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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 2017-2018 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, 2017.

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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, LEAs must count the number of 2017-2018 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.**

LEAs have the *option* to begin verification prior to October 1, once they begin the application approval process for the current school year. This option may ease the administrative burden for particularly large LEAs who receive several household income applications. However, the sample pool must still be based on the number of applications on file as of October 1. See page 6 for additional details.

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

Applications with case numbers that are not certified through direct certification are subject to verification and should be included in 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
- Certification letters for SNAP/TANF from the local assistance agencies

- 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 2016-2017 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 previous 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 2016-2017 school year **MUST** use the Error Prone (Standard) Sampling Method to conduct verification in the 2017-2018 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 2016-2017 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 2016-2017 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.

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 (½ %) 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

$$.01 (1\%) \times 900 = \mathbf{9}$$

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

$$.005 (.5 \text{ percent}) \times 600 = \mathbf{3}$$

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)**

Beginning Verification Prior to October 1

The National School Lunch Act states that verification must be based on a school's sample size as of October 1 each school year. However, LEAs are now allowed to begin verification once they begin the application approval process for the current school year and have approved applications on file. This means LEAs are not required to wait until October 1 to initiate the verification process, and may instead choose to begin conducting verification once they begin the application approval process for the current school year.

When beginning verification prior to October 1, LEA's must:

- Decide how often to sample applications (weekly, every other week, etc.)
- Include in each sample pool only applications approved since the last sample was selected
- Select either 3 percent or 1.5 percent of approved applications, as required by the sampling method, each time. Round *down* to the nearest whole number to prevent over sampling

On or around October 1:

- Sample the final set of applications, selecting only from the applications approved since the last sampling
- Calculate the number of applications selected for verification *to date* (including the October sample)
- Calculate 3% or 3,00 (or 1.5%, if applicable) of *all applications* approved as of October 1, rounding up to the next whole number
 - If the number of applications selected to date is less than 3%/1.5% number, fill the remainder of the sample by selecting randomly from error prone, categorically eligible, or all applications, *approved since the beginning of the school year* as required for the sampling method
 - If there are not enough applications of the required type, then sample randomly from all applications

Please note that all existing statutory and regulatory requirements continue to apply when using this approach, but the timing and sampling process is tailored to accommodate the extended timeframe during which verification is being conducted.

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. The confirmation review must be done by an individual other than the individual who made the initial eligibility determination. **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
- Notify the household of the correct eligibility status after verification is completed and, if required, sends the household a notice of adverse action.

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.

When an application is selected for verification and, prior to hearing back from the household in question, that household is found on a direct certification list, the application does not have to be replaced in the verification sample pool. The application would be marked as a direct certification in the appropriate box in Section 3 of the FNS-742. LEAs should include these applications in Field 5-5 (Number of applications selected for verification) of the FNS-742 and indicate the number of these applications that are being converted to direct certification in the remarks portion of the FNS-742.

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 the "Direct Verification" section 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
- The full USDA Nondiscrimination Statement.

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.

Any communications with households concerning verification must be in an understandable and uniform format and, to the maximum extent practicable, in a language that parents and guardians can understand.

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> unless it contains 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. At the time of the notice, the household may consent to the contact or provide acceptable documentation in another form. If the household refuses to choose one of these options, the household's eligibility will be terminated in accordance with normal verification procedures. Households which dispute the validity of information acquired through collateral contacts or a system of records must be given the opportunity to provide other documentation.

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 found in 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 or by directly verifying eligibility using the Direct Certification Matching Process (DCMP) data. 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. The LEA is encouraged to first utilize the DCMP data prior to conducting direct verification with local SNAP/TANF agencies.

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

Direct Verification

Direct verification is a method that can be used to confirm eligibility for verification. Direct verification uses records from public agencies to verify assistance program participation which can help reduce the burden upon families and eliminate non-responders. Results of Direct Verification must be reported on the School Food Authority Verification Collection Report.

LEAs are not required to conduct direct verification but are encouraged to utilize this method. 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.

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.

SFAs will conduct the direct verification process by using the Direct Certification Matching Process (DCMP) data. Direct certification electronic records will provide data for the current school year through October and will be available to authorized users of the New York State Student Identification System (NYSSIS).

To directly verify students using the direct certification matching system LEA's must:

- Have a username and password to access the SED Business Portal with entitlements to the NYSSIS system
- Search the direct certification data by last name or date of birth for a specific student that was selected for verification
- If the student is found on the list, the student is eligible for free meal benefits. Verification is considered complete and further documentation is not needed from the family to confirm eligibility.
- If the student is not found on the direct certification list, you must continue verification efforts. You must notify the family that they have been selected for verification and request documentation to confirm eligibility.
- Keep a record of directly verified students on file for 3 years plus the current year

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 or if you are not able to find the student through the direct certification matching data, 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.

When an application is selected for verification and, prior to hearing back from the household in question, that household is found on a direct certification list, the application does not have to be replaced in the verification sample pool. The application would be marked as a direct certification in the appropriate box in Section 3 of the FNS-742. LEAs should include these applications in Field 5-5 (Number of applications selected for verification) of the FNS-742 and indicate the number of these applications that are being converted to direct certification in the remarks portion of the FNS-742.

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.
- The household does not respond or fails to provide adequate documentation after the required follow up or the household refuses to cooperate with verification efforts.
 - Verification is considered complete when the notice of adverse action is sent.

Verification Recordkeeping

The LEA must retain all documents submitted by the household or duplicates of those documents, including all relevant correspondence between the LEA and households. 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. 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.

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 any questionable application including, on a case-by-case basis, verifying any application for cause when the LEA is aware of additional income or persons in the household.

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 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: 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, 2017**. 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, 2017, 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 to capture the required information that documents your LEAs 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, 2017.

A step by step tutorial on how to complete the Verification Collection Report is posted on the Child Nutrition Knowledge Center website. LEAs are strongly encouraged to review the tutorial when completing their report.

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 the “Recordkeeping” section of this manual and the “USDA Eligibility Manual for School Meals” for additional information on 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 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.

11. **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.

12. **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.

13. **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.

14. **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.

15. **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.

16. **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.

17. **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 2016-2017 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 2017-2018 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 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 _____ (10 calendar days) _____, 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, 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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**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 calendar 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.

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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**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

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

N/A

Comments:

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:
Section 1	Total Schools, Residential Child Care Institutions (RCCIs) and Enrolled Students	**All SFAs must report Section 1**	
		1-1: Total schools (<i>Do not include RCCIs</i>):	A. Number of Schools OR Institutions
		1-2: Total RCCIs (<i>Do not include schools counted in 1-1</i>):	B. Number of Students
		1-2a: RCCIs with day students (<i>Report ONLY day students in 1-2aB</i>):	
		1-2b: RCCIs with NO day students:	
Section 2	SFAs with schools operating alternate provisions	**ONLY SFAs with alternate provisions must report Section 2**	
		2-1: Operating Provision 2/3 in a BASE year for NSLP and SBP:	A. Number of Schools AND Institutions
		2-2: Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	B. Number of Students
		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>i.e. NON BASE year Provision 2/3 for all schools</i>)	B. Number of FREE Students
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): <i>Do not include students certified with SNAP through the letter method.</i>	
		3-3: Students directly certified through other programs: <i>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.</i>	
	3-4: Students certified categorically FREE eligible through SNAP letter method: <i>Include students certified for free meals through the family providing a letter from the SNAP agency</i>		
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: <i>Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)</i>	A. Number of Applications
		4-2: Approved as FREE eligible: <i>Based on household size and income information</i>	B. Number of Students
		4-3: Approved as REDUCED PRICE eligible: <i>Based on household size and income information</i>	
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: 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?

- Yes, completed by November 15th
- Yes, completed after November 15th
- No, verification was NOT performed or the process was not completed.

5-3: Type of Verification process used:

1. Standard (Lesser of 3% or 3,000 error-prone)
2. Alternate one [Random] (Lesser of 3% or 3,000 selected randomly)
3. 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:
Report all applications as of October 1st considered error prone

5-5: Number of applications selected for verification sample:

****ALL SFAs must report 5-7 or check box 5-6 if applicable****

5-6: 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.

A. Number of Applications

B. Number of Students

Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th

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
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:		
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:		

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 in addition to the verification requirement.

Section 5

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/EliMan.pdf>). Enter SFA name and LEA code for each SFA with schools and/or RCCIs 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 RCCIs and the enrolled students **only once** if operating both NSLP and SBP.

Section 1

All SFAs with schools or RCCIs 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 RCCIs) 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 RCCIs operating the NSLP and/or SBP and the TOTAL number of enrolled students with access to the NSLP and/or SBP in RCCIs.

1-2aA & 1-2aB: Of the RCCIs reported in 1-2A; enter the number of RCCIs with DAY students and ONLY the DAY students with access to the NSLP and/or SBP in RCCIs (**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 RCCIs reported in 1-2A; enter the number of RCCIs with NO day students and the TOTAL number of institutionalized students.

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

Section 2

All SFAs with some or all schools and/or RCCIs operating under an alternative provision must complete this section. For RCCIs 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 RCCIs and students enrolled operating an alternate provision for **ONLY SBP** or **ONLY NSLP**. Include schools/RCCIs operating in both a base year and non base year.

Section 3

All SFAs must complete this section. If all schools and/or RCCIs 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 FDPIR. 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 RCCIs collecting individual household applications must report this section, including schools and/or RCCIs 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 FDPIR 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 FDPIR 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 FDPIR.*

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.

LEAs with 80% or greater response rate based on 2016-2017 Income Verification- Attachment H Page 1 of 12

LEA CODE	SFA NAME
500402226478	A H Schreiber Hebrew Acad Of Rocklan
331400225751	Ach Tov V'Chesed
410401060000	Adirondack CSD
142101040000	Akron CSD
331500629812	Al Madrasa Al Islamiya
450101060000	Albion CSD
140101060000	Alden CSD
220202040000	Alexandria CSD
020101040000	Alfred-Almond CSD
342700629235	Al-Ihsan Academy
010100115684	All Saints' Catholic Academy
421800185515	All Saints Ele Of Tipperary Hill
031501187966	All Saints School
460102040000	Altmar-Parish-Williamstown CSD
310400860806	Amber Charter School
662300625497	Andalusia School
120102040000	Andes CSD
500308990003	Arc Rockland Co Chap
650101990003	Arc Wayne County Chapter Inc
042400136448	Archbishop Walsh High School
310100149000	Archdiocese Of Ny
660405030000	Ardsley UFSD
640101040000	Argyle CSD
131601060000	Arlington CSD
500401229697	Ateres Bais Yaakov Acad Of Rockland
670201060000	Attica CSD
222201155866	Augustinian Academy-Elementary
090201040000	Ausable Valley CSD
570201040000	Avoca CSD
580101030000	Babylon UFSD
080201040000	Bainbridge-Guilford CSD
342800226480	Bais Yaakov Academy For Girls
141800137227	Baker Victory Services
420901060000	Baldwinsville CSD
521301060000	Ballston Spa CSD
401301040000	Barker CSD
180300010000	Batavia City SD
570302060000	Bath CSD
580505020000	Bayport-Blue Point UFSD
231301040000	Beaver River CSD
660102060000	Bedford CSD
020801040000	Belfast CSD
280253070000	Bellmore-Merrick Central HS District

LEAs with 80% or greater response rate based on 2016-2017 Income Verification- Attachment H Page 2 of 12

LEA CODE	SFA NAME
061001040000	Bemus Point CSD
010201040000	Berne-Knox-Westerlo CSD
332000206898	Beth Jacob High School
010306060000	Bethlehem CSD
280521030000	Bethpage UFSD
420101189405	Bishop Ludden Junior-Senior High Sch
010100115665	Blessed Sacrament School
421800185466	Blessed Sacrament School
661905020000	Blind Brook-Rye UFSD
500402225674	Bnei Yakov Yosef Of Monsey
342700228636	Bnos Bais Yaakov Of Far Rockaway
332100227245	Bnos Israel Of East Flatbush
342800225513	Bnos Malka Academy
630101040000	Bolton CSD
570401040000	Bradford CSD
510101040000	Brasher Falls CSD
580909020000	Bridgehampton UFSD
260101060000	Brighton CSD
171102040000	Broadalbin-Perth CSD
261801060000	Brockport CSD
062301040000	Brocton CSD
250109040000	Brookfield CSD
580203020000	Brookhaven-Comsewogue UFSD
161601040000	Brushon-Moira CSD
661201060000	Byram Hills CSD
240201040000	Caledonia-Mumford CSD
641610040000	Cambridge CSD
021102040000	Canaseraga CSD
600301040000	Candor CSD
142601136593	Cardinal O'Hara High School
280411030000	Carle Place UFSD
480102060000	Carmel CSD
662300516461	Carol & Frank Biondi Educ Center
421800185572	Cathedral Academy At Pompei
310200145242	Cathedral High School
050401040000	Cato-Meridian CSD
250201060000	Cazenovia CSD
010100997850	Center For Disability Services
661004060000	Chappaqua CSD
662300860862	Charter Sch-Educ Excellence
160801040000	Chateaugay CSD
060503040000	Chautauqua Lake CSD
090601020000	Chazy UFSD

LEAs with 80% or greater response rate based on 2016-2017 Income Verification- Attachment H Page 3 of 12

LEA CODE	SFA NAME
030701060000	Chenango Valley CSD
472202040000	Cherry Valley-Springfield CSD
440201020000	Chester UFSD
280208997798	Children'S Lrning Ctr-Ucp Nassau Ct
251601060000	Chittenango CSD
140203806578	Christian Central Academy
261501060000	Churchville-Chili CSD
140801060000	Clarence CSD
510401040000	Clifton-Fine CSD
099000000000	Clinton-Essex-Warren-Washing Boces
060701040000	Clymer CSD
541102060000	Cobleskill-Richmondville CSD
010500010000	Cohoes City SD
500402226086	Cong Yeshiva Of Greater Monsey Inc
500402226093	Congregation Yeshivas Meon Hatorah
471701040000	Cooperstown CSD
230201040000	Copenhagen CSD
580105030000	Copiague UFSD
571000808888	Corning Christian Academy
310300149994	Cristo Rey High School
150203040000	Crown Point CSD
241101040000	Dalton-Nunda CSD (Keshequa)
241001060000	Dansville CSD
580107030000	Deer Park UFSD
129000000000	Delaw-Chenango-Madison-Otsego Boces
140707030000	Depew UFSD
031301040000	Deposit CSD
250301040000	Deruyter CSD
400400136417	Desales Catholic Elementary School
211003040000	Dolgeville CSD
120301040000	Downsville CSD
530101040000	Duanesburg CSD
060800010000	Dunkirk City SD
430501040000	East Bloomfield CSD
490301060000	East Greenbush CSD
580301020000	East Hampton UFSD
310400999536	East Harlem School At Exodus House
260801060000	East Irondequoit CSD
580234020000	East Moriches UFSD
580917020000	East Quogue UFSD
280402030000	East Williston UFSD
589100000000	Eastern Suffolk Boces
580912060000	Eastport-South Manor CSD

LEA CODE	SFA NAME
141201060000	Eden CSD
520601080000	Edinburg Common SD
470501040000	Edmeston CSD
180901040000	Elba CSD
590801040000	Eldred CSD
150301040000	Elizabethtown-Lewis CSD
622002060000	Ellenville CSD
040901040000	Ellicottville CSD
421800997437	Elmcrest Childrens Center
070902060000	Elmira Heights CSD
660409020000	Elmsford UFSD
142601997712	Erie County Nys A R C
420601040000	Fabius-Pompey CSD
421001060000	Fayetteville-Manlius CSD
022001040000	Fillmore CSD
070600861078	Finn Academy-An Elmira Charter Schoo
331800437980	Flatbush SDa School
270601040000	Fonda-Fultonville CSD
061503040000	Forestville CSD
120701040000	Franklin CSD
062201060000	Fredonia CSD
010100997616	Free School
060301040000	Frewsburg CSD
021601040000	Friendship CSD
520701040000	Galway CSD
650902040000	Gananda CSD
280218030000	Garden City UFSD
260401060000	Gates-Chili CSD
261600860826	Genesee Comm Charter School
249000000000	Genesee Valley Boces
240401040000	Geneseo CSD
430700010000	Geneva City SD
470202040000	Gilbertsville-Mount Upton CSD
630300010000	Glens Falls City SD
310500861012	Global Community Charter School
141800860044	Global Concepts Charter School
430901060000	Gorham-Middlesex CSD (Marcus Whitman
511101060000	Gouverneur CSD
042801060000	Gowanda CSD
660410100007	Graham Home For Children
640701040000	Granville CSD
260501808815	Greece Christian School

LEAs with 80% or greater response rate based on 2016-2017 Income Verification- Attachment H Page 5 of 12

LEA CODE	SFA NAME
320800716855	Greek American Inst Of NY
080601040000	Greene CSD
581010020000	Greenport UFSD
190701040000	Greenville CSD
640801040000	Greenwich CSD
442111020000	Greenwood Lake UFSD
010802060000	Guilderland CSD
061700308038	Gustavus Adolphus Child & Family
630801040000	Hadley-Luzerne CSD
250701040000	Hamilton CSD
511201040000	Hammond CSD
572901040000	Hammondsport CSD
580905020000	Hampton Bays UFSD
120906040000	Hancock CSD
460701040000	Hannibal CSD
310400860812	Harbor Sci & Arts Charter School
310300515340	Harlem Academy
310300861034	Harlem Hebrew Language Academy
030501040000	Harpursville CSD
660501060000	Harrison CSD
641001040000	Hartford CSD
580506030000	Hauppauge UFSD
500201060000	Haverstraw-Stony Point CSD (North Ro
591401226474	Hebrew Day School Of Sullivan & Ulst
332200860955	Hebrew Language Academy Charter
660203060000	Hendrick Hudson CSD
511301040000	Hermon-Dekalb CSD
512404040000	Heuvelton CSD
620803040000	Highland CSD
261600997698	Hillside Childrens Center School
261101060000	Hilton CSD
041401040000	Hinsdale CSD
141701040000	Holland CSD
081200185526	Holy Family School
512001185654	Holy Name Of Jesus Academy
431401040000	Honeoye CSD
260901060000	Honeoye Falls-Lima CSD
491401040000	Hoosic Valley CSD
490501060000	Hoosick Falls CSD
260401999477	Hope Hall School
571800010000	Hornell City SD
641301060000	Hudson Falls CSD
190901040000	Hunter-Tannersville CSD

LEA CODE	SFA NAME
022601136563	Immaculate Conception School
220301060000	Indian River CSD
580502020000	Islip UFSD
610600010000	Ithaca City SD
420411060000	Jamesville-Dewitt CSD
572702040000	Jasper-Troupsburg CSD
630601040000	Johnsburg CSD
031502060000	Johnson City CSD
420501060000	Jordan-Elbridge CSD
662300990001	Julia Dyckman Andrus Memorial Inc
660101030000	Katonah-Lewisboro UFSD
150601040000	Keene CSD
450607040000	Kendall CSD
101401040000	Kinderhook CSD
580805060000	Kings Park CSD
620600010000	Kingston City SD
310500860883	Kipp Infinity Charter School
420807040000	Lafayette CSD
630701040000	Lake George CSD
151102040000	Lake Placid CSD
200601040000	Lake Pleasant CSD
662401060000	Lakeland CSD
610801040000	Lansing CSD
470801040000	Laurens CSD
181001060000	Le Roy CSD
280205030000	Levittown UFSD
580104030000	Lindenhurst UFSD
511602040000	Lisbon CSD
210800050000	Little Falls City SD
421501060000	Liverpool CSD
240801060000	Livonia CSD
280407229720	Long Island Hebrew Academy
200701040000	Long Lake CSD
230901040000	Lowville Academy & CSD
280220030000	Lynbrook UFSD
421504020000	Lyncourt UFSD
251101040000	Madison CSD
280212030000	Malverne UFSD
660701030000	Mamaroneck UFSD
431101040000	Manchester-Shortsville CSD (Red Jack
280406030000	Manhasset UFSD
110901040000	Marathon CSD
421101060000	Marcellus CSD

LEA CODE	SFA NAME
121401040000	Margaretville CSD
621001060000	Marlboro CSD
280216997856	Martin De Porres School
140701139960	Mary Queen Of Angels School
580206175613	Maryhaven Center Of Hope
332200229244	Masores Bais Yaakov Elementary
512001060000	Massena CSD
170801040000	Mayfield CSD
332100225701	Mazel Day School
460901060000	Mexico CSD
342400861048	Middle Village Prep Charter School
541001040000	Middleburgh CSD
471101040000	Milford CSD
280503315797	Mill Neck Manor School For The Deaf
580208020000	Miller Place UFSD
150801040000	Minerva CSD
441101040000	Minisink Valley CSD
269100000000	Monroe 1 Boces
441201060000	Monroe-Woodbury CSD
591401060000	Monticello CSD
471201040000	Morris CSD
512101040000	Morristown CSD
250401040000	Morrisville-Eaton CSD
421800185583	Most Holy Rosary School
140600136375	Mt Mercy Academy
580207020000	Mt Sinai UFSD
431201040000	Naples CSD
261600165998	Nativity Preparatory Academy
140801136238	Nativity-Bvm School
261600166206	Nazareth Elementary School
331900808781	New Grace Education Center
101601040000	New Lebanon CSD
320700996063	New Life School (The)
650101060000	Newark CSD
151001040000	Newcomb CSD
400601060000	Newfane CSD
610901040000	Newfield CSD
400701060000	Niagara-Wheatfield CSD
530301060000	Niskayuna CSD
280204020000	North Bellmore UFSD
280229020000	North Merrick UFSD
651501060000	North Rose-Wolcott CSD
661301040000	North Salem CSD

LEA CODE	SFA NAME
280501060000	North Shore CSD
580404030000	Northport-East Northport UFSD
170901040000	Northville CSD
081200050000	Norwich City SD
412300185517	Notre Dame Elementary School
412300189443	Notre Dame Junior-Senior High School
500304030000	Nyack UFSD
310200861104	Nyc Charter School Of The Arts
280211030000	Oceanside UFSD
550101040000	Odessa-Montour CSD
342700100023	On Our Way Learning Center
251400010000	Oneida City SD
621201060000	Onteora CSD
142301060000	Orchard Park CSD
471601040000	Otego-Unadilla CSD
141901137240	Our Lady-Blessed Sacrament
600601060000	Owego-Apalachin CSD
081501040000	Oxford Academy & CSD
280506060000	Oyster Bay-East Norwich CSD
061601040000	Panama CSD
512501040000	Parishville-Hopkinton CSD
500308030000	Pearl River UFSD
181302040000	Pembroke CSD
261201060000	Penfield CSD
060601040000	Pine Valley CSD (South Dayton)
660809030000	Pleasantville UFSD
051101040000	Port Byron CSD
580206020000	Port Jefferson UFSD
280404030000	Port Washington UFSD
512902060000	Potsdam CSD
641401040000	Putnam CSD
480503040000	Putnam Valley CSD
489000000000	Putnam-Northern Westchester Boces
142801137104	Queen Of Heaven School
010402060000	Ravena-Coeymans-Selkirk CSD
343000860822	Renaissance Charter School
131801040000	Rhinebeck CSD
062401040000	Ripley CSD
580602860032	Riverhead Charter School
261600997046	Rochester School For The Deaf
280221030000	Rockville Centre UFSD
580209020000	Rocky Point UFSD
411800010000	Rome City SD

LEA CODE	SFA NAME
560603040000	Romulus CSD
620901060000	Rondout Valley CSD
530515060000	Rotterdam-Mohonasen CSD
121502040000	Roxbury CSD
401201060000	Royalton-Hartland CSD
661901030000	Rye Neck UFSD
580205060000	Sachem CSD
221001040000	Sackets Harbor CSD
641501040000	Salem CSD
161201040000	Salmon River CSD
091402060000	Saranac CSD
521800010000	Saratoga Springs City SD
530501060000	Schalmont CSD
491501040000	Schodack CSD
541201040000	Schoharie CSD
560701060000	Seneca Falls CSD
091200155496	Seton Academy
091101159175	Seton Catholic Central High School
030200185471	Seton Catholic Central Jr/Sr High
332100228724	Shaare Torah School
541401040000	Sharon Springs CSD
580701020000	Shelter Island UFSD
520302060000	Shenendehowa CSD
062601040000	Sherman CSD
332100226933	Shulamith School For Girls-Brooklyn
061501040000	Silver Creek CSD
651201060000	Sodus CSD
662101060000	Somers CSD
010601060000	South Colonie CSD
521401040000	South Glens Falls CSD
220101040000	South Jefferson CSD
121702040000	South Kortright CSD
500301060000	South Orangetown CSD
580906030000	Southampton UFSD
141604136382	Southtowns Catholic School
060201060000	Southwestern CSD At Jamestown
131602020000	Spackenkill UFSD
600801040000	Spencer-Van Etten CSD
471101997806	Springbrook New York, Inc
141101060000	Springville-Griffith Inst CSD
141101136383	St Aloysius Regional School
142601136293	St Amelia School
010100115658	St Anne Institute

LEA CODE	SFA NAME
010623995677	St Colman's School
141604136402	St Francis High School
140203136273	St Gregory The Great School
031502185486	St James School
511101155007	St James School
400701325766	St John Lutheran School
260801165157	St John Neumann School
140101136379	St John The Baptist School
142601136418	St John The Baptist School
142301136271	St John Vianney School
140600136295	St Joseph University School
140600136376	St Mark School
490501117509	St Mary'S Academy-Elementary
141901136283	St Mary'S Elementary School
151501155883	St Mary's School
140203136252	St Mary's School
140203136333	St Peter & Paul School
400301136456	St Peter School
260401166221	St Pius X School
161801040000	St Regis Falls CSD
401001060000	Starpoint CSD
400301136253	Stella Niagara Educ Park
522001040000	Stillwater CSD
251501040000	Stockbridge Valley CSD
591502040000	Sullivan West CSD
100501040000	Taconic Hills CSD
140600860838	Tapestry Charter School
220701040000	Thousand Islands CSD
580201060000	Three Village CSD
600903040000	Tioga CSD
142500010000	Tonawanda City SD
280300206622	Torah High School Long Beach
211901020000	Town Of Webb UFSD
512001155896	Trinity Catholic School
611001040000	Trumansburg CSD
580913080000	Tuckahoe Comn SD
660302030000	Tuckahoe UFSD
421902040000	Tully CSD
441903020000	Tuxedo UFSD
051901040000	Union Springs CSD
031501060000	Union-Endicott CSD
140600999851	Universal School
490804998235	Vanderheyden Hall

LEA CODE	SFA NAME
431701060000	Victor CSD
260501996191	Villa Of Hope
353100880287	Vol Of America-Greater Ny Inc
321100806052	Wake-Eden Christian Academy
621801060000	Walkkill CSD
442101060000	Warwick Valley CSD
522101030000	Waterford-Halfmoon UFSD
011200010000	Watervliet City SD
650801060000	Wayne CSD
050301040000	Weedsport CSD
022601060000	Wellsville CSD
210302040000	West Canada Valley CSD
260803060000	West Irondequoit CSD
580509030000	West Islip UFSD
440301998250	West Point Elementary School
040204040000	West Valley CSD
589300000000	Western Suffolk Boces
062901040000	Westfield CSD
580902020000	Westhampton Beach UFSD
420701060000	Westhill CSD
151601040000	Westport CSD
262001040000	Wheatland-Chili CSD
170301020000	Wheelerville UFSD
641701060000	Whitehall CSD
022101040000	Whitesville CSD
031401060000	Whitney Point CSD
651402040000	Williamson CSD
151701040000	Willsboro CSD
191401040000	Windham-Ashland-Jewett CSD
031701060000	Windsor CSD
472506040000	Worcester CSD
490804020000	Wynantskill UFSD
500402229165	Yeshiva Degel Hatorah
500402229549	Yeshiva Gedolah Of South Monsey
500402228999	Yeshiva High School Of Monsey
342500229646	Yeshiva Ketana Of Queens
332100226947	Yeshiva Of Brooklyn
342500227011	Yeshiva Of Central Queens
500402226477	Yeshiva Of Spring Valley
310600226845	Yeshiva Rabbi S R Hirsch
342900226050	Yeshiva Rikti Primary
342800229850	Yeshiva Sha'Arei Zion Ohel Bracha
590501226115	Yeshiva Zichron Mayir

LEA CODE	SFA NAME
332200226034	Yeshivat Ohel Torah
662300809020	Yonkers Christian Academy
241701040000	York CSD
043501060000	Yorkshire-Pioneer CSD
662402060000	Yorktown CSD

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<p>Team 3</p> <p><u>Jamie McMillian</u>, FPES II</p> <p><u>Todd Bradshaw</u>, <u>Eric Maryzak</u>, <u>Karen Ulrich</u>, <u>Katie Kovage</u>, <u>MaryBeth Sotir</u>, <u>Kathryn Oliver</u>, <u>Nicole Clark</u></p> <p>Counties: Allegany, Bronx, Cayuga, Dutchess, Erie, Franklin, Greene, Hamilton, Livingston, Montgomery NYCDOE, Otsego, Richmond, Saratoga, Tompkins, Warren and Yates</p>		<p>Team 4</p> <p><u>Tara Webster</u>, FPES II</p> <p><u>Ashlene Regis-Koudoagbo</u>, <u>Colleen Wise</u>, <u>Kristin Ricciardi</u>, <u>Stacy Stenglein</u>, <u>Emily Handy</u>, <u>Kendra Roche</u>, <u>Elizabeth Hanus</u></p> <p>Counties: Albany, Jefferson, Kings, Lewis, Monroe, Nassau, Niagara, Ontario, Orange, Schoharie, Steuben, Sullivan and Ulster</p>	
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		<p>AUDIT TEAM</p> <p><u>Jeanne Day</u>, Associate Auditor <u>Wadler St. Jean</u>, Senior Auditor <u>Amanda Watson</u>, Senior Auditor</p>	