringent in order to improve the fiscal integrity of the child nutrition programs and the verification process. It is essential that verification efforts be completed on time, that changes in eligibility are implemented for all family members and that adequate records of your efforts are maintained. The selection of applications cannot target discrimination against anyone on the basis of race, color, national origin, age, sex, or disability.

All LEAs must complete and submit the FNS-742- "Verification Collection Report" (Attachment G) on the Child Nutrition Management System (CNMS) by December 15, 2016. LEAs that are exempt from the verification requirements LEA-wide (CEP or non-base year Provision 2) must also complete certain portions of the report.

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HOW TO CONDUCT VERIFICATION

Start planning early! Allow yourself enough time to complete the verification process by the **November 15th deadline.**

Verification efforts are not required for:

- Residential child care institutions (RCCIs), with the exception of RCCIs with day students, where eligible students must complete an application
- Schools in which all students are served without a separate charge for food services and the school claims only **paid** reimbursement
- Schools that do not have any free or reduced price eligible students
- Schools participating in the Special Milk Program, even if they offer free milk
- Schools in non-base years of Provision 2. They must however, conduct the Direct Certification Matching Process (DCMP) and report SNAP and Medicaid Direct Certification eligibility annually.
- Schools operating in the Community Eligibility Provision (CEP). They must however, conduct DCMP and report SNAP and Medicaid Direct Certification eligibility annually.
- New LEAs who begin participation in a Child Nutrition Program after October 1 do not need to complete the verification process in their first year of operation **only.**

Establishing the Sample Pool

To establish the sample pool, you must count the number of newly approved free and reduced applications on file for the entire LEA as of **October 1**. The sample pool depends on the number of approved applications, paper or electronic, and is not based on the number of children eligible for free and reduced priced benefits. **If October 1 falls on a weekend or a school break, use the next operating day to establish the sample pool.**

If applications are submitted for “mixed households,” which include children who are eligible based on income and others based on Other Source Categorical Eligibility, these applications are subject to verification and are included in the sample pool.

Applications with case numbers that were not documented through direct certification are subject to verification therefore are part of the sample pool.

Verification must take place after an application has been approved.

Do NOT include:

- Households that are matched through the Direct Certification Matching Process (DCMP) for SNAP/Medicaid, and those students who have been identified as living in the same household as the certified student receiving SNAP/Medicaid benefits
- Eligibility Letters for School Meals/Milk
- Foster children who are identified by a list or letters from social services and voluntary placement agencies

- Migrant children who have been identified by the district's Migrant Education Program
- Runaway or homeless children who have been identified by the district's McKinney-Vento school district liaison
- Children participating in federally funded Head Start/Even Start

*When carrying over eligibility for the first 30 operating days for students whose free or reduced eligibility was determined for the 2015-2016 school year, **do not count these applications in your verification pool and do not verify eligibility**. The carryover applications were subject to the verification process in the prior year.

Selecting your sample size

Using the sample pool, LEAs will calculate the required sample size (number of applications that must be verified) using one of the following methods:

- Error Prone (Standard) Sampling Method
- Random Sampling Method (Alternate 1)
- Focused Sampling Method (Alternate 2)

The Error Prone (Standard) Sampling Method must be used by an LEA unless it qualifies to use one of the alternate sampling methods. The LEAs approved to use an alternate sampling method are listed in Attachment H.

When determining the sample size, regardless of the verification method used, LEAs must **always round up to the nearest whole number**. For example, if your sample size is 3.18 you must verify **4** applications. You may not verify any more or any less than the required sample size allowed. Please note, at least one application must always be verified.

Error Prone (Standard) Sampling Method

New LEAs and LEAs that had less than 80 percent response rate to verification in the 2015-2016 school year **MUST** use the Error Prone (Standard) Sampling Method to conduct verification in the 2016-2017 school year. LEAs coming off Provision 2 or CEP must also use the error prone sampling method.

For **Error Prone (Standard) Sampling Method**, LEAs must verify the lesser of three percent (3%) or 3,000 of the approved applications on file as of **October 1**. The applications to be verified must be selected randomly from applications that meet the definition of an Error Prone application.

*Error prone applications are those with a reported income within \$24 per week, \$100 per month, or \$1,200 per year of the applicable Income Eligibility Guidelines.

If the LEA does not have enough error prone applications to produce a three percent (3%) sample, the LEA must use income applications and/or applications that report a SNAP/TANF/FDPIR number selected at random to meet the required sample size under the error prone sampling method.

SNAP/TANF/FDPIR applications will not be selected unless there are too few applications that meet the error prone criteria.

Note: When approving applications, LEAs should flag those that meet the error prone definition (see definition above) in order to facilitate this process.

Alternate Sampling Methods (Random Method & Focused Method)

LEAs that had an 80 percent (80%) or greater response rate in the 2015-2016 school year may choose to select an alternate option for verification. (Please see Attachment H, the list of schools with 80% or greater response rate based on 2015-2016 Income Verification, included in this memo). These schools may choose to use the Error Prone Sampling Method (explained above) or may choose one of the following sampling methods:

Random Sampling Method (Alternate 1)

LEAs must verify the lesser of three percent (3%) or 3,000 of the total number of approved applications on file as of October 1. The applications to be verified must be selected randomly. The random sample should include both income applications and categorically eligible applications for children receiving SNAP/TANF/FDPIR benefits whose names do not appear on the direct certification matching list or an Eligibility Letter for School Meals/Milk from the New York State Education Department (NYSED).

Focused Sampling Method (Alternate 2)

LEAs must verify the lesser of one percent (1%) or 1,000 of the total number of approved applications selected from income applications nearest the income eligibility guidelines (error prone applications); PLUS the lesser of half percent ($\frac{1}{2}$ %) or 500 of approved applications which reported a SNAP/TANF/FDPIR case number on an application instead of income information.

Example:

The Focused Sampling Method could be accomplished as follows:

LEA with 900 approved applications which include 600 applications that reported a SNAP/TANF/FDPIR case number

1. Count **all** approved applications, including applications reporting a SNAP/TANF/FDPIR case number to determine the number required to fill the one percent of income sample size
$$.01 (1\%) \times 900 = 9$$
2. Separate applications into two groups:
 - Income Applications (non-SNAP/TANF/FDPIR)
 - Applications reporting a SNAP/TANF/FDPIR case number
3. From the income applications (non-SNAP/TANF/FDPIR) group, select the sample of households (**9**) from error prone applications. If you do not have enough error prone applications, select the remainder at random from the income applications.
4. From the applications with a SNAP/TANF/FDPIR case number, determine the number required to fill the .5 percent sample size
$$.005 (.5 \text{ percent}) \times 600 = 3$$
5. Choose the applications (3) from those that reported a SNAP/TANF/FDPIR case number.
6. Perform the confirmation review on all selected applications and continue with all steps of verification.

***Note: 12 applications were verified in this example (9 income and 3 SNAP/TANF/FDPIR)**

Confirmation Review

Prior to conducting any verification activity, an individual other than the original reviewing official must review each approved application selected for verification to ensure that the initial determination was accurate. **A confirmation review is not required if the LEA uses a technology based system that demonstrates a high level of accuracy in processing an initial eligibility determination.**

If an LEA is using “eligibility determining” software, it is the LEA's responsibility to ensure that the "eligibility determining" software conforms to USDA regulations.

Depending on the outcome of each confirmation review, the LEA must take one of the following actions:

No Change in Status

- Verifies the application

Status Change From Reduced Price to Free

- Make the increased benefits available immediately
- Notify the Household of change in benefits
- Verify the application

Status Change From Free to Reduced Price

- Do not change the child's status
- Verify the application

Status Change From Free or Reduced Price to Paid

- Immediately send the household a notice of adverse action
- Do not verify the application
- Select a similar application (example- another error prone application) to verify
- Begin the verification process with the newly selected application. The second reviewing official must review the application.

Replacing Applications

The LEA may, on a case-by-case basis, replace up to five percent (5%) of the applications selected for verification. Applications may be replaced when the LEA believes that the household would be unable to satisfactorily respond to the verification request. The LEA must document why the application was replaced. Any application removed must be replaced with another approved application selected on the same basis (i.e., an error prone application must be substituted for a withdrawn error prone application). The newly selected application must then have a confirmation review prior to being verified. In those LEAs where five percent of total applications result in less than one, one application may still be replaced. All results of the five percent calculation are rounded up to the next whole number.

Notifying Households of Selection

When a household is selected for verification, the LEA must provide the household with a letter or an email if the parent or guardian contact information is known informing a household of its selection and must provide a list of the documents or other forms of evidence the household must

submit to the LEA. When the LEA uses agency records or direct verification to confirm eligibility, a letter informing the household of its selection for verification is not required, as verification is completed. Please see page 10 of this booklet for more information on direct verification.

It is recommended that LEAs use the NYSED prototype “Letter to Households-Notification of Selection for Verification of Eligibility” letter (Attachment A) as this prototype letter contains all required information.

The notification letter must include:

- An indication that the household was selected for verification
- If a child is receiving benefits based on income, a list of the types of acceptable information that may be provided to confirm current income:
 - Pay stubs;
 - Award letters from assistance agencies for benefits such as Social Security or SSI; or
 - Support payment decrees from courts;
- If a child is receiving benefits based on categorical eligibility, the household may provide proof that a child or any household member is receiving benefits under an Assistance Programs (SNAP/TANF/FDPIR) or that a child is Other Source Categorically Eligible instead of providing income information;
- A warning that information must be provided by a date specified by the LEA and that failure to do so will result in termination of benefits
- Notice that documentation of income or receipt of assistance may be provided from any point in time between the month prior to application and the time the household is required to provide income documentation
- A modified Use of Information Statement as follows:

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
- Name of an LEA official who can answer questions and provide assistance
- A toll free number for parents to obtain assistance. This can be a local number within the district. It cannot be a long distance call

Note: You do not need to collect social security numbers of all adults in the household as part of the verification process. Ensure all notification letters are updated and do not request this information.

Verification of Eligibility

All applications selected for verification must be resolved. All families selected must provide information that verifies or confirms their eligibility or the families must be notified formally in writing that their benefits will change. Changes in eligibility must be updated at the point of service for all family members in the LEA.

Correctly approved applications are effective for the entire school year. If a family selected for verification submits information that confirms either their income or receipt of SNAP/TANF/FDPIR benefits for the time period beginning the month before they applied through the time the application is verified (prior to November 15), the child's eligibility remains in effect. You may not change their status to reduced or paid if the family substantiates they were eligible for the free benefits when they applied. This is true even if current income proves at the time of verification they are no longer eligible.

Written Evidence

Written evidence is the primary source of eligibility confirmation for all households, including TANF, FDPIR, Other Source Categorical Eligibility Programs, and foster child households.

Written evidence most often includes pay stubs from employers or award letters from assistance agencies or other government agencies.

Acceptable Written Evidence	
Income Eligible	<p>Contains:</p> <ul style="list-style-type: none">• The name of the household member• Amount of income received• Frequency received• The date the income was received <p>*A pay stub with no dates would be <u>insufficient</u></p>
Categorically Eligible: Assistance Program	<p>An official letter or notice indicating that the child or any household member is receiving benefits from that program, such as a notice of eligibility.</p> <p>*A document from an Assistance Program that does not specify the certification period does <u>not</u> meet the documentation for verification.</p> <p>*For example, the identification cards for SNAP or TANF would be <u>insufficient</u> because they do not have an expiration date.</p>
Categorically Eligible: Other Source	<p>An official letter, notice, or list from the appropriate State agency, social service agency, program office or coordinator, or court.</p>

Note: Tax returns may be used to verify income of self-employed household members ONLY.

When a Household Provides Pay Stubs

Households may provide pay stubs with income from employment. If a weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient.

If the household submits a pay stub that includes overtime, the determining official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If the overtime is a one-time or sporadic source of income, income should be calculated based on the regular monthly income without overtime.

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.

Collateral Contacts

A collateral contact is a person outside of the household who is knowledgeable about the household's circumstances and can give confirmation of a household's income participation in Assistance Programs or Other Source Categorical Eligibility Program sources. Collateral contacts include employers, social service agencies, migrant workers' agencies, and religious or civic organizations. The verifying official should request a collateral contact only in cases when the household has not been able to provide adequate written evidence.

The verifying official must give the household the opportunity to designate the collateral contact. However, the verifying official may select a collateral contact if the household fails to designate one or designates one who is unacceptable to the verifying official. In either case, no contact may be made without first notifying the household and obtaining its permission.

All collateral contacts may be written or oral and must be documented, dated, and initialed. The LEA will examine any written information provided by the collateral contact or evaluate any oral information. If the collateral contact is unwilling or unable to provide the requested information, the LEA must contact the household to complete the verification process.

Foster Children

If a household application is selected for verification in which a foster child is listed as a family member, and State or local documentation certifying the foster child for free meal benefits has been provided to the school, then only the family income or SNAP/TANF/FDPIR case number must be verified for the other students listed on the application.

If the family application is the only form of certification for the foster child, then documentation verifying the foster child's status would be required. Documentation from a State or local foster agency or the court where the foster child received placement is acceptable for verification.

SNAP/TANF/FDPIR

Verification consists of confirming current receipt of SNAP (only for children not included on eligibility letters or from the direct certification matching process), TANF or FDPIR benefits for each child/household listed. If at least one member of the household confirms receipt of SNAP/TANF/FDPIR, the remainder of the children residing in the household shall remain eligible through confirmation of school enrollment records. Verification of eligibility for households that provided an Assistance Program case number on the application may be accomplished by submitting a list of names and Assistance Program case numbers to the local SNAP or assistance office for confirmation of certification of receipt of benefits from agency records. Please see the Direct Verification section of this booklet for more information.

It is essential to cooperatively discuss and work out a mutually effective and efficient means for handling requests for verification of current SNAP/TANF participation by school officials and school meal applicants with local SNAP/TANF agencies. Refer to Attachment B for requesting verification from local SNAP/TANF agencies. Please note local SNAP/TANF agencies may not be able to provide this service.

Note: EBT cards cannot be used to confirm eligibility in SNAP or TANF.

Below are the current legislative requirements should you need to refer to them. We recommend you use Direct Verification to obtain this information. For direct verification procedures, please refer to the information in the next section.

- Section 9 of the National School Lunch Act, as amended by Public Law 97-35, provides that proof of SNAP participation is adequate confirmation of a household's eligibility to receive free and reduced price meal benefits.
- Section 169 of Public Law 97-253, amended Section 11 of the SNAP Act of 1977 to authorize state SNAP agencies to release information concerning the current status of SNAP recipients to persons directly connected with the administration or enforcement of the provisions of the SNAP Act, Federal assistance programs or federally assisted State programs. Since the National School Lunch Program is clearly a "Federal assistance program," this provision authorizes the release of information concerning the current status of SNAP participants to LEAs in order to confirm eligibility.

Direct Verification

Direct verification is using records from public agencies to verify assistance program participation. Direct verification is a method that can be used to confirm eligibility for verification. Results of Direct Verification must be reported on the School Food Authority Verification Collection Report.

LEAs are not required to conduct direct verification. Direct verification was put in the federal law to make it easier for eligible families to retain benefits and is an excellent means to address the non-response rates of households selected for verification. It is not an opportunity to run a computer check for all children in your school. Direct verification should be used only to check students selected in your verification sample.

Direct verification must be conducted prior to contacting the household for documentation. The public agency's records may document income for any point in time between the month prior to application and the time the household is required to provide income documentation. Direct verification can be used for the sample selected for verification via the error prone method, the random sample, or the focused sample. LEAs must have security measures to ensure the confidentiality of the information.

Direct verification is conducted by using State Agency Supplemental Nutrition Assistance Program (SNAP) electronic records, provided by the Office of Temporary and Disability Assistance (OTDA). Direct verification is an optional method available to Local Education Agencies (LEAs) through the New York State Education Department (NYSED) Child Nutrition Program office in order to help expedite the verification process. Direct certification electronic records will provide data for the current school year through October and will be available to authorized users of the Child Nutrition Management System (CNMS). You must have a username and password for CNMS to access the data. LEAs will be accessing a secure database. LEAs must ensure that a minimum of three unique identifiers are matched between enrollment records and the direct verification data when directly verifying students selected for verification. LEAs must keep a record of directly verified students on file for review.

Verification of eligibility for households that provided an Assistance Program case number on the application may also be accomplished by submitting a list of names and Assistance Program case numbers to the local SNAP or assistance office for confirmation of certification of receipt of benefits from agency records. Please see Attachment B for the prototype letter that may be used.

If information provided by the public agency does not verify eligibility, the LEA must proceed with regular verification activities. The LEA must complete direct verification immediately following the October 1 verification sample selection, so that households not directly verified can be contacted for verification information in a timely manner.

If information obtained through this process verifies that the household is participating in an assistance program no additional verification is required. The eligibility status of the child or children listed on the application is considered verified and a letter informing the household of its selection for verification is not required.

Verification Follow-Up

To continue the verification process subsequent to household notification, the LEA must either determine:

- If the household has submitted adequate information to complete its individual verification activity; or
- If follow-up with the household is needed

Following Up with Households

LEAs **must** make at least one attempt to contact the household when the household does not adequately respond to the request for verification. The required follow up can be done in writing (letter or e-mail), or by telephone or text message. The LEA must document that contact was attempted and ensure the LEP households are provided adequate language assistance and

understand the need to respond to the verification request. Please see the “Non-Responders” section of this booklet for steps to take if a family does not respond to verification.

The LEA must make a follow-up attempt when the household:

- Does not respond to the initial request for verification
- Submits insufficient or obsolete written evidence
- Does not designate collateral contacts
- Collateral contacts are unable or unwilling to provide the requested evidence

When following up with households, the LEA:

- Must inform the household that failure to provide adequate written evidence or to designate an adequate collateral contact will result in termination of benefits
- Must attempt to obtain the missing written evidence or collateral contact information
- Must contact the household to complete the verification process, if the collateral contact is unwilling or unable to provide the requested information

LEAs are encouraged but not required to do additional follow-up attempts if a household fails to provide adequate documentation after the required follow-up. If the household does not respond or fails to provide adequate documentation after the required follow-up and, if applicable, additional follow-ups, verification is considered complete for the household when notice of adverse action is sent.

Results of Verification

If, after at least one follow-up attempt, the household responds and provides all needed evidence, verification is considered complete for this household.

The LEA would complete verification by:

- Informing the household that there is no change in benefits;
- Notifying the household that its benefits will be increased; or
- Sending notice of adverse action

It is recommended that LEAs use the NYSED prototype letters of verification results (Attachments C, D & E) as these prototype letters contain all required information.

- If verification results in higher benefits (e.g., a child who is moved from reduced price to free category), the change is effective immediately and must be implemented no later than 3 operating days.
- All households for whom benefits are to be reduced or terminated as a result of verification must be given 10 calendar days advance written notice of the change.

Note: If a family’s benefits are reduced as a result of verification (e.g., because they failed to respond or did not submit sufficient information to substantiate their income) and during the school year the family re-applies, the LEA **must** verify the new application prior to the family being approved for benefits. If the family refuses to provide the required information, free or reduced price benefits must be denied.

Non-Responders

Any household which fails to submit requested verification documentation by the date specified by the LEA or submits verification information which does not support the initial determination of eligibility, must be sent a notice that benefits will be reduced or terminated in 10 calendar days. Please see Attachment C for the prototype “Letter of Verification Results and Change in Eligibility.”

LEAs must take the following actions if the household fails to cooperate with verification efforts:

- LEAs **must** follow up with families who do not respond to initial verification efforts with at least one attempt in writing (including to a parent or guardian’s email) or by telephone or text message. All attempts must be documented and ensure that LEP households are provided adequate language assistance and understand the need to respond to the verification request. Additional follow up after this is encouraged but not required.
 - LEAs may contract with a third party to make additional attempts to follow up with non-responders.
- Prior to actual reduction in benefits or termination of benefits, 10 calendar days advance written notification must be provided to the household.
 - The first day of the 10 calendar day advance notification must be the day the notice is sent to the household.
- The notice must advise the household of a change in benefits, reason for the change, the right to appeal and that an appeal must be filed within the 10 calendar days advance notice period to ensure continued benefits while awaiting a hearing and decision, how and when the appeal must be filed, and that the household may re-apply for meal benefits.
 - If the household provides information that confirms their eligibility within the 10 calendar days, the family must continue to receive benefits.
 - If there is no response, benefits must be terminated on day 11
- Reductions or changes in benefits must be extended to all children in the household who were originally determined to be eligible by information that no longer supports the benefit level.
- Households that appeal the reduction or termination of benefits within the 10 calendar day notice must continue to receive benefits until the decision of the hearing official is made.

When Verification is Considered Complete

The following demonstrates how an LEA determines whether or not the household adequately responded and whether follow-up is required.

- The household submits either adequate written evidence or collateral contact corroboration of income or categorical eligibility:
 - Verification is considered complete for this household;

- The household submits either adequate written evidence or collateral contact corroboration of income which indicates that the child(ren) should receive either a greater or lesser level of benefits:
 - Verification is considered complete for this household when the notice of adverse action is sent or household is notified that its benefits will be increased or decreased;
- The household indicates, verbally or in writing, that it no longer wishes to receive free or reduced price benefits:
 - Verification is considered complete when the notice of adverse action is sent;
- The application provides case numbers and it is determined that no household member is receiving benefits from an Assistance Program:
 - Verification is considered complete when the notice of adverse action is sent.

Verification Recordkeeping

Copies of all relevant correspondence between the households selected for verification and the school must be maintained with program records for three years plus the current year.

The LEA **must** retain either all documents submitted by the household or reproductions of those documents. You may document and/or note information directly on the application when contacting families for further information. A separate sheet of paper can also be attached. If the documents cannot be kept, the verifying official **must** make a written record of the documents submitted.

For each application verified, LEAs must maintain records documenting:

- The source of information used to verify the application
 - Documentation may include a wage stub or documentation from employer or collateral contacts
- Any changes in eligibility as a result of verification, including:
 - the changes
 - the reason for the changes
 - date the changes were made
 - records of follow-up attempts and results

Program regulations also require LEAs to maintain a description of their verification activities.

This includes:

- the total number of applications on file as of October 1
- a summary of the verification efforts, including the selection process
- the percentage and number of applications that have been verified
- the LEA must also be able to demonstrate compliance with the confirmation review requirement and provision of a no-cost telephone number for assistance in the verification process

Verification for Cause

The procedures discussed above refer to the required verification process. Applications that are verified “for cause” are in addition to the annually required verification process. LEAs have an obligation to verify all questionable applications (verification “for cause”). LEAs must verify “for cause” those applications that are reported to be questionable, even if the reporting source of the information is anonymous.

Only after the determination of eligibility has been made can the LEA begin the verification process. Determining officials are strongly encouraged to contact the household during the certification process to clarify any information that is unclear or questionable, before certifying the application and proceeding with verification for cause. Once households have been requested to provide documentation for cause, the LEA must complete the verification process for these households.

It is important to note that the restriction on sample size does not apply to a State’s ability to conduct application verification activities connected to its general oversight responsibilities. For cause may include, but is not limited to, situations where school officials have knowledge of household circumstances that would cause them to verify the information on the application.

LEAs should follow the verification procedures outlined above when verifying an application “for cause”.

If the household fails to submit requested verification information by the date specified by the LEA or submits verification information that does not support the initial determination of eligibility, the household must be sent a notice of adverse action to terminate the free or reduced meal benefits.

The number of applications verified “for cause” and the results of verifying those applications must now be reported on the Verification Collection Report (Question VC1 on Page 2 of Attachment G). The applications “verified for cause” do not contribute toward your required sample size for the annual verification requirement. Please read the Verification Collection Report Instructions carefully.

Verification for Cause of School District Employees

Verification for cause must not be used to automatically verify the households of all LEA employees whose children are certified for free or reduced price meals. However, from among the list of children approved for free or reduced price meals, an LEA could identify children of LEA employees and use LEA salary information available to them to identify questionable applications and then conduct verifications for cause on those questionable applications.

LEAs can use verification for cause to review approved applications for free or reduced price meals when known or available information indicates LEA employees may have misrepresented the income on their applications to receive free or reduced price meals for their children. USDA recommends that an LEA consult with legal counsel in establishing the parameters of verification for cause for school district employees.

Verification Collection Report (Attachment G)

Note: The Verification Collection Report has been updated! Please be sure to carefully read the updated Verification Collection Report Instructions to ensure the report is completed accurately.

LEAs must report all data elements requested on the Verification Collection Report (Attachment G) to the State Agency who in turn must analyze, summarize, and submit it to USDA. LEAs that are exempt from the verification requirements must still complete the report. The required data will enable State agencies and USDA to better understand certification errors and to improve oversight activities. This will help to ensure that free and reduced price subsidized meals are provided only to eligible children. State agencies must provide more rigorous oversight activities to LEAs whose verification activities result in a high termination rate.

A summary of the results of the verification process must be completed on the Verification Collection Report (Attachment G) **by December 15, 2016.** The form must be completed on the Child Nutrition Management System (CNMS).

Failure to submit a completed Verification Collection Report by the required deadline, December 15, 2016, will result in your Child Nutrition Programs being placed on reimbursement hold.

Only USDA required elements are requested on the Verification Collection Report (Attachment G). Be sure you review it carefully so as to capture the required information that documents your LEA's efforts. Carefully follow the directions for completing the form.

Requests to extend the November 15th Verification deadline must be submitted in writing to your Child Nutrition Program Representative at the State Education Department. All such requests must document extenuating circumstances beyond the LEAs control and should be received by the Child Nutrition Program office by October 15, 2016.

Note: LEAs that are exempt from the verification requirements must still complete the Verification Collection Report (Attachment G).

Note: Schools participating in the Community Eligibility Provision (CEP) and Provision 2 schools operating in a non-base year are not required to conduct verification; however, these schools must conduct DCMP and report SNAP eligibles to NYSED separate from completing the applicable items annually using the Verification Collection Report (Attachment G).

Verification Questions and Answers

1. **Q. What if an application is selected for verification, but the household transfers out of the LEA before the information can be verified?**

A. Verification is considered complete when a household's eligibility for the level of benefits for which it was approved is either confirmed or the household is sent a letter of change in eligibility. If a household selected for verification transfers out of the LEA before the information can be verified, verification cannot be completed. To meet the minimum verification requirements, a new application must be selected.

2. **Q. How is overtime income counted for the purpose of verification?**

A. The school official should work with the household to determine whether the overtime for the month being verified is representative of overtime received in other months. If the overtime is a one-time or sporadic source of income, it should not be used in calculating regular income.

3. **Q. Am I verifying eligibility at the time of application or current eligibility?**

A. Verification is intended to establish eligibility for any point in time between the month prior to application and the time the household is required to provide income documentation. However, if the family income decreases making them eligible for increased benefits, then the school should verify current income.

4. **Q. If a household is paid weekly and submits a pay stub for a week, must I go back and ask for pay stubs for a whole month?**

A. No. If the weekly pay stub is representative of what the household normally receives each week, one pay stub is sufficient.

5. **Q. Must the LEA select the sample size to verify from each school within the LEA or from the LEA as a whole?**

A. LEAs are required to select and verify a sample of their approved free and reduced price applications LEA wide. The LEA as a whole **must** meet the required sample size requirement. This does not mean that each school has to verify the required number of applications.

6. **Q. If my sample size is 4.2 applications, do I verify 4 or 5?**

A. Decimals must always be **rounded up** to the next whole number. Therefore, you must verify 5 applications.

7. **Q. Do we have to maintain the actual documentation from verification or just the results of verification?**

A. You are required to maintain a description of your verification efforts including the selection process, the total number of applications on file as of **October 1**, and the number of applications that were/will be verified by November 15. For each application verified, the LEA must keep records of the source of information used to verify the application such as wage stubs or names and titles of collateral contacts. In addition, the applications selected must be readily retrievable by school, and the LEA must document correspondence between the

selected households and the school. The verification official must retain the documents, a photocopy, or annotations that indicate which documents were submitted by the household and the date of submission. You must also keep a record of any change in eligibility as a result of verification procedures, the reason for the change, and the date the change was made. Please also see page 93 & 94 of the USDA Eligibility Manual for record keeping requirements.

8. **Q. When a notice of adverse action has been sent to a household, may I claim reimbursement for that child during the period covered by the notice?**

A. Yes. The household must be given 10 calendar days advance written notice that a change is being made in the child's eligibility status. During that time, the child must continue to receive free or reduced price meal benefits and the LEA may continue to claim reimbursement for free or reduced price meals served to the child during this period.

9. **Q. If an LEA chooses to select more than 3 percent or the minimum number of required households to verify, and some of those households fail to respond, has the LEA completed the verification requirement as long as 3 percent or the minimum number of required households respond?**

A. No. First, the LEA cannot select any more or any less applications than the 3% sample size determined based on the method of verification performed. Second, all households selected for verification must either respond or have benefits terminated after appropriate notification.

10. **Q. If an LEA implements the National School Lunch Program after October 1, 2016, must the school complete the verification process?**

A. No, not for the 2016-2017 school year. Verification is based on applications on file as of October 1st however the LEA would be required to complete verification in the 2017-2018 school year, if applicable.

11. **Q. If an application contains three sources of income, how many should be verified?**

A. All three sources of income must be verified. All sources originally noted by the family at the time of application must be verified.

12. **Q. What if the LEA forgets to do verification?**

A. Verification is an annual requirement. We will contact an LEA that has not submitted the Verification Collection Report (Attachment G) by the required deadline of December 15th. If income verification is not completed, the LEA jeopardizes its State and federal reimbursement for free and reduced meals served after November 15th.

13. **Q. When should an application be verified "for cause"?**

A. If an LEA is informed, even anonymously, that an applicant may not be eligible, the LEA must follow up on the allegation using the verification process. The LEA has an obligation to verify all questionable applications (applications that are reported to be fraudulent or suspicious). Verification that is done for cause is in addition to the sample required for either error prone/random/focused

sampling. Verification must take place after the application was approved on the face value of the application.

14. **Q. What information must be submitted online to the Child Nutrition Program office by December 15?**

A. All information reported on the Verification Collection Report (Attachment G) must be reported on the on-line form on the Child Nutrition Management System (CNMS). All other verification documentation, along with a copy of the verification worksheet, must be kept on file for three years plus the current year. LEAs in Provision 2 must retain all verification information from the base year for three years plus the current year after the end of the cycle.

15. **Q. If a foster child is listed on a family's application as a household member and that household happens to be selected for verification, does the school need anything extra for verification?**

A. It depends on the situation. If a household is chosen for verification and the foster child included on the application was identified by a State or local foster agency, then no additional verification is needed for the foster child. However, to verify the other children in the household, the family must provide verification documentation to confirm eligibility.

If the foster child is not identified by a State or local foster agency, then documentation verifying the foster child's status would be required. Additionally, to verify other children in the household, the family must provide verification documentation to confirm eligibility.

16. **Q. What documentation must be provided for a foster child listed on a household application that is selected to be verified?**

A. Documentation from a State or local foster care agency or the court where the foster child received placement is acceptable for verification. Direct contact from the foster care agency or court (for example, a list of foster children sent to the LEA) is also acceptable documentation for verification.

17. **Q. What should I do if a family was approved for free meals based on a SNAP number but sends in a pay-stub for verification that makes them ineligible?**

A. The LEA should first conduct direct verification to confirm the family's eligibility for SNAP. If the LEA cannot verify eligibility through direct verification, they should contact the family to determine if they can document their SNAP eligibility for the month prior to submitting their application. If they can document their eligibility at that time, the free benefits must continue and verification is complete. If the required SNAP documentation is not provided, the income stub must be used to determine their eligibility.

18. **Q. What if I receive an application for a child and then receive the child's name on a list from either the Migrant Education Program Coordinator or Homeless Liaison?**

A. The list from the Migrant Education Program Coordinator and Homeless Liaison supersedes the application. The application should be discarded and should not be included in determining the number of applications on file. The child should not be selected for verification.

ATTACHMENTS

It is recommended that Attachment A be sent to all households selected for verification. The other attachments are available to be used as needed.

Attachment A page 1 of 4- “Letter to Households- Notification of Selection for Verification of Eligibility”

Attachment A page 2 of 4- USDA Nondiscrimination Statement

Attachment A page 3 of 4- “Adult Household Members”

Attachment A page 4 of 4- “Verification Information for Free and Reduced Price Meals”

Attachment B page 1 of 2- “Letter to the SNAP/TANF/FDPIR Office from the LEA”

Attachment B page 2 of 2- “Verification Form- SNAP/TANF/FDPIR Office from the LEA”

Attachment C page 1 of 2- “Letter of Verification Results and Change in Eligibility”

Attachment C page 2 of 2- USDA Nondiscrimination Statement

Attachment D page 1 of 2- “Letter of Change in Eligibility for SNAP/TANF/FDPIR Households”

Attachment D page 2 of 2- USDA Nondiscrimination Statement

Attachment E- “Notification of Continuation of Benefits as a Result of Verification”

Attachment F- “Verification Summary/Recordkeeping”

Attachment G- “School Food Authority (SFA) Verification Collection Report”

Attachment H- “LEA’s with 80% or Greater Response Rate Based on 2015-2016 Income Verification”

Attachment I- “Organization Chart”

**LETTER TO HOUSEHOLDS-NOTIFICATION OF SELECTION
FOR VERIFICATION OF ELIGIBILITY**

Important: You must respond to this letter

Dear: _____

Date: _____

Schools participating in the federal meal programs are required each year to select a sample of applications to ensure that only eligible children receive free or reduced price benefits. This process is called Verification.

Your child's application has been selected as part of this review. As part of this process, you must send information to _____ (official's name) at _____ (address) or contact _____ (officials name) by _____ (date).

You must send the name of each adult household member on the enclosed sheet and papers that show your household's current income. If your income is now higher, but you can document your income for the month prior to or at the time of application, your eligibility status for the year will not change.

We have enclosed information that shows the documentation that you may use to verify your household's income. If possible, do not send original papers. Original documents will be sent back to you only at your request.

If your child is receiving free meals based on participation in an Assistance Program (SNAP/TANF/FDPIR), provide proof that your child or any household member is receiving benefits under an Assistance Program instead of providing income information.

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.

If you do not have any information or documents, you can list the name of someone who is not a member of your household who we can contact to confirm your household's income. Write that person's name, address, and daytime telephone number below:

Contact Name

Daytime telephone #

Address

If you have any questions, or if you need any help, please call _____ (name) at (toll free phone number). If you do not hear from us by _____ (date) free or reduced price meals will continue without change. Thank you for your cooperation in this matter.

Sincerely,

Enclosures (Form for Household Members, Verification Information for Free and Reduced Price Meals)

Attachment A (page 2 of 4)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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ADULT HOUSEHOLD MEMBERS

If you do not supply documentation showing that you now receive Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) for your child, you must send in the names of each household member 21 years of age or older and documentation verifying the current household income.

Please complete the following form and submit with the requested documentation for verification of income.

Names of adult household members

Submitted Documents

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

VERIFICATION INFORMATION FOR FREE AND REDUCED PRICE MEALS

Provide information or documents which show your household's current income, or income for the month prior to when you applied for program benefits for the 2016-2017 school year. If you receive income from more than one source, you must provide documentation for each source. Examples of types of documents are listed below. You may also provide a letter(s) from your income source(s) stating the amount and frequency of income received and who received it.

The papers you send in must show: (1) the amount of the income received, (2) the name of the person who received it, (3) the date the income was received, and (4) how often the income is received.

To show the amount of money your household received last month, send copies of the following:

- ◆ **Earnings/wages/salary for each job:** Current paycheck stub that shows how often it is received; current pay envelope that shows how often it is received; letter from employer stating gross wages and how often they are paid; business or farming papers, such as ledger or tax books
- ◆ **Social security/pensions/retirement:** Social security retirement benefit letter; statement of benefits received; pension award notice
- ◆ **Unemployment compensation/disability or worker's compensation:** Notice of eligibility from State employment security office; check stub; letter from worker's compensation
- ◆ **Assistance Program participation (SNAP/TANF/FDPIR):** Benefit letter from assistance agency or documentation available through the mybenefits.ny.gov website
- ◆ **Child support/alimony:** Court decree; agreement; copies of checks received
- ◆ **All other income:** If you have other forms of income (such as rental income) send information or papers that show the amount of income received, how often it is received, and the date received
- ◆ **No income:** If you have no income, send a brief note explaining how you provide food, clothing and housing for your household, and when you expect to receive income

If you have any questions, or need help in deciding the kind of information to provide, please call _____ (official's name) at _____ (toll free phone number).

**LETTER TO THE SNAP/TANF/FDPIR OFFICE
FROM THE LOCAL EDUCATION AGENCY**

Dear:

Date

The receipt of Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) program or Food Distribution Program on Indian Reservations (FDPIR) automatically qualifies children for free school meals. The regulations for SNAP, TANF and FDPIR permit SNAP, TANF, and FDPIR offices to release eligibility information to administrators of the National School Lunch and School Breakfast Programs to ensure that only eligible children receive free meal benefits.

Enclosed is a listing of approved free meal applicants who have been selected for verification and who have indicated that the child for whom application was made now receives SNAP, TANF, and/or FDPIR benefits. On the enclosed listing, please indicate whether these household members are participating in SNAP, TANF, or FDPIR or were eligible in August 2016. This information will be used only to confirm the approved applicant's eligibility for free meal benefits.

Please return this listing by (date) . A self-addressed return envelope is also enclosed for your convenience. If you have any questions, or need additional information, please contact (official's name) at (phone number).

Sincerely,

Signature

 (Address) (Telephone Number)

Enclosure (Verification Form-SNAP/TANF/FDPIR Recipients)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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Date _____

Telephone Number

LETTER OF VERIFICATION RESULTS AND CHANGE IN ELIGIBILITY

Child/Children's Name: _____

School: _____

Date: _____

Dear: _____

We have completed verification of your child/children's eligibility for school meal benefits. Starting on (10 calendar days from the date sent) your child/children's eligibility for meal benefits will be:

_____ Changed from free to reduced price because your income is over the allowable amount. The reduced price charge is ____ cents for lunch and ____ cents for breakfast.

_____ Stopped for the following reason(s):

- Your income is over the allowable amount for free or reduced price meals.
- You did not provide proof of current eligibility or eligibility for the month prior to when you applied for benefits.

_____ Changed from reduced price to free immediately because your income is within the free meal eligibility limits. Your child/children will receive meals at no charge.

If you are not eligible for benefits now, but have a decrease in household income, become unemployed, or have an increase in the size of your household, you may fill out an application at that time to reapply for benefits. You will be asked to provide documentation of your household income before your application can be approved.

If your benefits have been reduced or denied based on current income and you can supply documentation that confirms the information on the application for the month prior to when you applied, your benefits will remain the same for this school year.

If you do not agree with the decision, you may discuss it with ____ (verifying official) _____. You also have the right to a fair hearing. If you request a hearing by ____ (date) ____, your child/children will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a fair hearing by calling or writing the following official:

Name:

Address:

Sincerely,

Attachment C (page 2 of 2)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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**LETTER OF CHANGE IN ELIGIBILITY FOR SNAP/TANF/FDPIR
HOUSEHOLDS**

Date:

Dear: _____

Available records show that at this time your household is not receiving assistance through Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) or is not participating in the Food Distribution Program on Indian Reservations (FDPIR).

To continue benefits for your child/children you must submit documentation that you received SNAP/TANF/FDPIR benefits when you submitted your application **OR**

1. Complete a new application with income information,
2. Write the name of each adult household member on the attached sheet of paper (include Attachment A, page 2), and
3. Submit papers that show your household's current income.

Your child's/children's free school meal benefits will be stopped on (insert the date 10 days from the above date) unless we receive this information. Any continued free or reduced price meals will depend on your current household income or the receipt of information confirming receipt of SNAP/TANF/FDPIR at the time the application was submitted.

If you do not agree with the decision, you may discuss it with _____ (verification official). You also have the right to a fair hearing. If you request a hearing by (date 10 days from date sent), your child/children will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a fair hearing by calling or writing the following hearing official:

Name:

Address:

If you are not eligible for benefits now, but your household circumstances change, you may fill out an application at that time and reapply for benefits. Your eligibility will be verified at the time of reapplication as noted above.

Sincerely,

Attachment D (page 2 of 2)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
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- (3) email: program.intake@usda.gov.

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**NOTIFICATION OF CONTINUATION OF BENEFITS
AS A RESULT OF VERIFICATION**

Date:

Dear _____:

Thank you for cooperating with the (name of local education agency) in its verification of eligibility for school meal benefits. The materials you have sent are sufficient for us to verify your eligibility for meal benefits.

We appreciate your cooperation and support during this process. If you have any questions concerning our program, please do not hesitate to contact our office.

Sincerely,

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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VERIFICATION SUMMARY/RECORDKEEPING

Date Selected: _____

Selection Method:

Response Due: _____

☐ Error Prone

☐ Random

Second Notice Sent: _____

☐ Focused

☐ Other _____

Date Reduction/Termination Notice

Sent: _____

SNAP/TANF/FDPIR Household Confirmed:

Income Household

☐ SNAP/TANF/FDPIR Office

Income/Frequency: \$ _____

☐ Direct Verification

☐ Wage Stubs

☐ Written Documents

☐ Collateral Contacts

☐ Agency Records

☐ Other: _____

Not Confirmed:

☐ Eligibility not confirmed

Verification Result: Attach another sheet if more space is needed.

☐ No Change ☐ Reduced to Free ☐ Free to Reduced ☐ Ineligible

Family members affected and date change is made: _____

Name/Date

Name/Date

Name/Date

Name/Date

Reason for Change:

☐ High Income

☐ SNAP/TANF/FDPIR Eligibility Not Confirmed

☐ Refused to Cooperate

☐ Other

Signature of Verifying Official: _____ Date: _____

Department of Agriculture, Food and Nutrition Service School Food Authority (SFA) Verification Collection Report			
State agencies must report the information on this form ANNUALLY for each SFA with schools operating the National School Lunch Program (NSLP) and/or the School Breakfast Program (SBP). All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.			
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB number for this collection is 0584-0026. The time required to complete this information collection is 45 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. This form is provided as worksheet, this data should be reported in the Child Nutrition Management System (CNMS). If you do not access to the CNMS, you contact your Child Nutrition Representative at 518-473-8781. Paper forms will only be accepted by SFAs without CNMS access via fax at 518-473-0018.			
SFA Name:		LEA Code:	School Year: 2014-2015
Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**	A. Number of Schools OR Institutions
		1-1: Total schools (Do not include RCCIs):	
		1-2: Total RCCIs (Do not include schools counted in 1-1):	
		1-2a: RCCIs with day students (Report ONLY day students in 1-2aB):	
		1-2b: RCCIs with NO day students:	
Section 2	SFAs with schools operating alternate provisions	**ONLY SFAs with alternate provisions must report Section 2**	A. Number of Schools AND Institutions
		2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	
		2-2a: Provision 2/3 students reported as FREE in a NON BASE year:	
		2-2b: Provision 2/3 students reported as REDUCED PRICE in a NON BASE year:	
		2-3: Operating the Community Eligibility Option:	
		2-4: Operating other alternatives for NSLP and SBP:	
	2-5: Operating an alternate provision(s) for only SBP or only NSLP:		
Section 3	Students approved as FREE eligible NOT subject to verification	**ALL SFAs must report Section 3 or check box 3-1 if applicable**	
		3-1: <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method.	
		3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	
	3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.		B. Number of FREE Students
Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**	
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	
		4-2: Approved as FREE eligible: Based on household size and income information	
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	
		A. Number of Applications	B. Number of Students
T-1: Total FREE Eligible Students Reported:			T-2: Total REDUCED PRICE Eligible Students Reported:

ALL SFAs must report Section 5 or check box 5-1 if applicable 5-1: <input type="checkbox"/> Check the box if ALL schools and/or RCCIs are exempt from verification (see instructions for list of exemptions). If 5-1 is checked, no further reporting in Section 5 is required.											
5-2: Was verification performed and completed? <input type="checkbox"/> Yes, completed by November 15th <input type="checkbox"/> Yes, completed after November 15th <input type="checkbox"/> No, verification was NOT performed or the process was not completed.					5-3: Type of Verification process used: 1. <input type="checkbox"/> Standard (Lesser of 3% or 3,000 error-prone) 2. <input type="checkbox"/> Alternate one [Random] (Lesser of 3% or 3,000 selected randomly) 3. <input type="checkbox"/> Alternate two [Focused] (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TANF/FDPIR case numbers)						
If 1 or 3 is checked in 5-3, report 5-4. If 2 is checked in 5-3, enter "N/A" in 5-4.			5-4: Total ERROR PRONE applications: <i>Report all applications as of October 1st considered error prone</i>		5-5: Number of applications selected for verification sample:						
ALL SFAs must report 5-7 or check box 5-6 if applicable 5-6: <input type="checkbox"/> Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7. Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th								A. Number of Applications		B. Number of Students	
5-7: Confirmed through direct verification:											
5-8: Results of Verification by Original Benefit Type For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B.											
A. FREE-Categorically Eligible <i>Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application</i>				B. FREE-Income <i>Certified as FREE based on income/household size application</i>				C. REDUCED PRICE-Income <i>Certified as REDUCED PRICE based on income/household size application</i>			
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:			1. Responded, NO CHANGE:		
2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to REDUCED PRICE:			2. Responded, Changed to FREE:			2. Responded, Changed to FREE:		
3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:			3. Responded, Changed to PAID:		
4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:			4. NOT Responded, Changed to PAID:		
VC-1: Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause <u>in addition</u> to the verification requirement.											

Additional Instructions for Reporting the FNS-742

For additional guidance on verification requirements and procedures, refer to the Eligibility Manual (<http://www.fns.usda.gov/cnd/guidance/EligMan.pdf>).

Enter SFA name and LEA code for each SFA with schools and/or RCCs operating the NSLP and/or SBP.

Select if the SFA overall is a public or a private/nonprofit entity and enter the school year for which the report is completed. Include schools and/or RCCs and the enrolled students **only once** if operating both NSLP and SBP.

Section 1

All SFAs with schools or RCCs operating the NSLP and/or SBP must complete this section regardless if all schools are exempt from verification. Report schools or institutions operating the NSLP and/or SBP and students with access to the NSLP and/or SBP as of the **last operating day in October**.

1-1A & B: TOTAL number of schools (not including RCCs) operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP.

1-2A & B: TOTAL number of RCCs operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP in RCCs.

1-2aA & 1-2aB: Of the RCCs reported in 1-2A; enter the number of RCCs with DAY students and ONLY the DAY students with access to the NSLP and/or SBP in RCCs (**day students are those students NOT institutionalized and eligibility is determined individually by application or direct certification as applicable**).

1-2bA & 1-2bB: Of the RCCs reported in 1-2A; enter the number of RCCs with NO day students and the TOTAL number of institutionalized students.

NOTE: The sum of the students reported in 1-2aB and 1-2bB will NOT equal the total in 1-2B.

Section 2

All SFAs with some or all schools and/or RCCs operating under an alternative provision must complete this section. For RCCs operating an alternate provision, include both day and residential students. Report students with access to the NSLP and/or SBP as of the **last operating day in October**. 2-1 through 2-4 should be reported only if the school operates alternate provisions for BOTH programs resulting in no collection of applications for the school. Schools operating Provision 2/3 for only one program and collecting household applications for the other program should report applicable provision data in 2-5.

2-1A & B: BASE year is when certification procedures are conducted.

2-2A & B: NON BASE year is when no certification procedures are conducted.

2-2aB, 2-2bB: Multiply the most recent base year FREE percentage by the enrollment reported in 2-2B to determine 2-2aB. Multiply the base year REDUCED PRICE percentage by the enrollment reported in 2-2B to determine 2-2bB.

2-3A & B: Number of schools operating the Community Eligibility Option and the number of enrolled students in the schools with access to the NSLP and/or SBP.

2-4A & B: Other alternatives include Provision 1 and universal meal service through census data or socioeconomic surveys.

2-5A & B: Enter the number of schools and/or RCCs and students enrolled operating an alternate provision for **ONLY SBP** or **ONLY NSLP**. Include schools/RCCs operating in both a base year and non base year.

Section 3

All SFAs must complete this section. If all schools and/or RCCs in the SFA were not required to perform direct certification with SNAP, then check box 3-1. Direct certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP or TANF agency). This process eliminates the need for the household to submit an application. Report students approved FREE eligible as of the **last operating day in October**.

3-2B: Include students **directly certified** with SNAP. If a student is directly certified with SNAP as well as with another program (e.g. TANF/eligible homeless), include the student in this SNAP count (3-2B). Also include in this count any student in the SFA deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP. DO NOT include SNAP letter method certifications in this SNAP count, report these in 3-4B below. (SNAP letter method certifications are when the family submits a letter from the SNAP agency to document receipt of SNAP benefits. This is no longer considered to be direct certification.)

3-3B: Include students directly certified through programs other than SNAP. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household directly certified with TANF or FDIPIR. DO NOT include SNAP students already reported in 3-2 or to be reported in 3-4 as certified categorically through SNAP letter method.

3-4B: Include ONLY students certified as categorically FREE eligible based on a letter submitted by family from the SNAP agency. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household certified as FREE categorically eligible with the letter method with SNAP.

Section 4

All SFAs with schools and/or RCCs collecting individual household applications must report this section, including schools and/or RCCs in a Provision 2/3 base year. Report number of **applications (A)** approved as of **October 1st**. Report number of **students (B)** as of the **last operating day in October**.

4-1A & B: Number of **applications** approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or FDIPIR on an application) on file as of **October 1st** and the number of **students as of the last operating day in October** approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or FDIPIR on an application). *Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household categorically FREE eligible with SNAP, TANF, or FDIPIR.*

4-2A & B: Number of **applications** approved FREE eligible based on income information submitted by the household on file as of **October 1st** and the number of **students as of the last operating day in October** approved FREE eligible based on income information submitted by the household.

4-3A & B: Number of **applications** approved REDUCED PRICE eligible based on income information submitted by the household on file as of **October 1st** and the number of **students as of last operating day in October** approved REDUCED PRICE eligible based on income information submitted by the household.

T-1: Enter the total number of students reported as FREE eligible.
(3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, if applicable)

T-2: Enter the total number of students reported as REDUCED PRICE eligible.
(4-3B) + (2-2bB, if applicable)

If **ALL** schools and/or RCCIs in the SFA are exempt from verification activities, check box **5-1** and no further reporting is required in Section 5. Verification activities are NOT required for:

- schools/RCCIs in which all children have been certified under direct certification procedures including children documented as eligible foster, migrant, runaway or homeless children;
- RCCIs which do not have day students;
- schools electing the Community Eligibility Option;
- schools/RCCIs in which FNS has approved universal meal service through census data or using socioeconomic surveys; e.g., special cash assistance claims based on economic statistics regarding per capita income (Puerto Rico and the Virgin Islands);
- schools participating only in the Special Milk Program;
- schools in which all children are served with no separate charge for food service and no special cash assistance is claimed, (i.e., non-pricing programs claiming only the paid rate of reimbursement);
- all schools are Provision 2/3 schools in a non base year;
- schools which do not have any free or reduced price eligible students;
- other FNS determined exemptions on a case-by-case basis.

5-2: Indicate whether verification was performed and completed by the deadline of November 15th. If verification was completed after the deadline, report the remainder of Section 5 as applicable.

5-3: If verification was completed, check the type of verification process used to comply with the requirements of 7 CFR 245.6a. Please note the qualification requirements in 7 CFR 245.6a(d) must be met to use the two alternate sample sizes.

- **Standard:** Verify 3% or 3,000 of approved applications, whichever is less, selected from error-prone applications on file as of **October 1st**. If there are not enough error-prone applications, LEAs must select at random additional applications to complete sample size.
- **Alternate one:** Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of **October 1st**.
- **Alternate two:** Verify the lesser of 1% or 1,000 approved applications as of **October 1st** selected from error prone applications PLUS the lesser of one-half of one percent or 500 applications approved as of **October 1st** that provided a case number in lieu of income.

5-4: Error-prone applications are household applications approved as of **October 1st** indicating monthly income within \$100 of the monthly limit or annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

5-5: Enter the total number of applications initially selected for the verification process as indicated in 5-3.

5-6: Check if direct verification was not conducted in the SFA (not one school in the SFA conducted direct verification). Direct verification is using records from public agencies to verify income and/or program participation.

5-7A & B: Only report applications and students if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification. Report applications and students not directly verified in the appropriate category in **5-8**.

5-8: For the purposes of this report verification is complete:

- for households whose eligibility does not change as of the date of the confirmation of eligibility by a reviewing official;
- for households which do not appeal a change in eligibility as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;
- for households which appeal a change in eligibility as of the first operating day following a decision by the hearing official.

Responded: The household provided sufficient documentation. This includes verbal or written notification that the household declines benefits.

NOT Responded: The household did not provide sufficient documentation or the household did not provide a response.

A1, B1, & C1: Number of applications with no change and the number of students on these applications.

A2 & B2: Number of applications changed to REDUCED PRICE based on sufficient documentation provided by the household and the number of students on the applications.

C2: Number of applications changed to FREE based on sufficient documentation provided by the household and the number of students on the applications.

A3, B3, & C3: Number of applications for which the eligibility was changed to PAID based on sufficient documentation by the household and the number of students on the applications.

A4, B4, & C4: Number of applications for which the eligibility was changed to PAID because documentation necessary to complete the verification process was NOT provided and the number of students on the applications.

The number of applications reported in 5-8 should include both the results of verification from verification process and the results from any applications verified for cause reported in VC-1.

VC-1: If applicable in at least one school and/or RCCI, report all applications verified for cause outside of the verification process (7 CFR 245.6a) as of November 15th. Applications verified for cause are NOT considered part of the required sample size.

Include the results of verification for cause by original benefit type in the appropriate category in 5-8.

SFA Name	LEA Code
A H Schreiber Hebrew Acad Of Rocklan	500402226478
Ach Tov V'Chesed	331400225751
Afton CSD	080101040000
Ahaba Ve Ahva Cong & Yeshiva	332100229628
Akron CSD	142101040000
Al Madrasa Al Islamiya	331500629812
Albion CSD	450101060000
Alden CSD	140101060000
Alexandria CSD	220202040000
Alfred-Almond CSD	020101040000
Al-Iman School	342800629258
All Saints School	031501187966
Allegany-Limestone CSD	040302060000
Al-Noor School	331500629494
Amherst CSD	140201060000
Amsterdam City SD	270100010000
Andes CSD	120102040000
Andover CSD	020601040000
Arc Rockland Co Chap	500308990003
Archbishop Walsh High School	042400136448
Archdiocese Of Ny	310100149000
Ardsley UFSD	660405030000
Argyle CSD	640101040000
Arlington CSD	131601060000
Ateres Bais Yaakov Acad Of Rockland	500401229697
Augustinian Academy-Elementary	222201155866
Avoca CSD	570201040000
Bais Meir	331800229152
Bais Yaakov Academy For Girls	342800226480
Bais Yaakov Elem School Of Rockland	500402226104
Baker Victory Services	141800137227
Barker CSD	401301040000
Batavia City SD	180300010000
Bayport-Blue Point UFSD	580505020000
Beacon City SD	130200010000
Beaver River CSD	231301040000
Bedford CSD	660102060000
Belfast CSD	020801040000
Belleville-Henderson CSD	220909040000
Bemus Point CSD	061001040000
Berlin CSD	490101040000
Beth Jacob High School	332000206898
Bethlehem CSD	010306060000

SFA Name	LEA Code
Bethpage UFSD	280521030000
Bishop Ludden Junior-Senior High Sch	420101189405
Blessed Sacrament School	010100115665
Blessed Sacrament School	421800185466
Blind Brook-Rye UFSD	661905020000
Bnos Bais Yaakov Of Far Rockaway	342700228636
Bnos Israel Of East Flatbush	332100227245
Bnos Malka Academy	342800225513
Bolivar-Richburg CSD	022902040000
Brasher Falls CSD	510101040000
Bridgehampton UFSD	580909020000
Brockport CSD	261801060000
Brookfield CSD	250109040000
Brookhaven-Comsewogue UFSD	580203020000
Brunswick CSD (Brittonkill)	490202040000
Byram Hills CSD	661201060000
Byron-Bergen CSD	180701040000
Cairo-Durham CSD	190301040000
Caledonia-Mumford CSD	240201040000
Cambridge CSD	641610040000
Canajoharie CSD	270301040000
Canaseraga CSD	021102040000
Candor CSD	600301040000
Canisteo-Greenwood CSD	571502060000
Canton CSD	510201060000
Cardinal O'Hara High School	142601136593
Carmel CSD	480102060000
Carthage CSD	222201060000
Cathedral High School	310200145242
Cato-Meridian CSD	050401040000
Cazenovia CSD	250201060000
Chappaqua CSD	661004060000
Charter Sch-Educ Excellence	662300860862
Chateaugay CSD	160801040000
Chatham CSD	101001040000
Chautauqua Lake CSD	060503040000
Chazy UFSD	090601020000
Cheektowaga-Sloan UFSD	140709030000
Chenango Valley CSD	030701060000
Chester UFSD	440201020000
Children'S Lrning Ctr-Ucp Nassau Ct	280208997798
Children's Village Inc (The)	660411021005
Chittenango CSD	251601060000

SFA Name	LEA Code
Christian Central Academy	140203806578
Churchville-Chili CSD	261501060000
Clifton-Fine CSD	510401040000
Clinton-Essex-Warren-Washing Boces	099000000000
Clyde-Savannah CSD	650301040000
Clymer CSD	060701040000
Cobleskill-Richmondville CSD	541102060000
Cohoes City SD	010500010000
Colton-Pierrepont CSD	510501040000
Cong Ohr Shraga D'Veretzky	332100229120
Cong Yeshiva Of Greater Monsey Inc	500402226086
Congregation Chasidei Belz Beth Malk	332100226198
Congregation Yeshiva Noiam Mgodim	500402220016
Congregation Yeshivas Meon Hatorah	500402226093
Cooperstown CSD	471701040000
Copenhagen CSD	230201040000
Corning Christian Academy	571000808888
Cornwall CSD	440301060000
Cristo Rey Brooklyn High School	333200125708
Cristo Rey High School	310300149994
Crown Point CSD	150203040000
Cuba-Rushford CSD	022302040000
Dalton-Nunda CSD (Keshequa)	241101040000
Darkei Tshivo Of Dinov	331400226020
Deer Park UFSD	580107030000
Delaware Academy CSD At Delhi	120501040000
Depew UFSD	140707030000
Deruyter CSD	250301040000
Desales Catholic Elementary School	400400136417
Dobbs Ferry UFSD	660403030000
Dolgeville CSD	211003040000
Downsville CSD	120301040000
East Aurora UFSD	140301030000
East Bloomfield CSD	430501040000
East Harlem School At Exodus House	310400999536
East Irondequoit CSD	260801060000
East Moriches UFSD	580234020000
East Quogue UFSD	580917020000
East Rochester UFSD	261313030000
East Rockaway UFSD	280219030000
East Syracuse Minoa CSD	420401060000
East Williston UFSD	280402030000
Eastern Suffolk Boces	589100000000

SFA Name	LEA Code
Eastport-South Manor CSD	580912060000
Edinburg Common SD	520601080000
Edmeston CSD	470501040000
Elba CSD	180901040000
Eldred CSD	590801040000
Ellicottville CSD	040901040000
Erie County Nys A R C	142601997712
Fabius-Pompey CSD	420601040000
Fairport CSD	261301060000
Farmingdale UFSD	280522030000
Fayetteville-Manlius CSD	421001060000
Flatbush SDa School	331800437980
Florida UFSD	442115020000
Fonda-Fultonville CSD	270601040000
Forestville CSD	061503040000
Fort Ann CSD	640502040000
Fort Edward UFSD	640601020000
Fort Plain CSD	270701040000
Franklin CSD	120701040000
Fredonia CSD	062201060000
Free School	010100997616
Frewsburg CSD	060301040000
Friendship CSD	021601040000
Frontier CSD	141604060000
Galway CSD	520701040000
Garden City UFSD	280218030000
Gates-Chili CSD	260401060000
Gateway-Longview Lynde School	140203997682
Genesee Comm Charter School	261600860826
Genesee Valley Boces	249000000000
Geneseo CSD	240401040000
Geneva City SD	430700010000
Gilbertsville-Mount Upton CSD	470202040000
Gilboa-Conesville CSD	540801040000
Glens Falls City SD	630300010000
Goshen CSD	440601040000
Gouverneur CSD	511101060000
Granville CSD	640701040000
Greece Christian School	260501808815
Greece CSD	260501060000
Greek American Inst Of NY	320800716855
Green Chimneys School-Little Folks	480601996550
Greenport UFSD	581010020000

SFA Name	LEA Code
Greenwich CSD	640801040000
Greenwood Lake UFSD	442111020000
Groton CSD	610501040000
Gustavus Adolphus Child & Family	061700308038
Hamilton CSD	250701040000
Hammond CSD	511201040000
Hancock CSD	120906040000
Harbor Sci & Arts Charter School	310400860812
Harborfields CSD	580406060000
Harlem Academy	310300515340
Harlem Hebrew Language Academy	310300861034
Harrison CSD	660501060000
Hartford CSD	641001040000
Hauppauge UFSD	580506030000
Hebrew Day School Of Sullivan & Ulst	591401226474
Hebrew Language Academy Charter	332200860955
Hendrick Hudson CSD	660203060000
Herk-Fulton-Hamilton-Otsego Boces	219000000000
Hermon-Dekalb CSD	511301040000
Herricks UFSD	280409030000
Highland CSD	620803040000
Hillside Childrens Center School	261600997698
Hilton CSD	261101060000
Hinsdale CSD	041401040000
Holland Patent CSD	412201060000
Holy Family School	081200185526
Holy Name Of Jesus Academy	512001185654
Honeoye Falls-Lima CSD	260901060000
Hoosic Valley CSD	491401040000
Hoosick Falls CSD	490501060000
Hornell City SD	571800010000
Hudson Falls CSD	641301060000
Immaculate Conception School	022601136563
Indian Lake CSD	200401040000
Iroquois CSD	141301060000
Irvington UFSD	660402020000
Islip UFSD	580502020000
Ithaca City SD	610600010000
Jamesville-Dewitt CSD	420411060000
Jasper-Troupsburg CSD	572702040000
Jefferson CSD	540901040000
Jericho UFSD	280515030000
Johnsburg CSD	630601040000

SFA Name	LEA Code
Johnson City CSD	031502060000
Johnstown City SD	170600010000
Julia Dyckman Andrus Memorial Inc	662300990001
Katonah-Lewisboro UFSD	660101030000
Kendall CSD	450607040000
Kenmore-Tonawanda UFSD	142601030000
Kinderhook CSD	101401040000
Kings Park CSD	580805060000
Kipp Infinity Charter School	310500860883
La Fargeville CSD	221401040000
Lafayette CSD	420807040000
Lake George CSD	630701040000
Lake Placid CSD	151102040000
Lake Pleasant CSD	200601040000
Lakeland CSD	662401060000
Lancaster CSD	141901060000
Lansing CSD	610801040000
Levittown UFSD	280205030000
Lewiston-Porter CSD	400301060000
Lisbon CSD	511602040000
Livonia CSD	240801060000
Lockport City SD	400400010000
Long Island Hebrew Academy	280407229720
Long Lake CSD	200701040000
Lowville Academy & CSD	230901040000
Lynbrook UFSD	280220030000
Lyncourt UFSD	421504020000
Maine-Endwell CSD	031101060000
Malverne UFSD	280212030000
Manhasset UFSD	280406030000
Marathon CSD	110901040000
Marcellus CSD	421101060000
Marlboro CSD	621001060000
Mary Queen Of Angels School	140701139960
Masores Bais Yaakov Elementary	332200229244
Massena CSD	512001060000
Mattituck-Cutchogue UFSD	581012020000
Mayfield CSD	170801040000
Mazel Day School	332100225701
Menands UFSD	010615020000
Middle Village Prep Charter School	342400861048
Mill Neck Manor School For The Deaf	280503315797
Millbrook CSD	132201040000

SFA Name	LEA Code
Miller Place UFSD	580208020000
Minerva CSD	150801040000
Minisink Valley CSD	441101040000
Monticello CSD	591401060000
Moriah CSD	150901040000
Morris CSD	471201040000
Morristown CSD	512101040000
Morrisville-Eaton CSD	250401040000
Mosdos Sanz Of Monsey	500402226156
Most Holy Rosary School	421800185583
Mt Mercy Academy	140600136375
Mt Morris CSD	240901040000
Mt Sinai UFSD	580207020000
Nativity Preparatory Academy	261600165998
Nativity-Bvm School	140801136238
Nazareth Elementary School	261600166206
New Grace Education Center	331900808781
New Lebanon CSD	101601040000
New York School For The Deaf	660407997118
Newark Valley CSD	600402040000
Newburgh City SD	441600010000
Newcomb CSD	151001040000
Newfield CSD	610901040000
Niagara Catholic Jr/Sr High School	400800136367
Niagara-Wheatfield CSD	400701060000
North Collins CSD	142201040000
North Colonie CSD	010623060000
North Merrick UFSD	280229020000
North Shore CSD	280501060000
Northeast Parent & Child Society	530600998000
Northeastern Clinton CSD	090501040000
Norwich City SD	081200050000
Notre Dame Elementary School	412300185517
Notre Dame High School	180300137112
Notre Dame Junior-Senior High School	412300189443
Oakfield-Alabama CSD	181101040000
Oceanside UFSD	280211030000
Odessa-Montour CSD	550101040000
Ogdensburg City SD	512300010000
Ohel Chaya	331400226143
Ohel Elozer	331400225670
Olean City SD	042400010000
On Our Way Learning Center	342700100023

SFA Name	LEA Code
Oneida-Herkimer-Madison Boces	419000000000
Onondaga County Dept Mental Health	421800640070
Oppenheim-Ephratah-St. Johnsville Cs	271201040000
Oracle Charter School	140600860868
Orchard Park CSD	142301060000
Our World Neighborhood Charter Schoo	343000860836
Owego-Apalachin CSD	600601060000
Oxford Academy & CSD	081501040000
Oyster Bay-East Norwich CSD	280506060000
Palmyra-Macedon CSD	650901060000
Parsons Child And Family Center	010100996557
Pathfinder Village	470501997072
Pavilion CSD	181201040000
Pawling CSD	131201040000
Pelham UFSD	661601030000
Pembroke CSD	181302040000
Penfield CSD	261201060000
Penn Yan CSD	680601060000
Perry CSD	671201060000
Peru CSD	091101060000
Pine Plains CSD	131301040000
Plainedge UFSD	280518030000
Pleasantville UFSD	660809030000
Port Jefferson UFSD	580206020000
Port Washington UFSD	280404030000
Prattsburgh CSD	572301040000
Pulaski CSD	461801040000
Putnam CSD	641401040000
Putnam Valley CSD	480503040000
Putnam-Northern Westchester Boces	489000000000
Queen Of Heaven School	142801137104
Queensbury UFSD	630902030000
Ramapo CSD (Suffern)	500401060000
Ravena-Coeymans-Selkirk CSD	010402060000
Remsenburg-Speonk UFSD	580901020000
Renaissance Charter School	343000860822
Rhinebeck CSD	131801040000
Ripley CSD	062401040000
Riverhead Charter School	580602860032
Rocky Point UFSD	580209020000
Roosevelt Children'S Acad Charter Sc	280208860024
Roscoe CSD	591301040000
Roslyn UFSD	280403030000

SFA Name	LEA Code
Roxbury CSD	121502040000
Royalton-Hartland CSD	401201060000
Sackets Harbor CSD	221001040000
Sacred Heart High School	662300145180
Sag Harbor UFSD	580305020000
Salem CSD	641501040000
Sayville UFSD	580504030000
Schenevus CSD	470901040000
Schodack CSD	491501040000
Schoharie CSD	541201040000
Scotia-Glenville CSD	530202060000
Seton Academy	091200155496
Seton Catholic Central High School	091101159175
Seton Catholic Central Jr/Sr High	030200185471
Sharon Springs CSD	541401040000
Shelter Island UFSD	580701020000
Shenendehowa CSD	520302060000
Sherman CSD	062601040000
Sherrill City SD	412000050000
Skaneateles CSD	421601060000
Smithtown CSD	580801060000
Sodus CSD	651201060000
Somers CSD	662101060000
South Colonie CSD	010601060000
South Huntington UFSD	580413030000
South Kortright CSD	121702040000
South Lewis CSD	231101040000
South Orangetown CSD	500301060000
Southampton UFSD	580906030000
Southold UFSD	581005020000
Southtowns Catholic School	141604136382
Spackenkill UFSD	131602020000
Spencer-Van Etten CSD	600801040000
St Aloysius Regional School	141101136383
St Amelia School	142601136293
St Colman's School	010623995677
St Francis High School	141604136402
St Gregory The Great School	140203136273
St James School	031502185486
St James School	511101155007
St John Neumann School	260801165157
St John The Baptist School	140101136379
St John The Baptist School	142601136418

SFA Name	LEA Code
St Mark School	140600136376
St Mary'S Academy-Elementary	490501117509
St Mary'S Elementary School	141901136283
St Mary's School	140203136252
St Mary's School	151501155883
St Peter & Paul School	140203136333
St Pius X School	260401166221
St Regis Falls CSD	161801040000
Stamford CSD	121701040000
Starpoint CSD	401001060000
Stella Niagara Educ Park	400301136253
Stillwater CSD	522001040000
Sullivan West CSD	591502040000
Susquehanna Valley CSD	030601060000
Syosset CSD	280502060000
Syracuse Acad-Sci Charter Sch	421800860854
Taconic Hills CSD	100501040000
Talmud Torah D'Nitra	331300229955
Tapestry Charter School	140600860838
Tioga CSD	600903040000
Tompkins-Seneca-Tioga Boces	619000000000
Torah High School Long Beach	280300206622
Town Of Webb UFSD	211901020000
Trinity Catholic School	512001155896
Trinity Lutheran School	142801325775
Trumansburg CSD	611001040000
Tuckahoe Comn SD	580913080000
Tuckahoe UFSD	660302030000
Tupper Lake CSD	160101060000
Tuxedo UFSD	441903020000
Unadilla Valley CSD	081003040000
Union Springs CSD	051901040000
Union-Endicott CSD	031501060000
Vestal CSD	031601060000
Villa Of Hope	260501996191
Vol Of America-Greater Ny Inc	353100880287
Wake-Eden Christian Academy	321100806052
Walton CSD	121901040000
Warwick Valley CSD	442101060000
Washingtonville CSD	440102060000
Waterford-Halfmoon UFSD	522101030000
Watervliet City SD	011200010000
Wayne CSD	650801060000

SFA Name	LEA Code
Webster CSD	261901060000
Weedsport CSD	050301040000
Wellsville CSD	022601060000
West Babylon UFSD	580102030000
West Canada Valley CSD	210302040000
West Hempstead UFSD	280227030000
West Irondequoit CSD	260803060000
West Point Elementary School	440301998250
West Valley CSD	040204040000
Westfield CSD	062901040000
Wheatland-Chili CSD	262001040000
Wheelerville UFSD	170301020000
Whitney Point CSD	031401060000
Williamson CSD	651402040000
Wilson CSD	401501060000
Windsor CSD	031701060000
Wynantskill UFSD	490804020000
Yeshiva Birchas Shmuel	332200229911
Yeshiva Degel Hatorah	500402229165
Yeshiva Gedolah Of South Monsey	500402229549
Yeshiva High School Of Monsey	500402228999
Yeshiva Ketana Of Queens	342500229646
Yeshiva Of Brooklyn	332100226947
Yeshiva Of Central Queens	342500227011
Yeshiva Of Spring Valley	500402226477
Yeshiva Rabbi S R Hirsch	310600226845
Yeshiva Rikti Primary	342900226050
Yeshiva Sha'Arei Zion Ohel Bracha	342800229850
Yeshiva Zichron Mayir	590501226115
Yeshivat Ohel Torah	332200226034
Yeshivath Ohr Hameir	660203207620
Yonkers Christian Academy	662300809020
York CSD	241701040000

CHILD NUTRITION PROGRAM ADMINISTRATION

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NEW YORK STATE EDUCATION DEPARTMENT
(518) 473-8781 Fax (518) 473-0018
[www.http://portal.nysed.gov/portal/page/portal/CNKC#browser](http://portal.nysed.gov/portal/page/portal/CNKC#browser)



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