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September 2015

**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 2015-2016 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 1<sup>st</sup> by November 15<sup>th</sup> 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 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, 2015. LEAs that are

exempt from the verification requirements LEA-wide (CEP or non-base year Provision 2) must also complete certain portions of the report.

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## **HOW TO CONDUCT VERIFICATION**

**Start planning early!** Allow yourself enough time to complete the verification process by the **November 15 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 eligibility annually.
- Schools operating in the Community Eligibility Provision (CEP). They must however, conduct DCMP and report SNAP eligibility annually.
- New LEAs who begin participation in a Child Nutrition Program after October 1 do not need to complete the verification process in their first year of operation only.

### **Establishing the Sample Pool**

To establish the sample pool, you must count the number of newly approved free and reduced applications on file for the entire LEA as of **October 1**.

Do **NOT** include:

- Households that are matched through the direct certification matching process (DCMP) for SNAP/Medicaid, and those students who have been identified as living in the same household as the certified student receiving SNAP/Medicaid benefits
- Eligibility Letters for School Meals/Milk
- Foster children who are identified by a list or letters from social services and voluntary placement agencies
- Migrant children who have been identified by the district's Migrant Education Program
- Runaway or homeless children who have been identified by the district's McKinney-Vento school district liaison
- Children participating in 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 2014-2015 school year, do not count these applications in your verification pool and do not verify eligibility. The carryover applications were subject to the verification process in the prior year.

## **Selecting your sample size**

Using the sample pool, LEAs will calculate the required sample size using one of the following methods. 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.

Verification must take place after an application has been approved.

## **Error Prone (Standard) Sampling Method**

LEAs that had less than 80 percent response rate to verification in the 2014-2015 school year **MUST** use the Error Prone sampling method (standard sampling) to conduct verification in the 2015-2016 school year. LEAs coming off Provision 2 must also use the error prone sample 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 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 2014-2015 school year may choose to select an alternate option for verification. (Please see the list of schools with 80% or greater response rate based on 2014-2015 Income Verification included in this memo). These schools may choose to use the error prone sampling method (explained above) or may choose one of the following sampling methods:

### **Random Sampling Method (Alternate 1)**

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

## **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 instead of income information.

### **Example:**

**The Focused Sampling Method** could be accomplished as follows:

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

1. Count **all** approved applications, including applications reporting a SNAP/TANF/FDPIR case number to determine the number required to fill the one percent of income sample size

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

2. Separate applications into two groups:
  - Income Applications (non-SNAP/TANF/FDPIR)
  - Applications reporting a SNAP/TANF/FDPIR case number
3. From the income applications (non-SNAP/TANF/FDPIR) group, select the sample of households (**9**) from error prone applications. If you do not have enough error prone applications, select the remainder at random from the income applications.
4. From the applications with a SNAP/TANF/FDPIR case number, determine the number required to fill the .5 percent sample size

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

5. Choose the applications (3) from those that reported a SNAP/TANF/FDPIR case number.
6. Perform the confirmation review on all selected applications and continue with all steps of verification.

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

## **Confirmation Review**

Prior to conducting any verification activity, an individual other than the original reviewing official must review each approved application selected for verification to ensure that the initial determination was accurate. **A confirmation review is not required if the LEA used a "technology based solution that makes accurate eligibility determinations."**

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

During the confirmation review, if the second reviewing official finds the application was incorrectly approved, one of the following actions must be taken:

Status Change From Reduced Price to Free

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

Status Change From Free to Reduced Price

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

Status Change From Free or Reduced Price to Paid

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

## **Fragile Household**

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 selected is a “fragile household” and would be unable to satisfactorily respond to the verification request. You must document why you passed over the fragile application. 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.

## **Notifying Households of Selection**

LEAs must notify households that they have been selected for 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:

- The type of acceptable verification documentation to confirm current income
- That the household may provide proof that the child or any household member is receiving benefits under the assistance programs (SNAP/TANF/FDPIR) instead of providing income information
- The date the information must be provided as specified by the LEA and that failure to respond by the deadline will result in termination of benefits
- Name of an LEA official who can answer questions and provide assistance
- A toll free number for parents to obtain assistance. This can be a local number within the district. It cannot be a long distance call

**Note:** You do not need to collect social security numbers of all adults in the household as part of the verification process.

### **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 they are no longer eligible at the time of verification.

### **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 case number must be verified. 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.

Direct verification is also an option that can be used by LEAs to verify a family's eligibility, please see the next section for direct verification procedures.

### **The following documentation may be accepted to verify income:**

- **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 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
- **Welfare payments (SNAP/TANF/FDPIR):** Benefit letter from welfare agency
- **Child support/alimony:** Court decree; agreement; copies of checks received
- **All other income:** Other forms of income (i.e., rental income). Information or papers that show the amount of income received, how often it is received, and the date(s)



received

- **No income:** A brief note explaining how the individual(s) provides food, clothing and housing, and when the family expects to receive income
- **SNAP households:** Households may submit their SNAP case number, SNAP recertification letter, or print out from their MyBenefits Account.

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

**Verification of SNAP/TANF/FDPIR households** consists of confirming current receipt of SNAP (only for children not included in eligibility letters or from the direct certification matching process), TANF or FDPIR benefits for each child/household listed. If at least one member of the household confirms receipt of SNAP/TANF/FDPIR, the remainder of the children residing in the household shall remain eligible through confirmation of school enrollment records.

**Note:** The EBT card families receive for SNAP may not be accepted as documentation for verification.

**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 provide this service.

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

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

### **Direct Verification- Updated Process for 2015-2016 School Year**

Direct Verification is a method that can be used to confirm eligibility for Child Nutrition Program free and reduced price meal benefits. This method is conducted by using State Agency Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) electronic records, provided by the Office of Temporary and Disability Assistance (OTDA). Direct Verification is an optional method available to Local Education

Agencies (LEAs) through the New York State Education Department (NYSED) Child Nutrition Program office in order to help expedite the verification process. The electronic records will provide data for the current school year through October and will be available to authorized users of the Child Nutrition Management System (CNMS). The verification process requires LEAs to verify a sample of approved applications on file as of October 1, and to complete verification by November 15. Direct Verification can be used for the sample selected for verification via the error prone method, the random sample, or the focused sample.

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. LEAs must have security measures to ensure the confidentiality of the information.

LEAs must use Direct Verification prior to contacting families for verification documentation. If information obtained through this process verifies that the household is participating in the SNAP or TANF no additional verification is required. The eligibility status of the child or children listed on the application is considered verified.

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

Remember that every child in a SNAP or TANF household is free even if the child's name does not appear in the electronic record. If you find one household member in the electronic records, you must extend the benefits to all children within that household by using school records to verify the others reside in the same household.

Direct Verification must now be conducted by the LEA, instead of providing student records to NYSED for verification. LEAs will be accessing a secure database. You must have a username and password for the Child Nutrition Management System (CNMS) to access the data. Ensure that three unique identifiers are matched between your enrollment record and the direct verification data when verifying students from your selected sample. LEAs must keep a record of directly verified students on file for review. Results of Direct Verification must be reported on the School Food Authority Verification Collection Report. Further instructions are provided on the Child Nutrition Knowledge Center (CNKC).

For questions regarding the Direct Verification Process, please contact your Child Nutrition Representative at 518-473-8781.

### **Results of Verification**

LEAs **must** follow up with families who do not respond to initial verification efforts. The follow up can be via a second letter, e-mail, a phone call or personal contact with the family. Be sure to document your efforts! Please see the "Non-Responders" section of this booklet for steps to take if a family does not respond to verification.

LEAs should notify families in writing of any change to benefits. It is recommended that LEAs use the NYSED prototype “Letter 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.
  - 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 written advance 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, reasons for the change, the right of appeal, how and when the appeal must be filed, and that the household may re-apply for meal benefits.
  - If the household provides information that confirms their eligibility within the 10 calendar days, the family must continue to receive benefits.
  - If there is no response, benefits must be terminated on day 11.
- Reductions or changes in benefits **must** be extended to all children in the household who were originally determined to be eligible by information that no longer supports the benefit level.
- Households that appeal the reduction or termination of benefits within the 10 calendar day notice must continue to receive benefits until the decision of the hearing official is made.

## **When Verification is Considered Complete**

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

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

## **Verification Recordkeeping**

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

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

For each application verified, LEAs must maintain records documenting:

- The source of information used to verify the application
  - Documentation may include a wage stub or documentation from employer or collateral contacts
- Any changes in eligibility as a result of verification, including:
  - the reason for the changes
  - 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:

- a summary of the verification efforts, including the selection process
- the total number of applications on file as of October 1
- the percentage or 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

**Note:** Verified applications must be readily retrievable by building

### **Verification for Cause**

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

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”.

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

### **Verification for Cause of School District Employees**

Verification for cause must not be used to automatically verify the households of all LEA employees whose children are certified for free or reduced price meals. However, from among the list of children approved for free or reduced price meals, an LEA could identify children of LEA employees and use available 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 their incomes on their applications to receive free or reduced price meals for their children. USDA recommends that an LEA consult with legal counsel in establishing the parameters of verification for cause for school district employees.

### **Verification Collection Report (Attachment G)**

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

LEAs must report all data elements requested on the Verification Collection Report (Attachment G) to the State agency and the states in turn must analyze and summarize the data 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, 2015**. The form must be completed on line at <http://www.nysed.gov/cn/cnms.htm>.

**Failure to submit a completed Verification Collection Report by the required deadline, December 15, 2015, will result in your Child Nutrition Programs being placed on reimbursement hold.**

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

Requests to extend the November 15<sup>th</sup> Verification deadline must be submitted in writing to Paula Tyner-Doyle 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, 2015.

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

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

## Verification Questions and Answers

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

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

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

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

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

A. Verification is intended to establish eligibility for any point in time between the month prior to application and the time the household is required to provide income documentation. When written evidence or collateral contacts are the primary sources of information, the school must require submission of income information for the **full month at the time of application**. 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. If a LEA chooses to do 3 percent verification, must it select 3 percent of the applications 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. The LEA as a whole **must** meet the 3 percent sample requirement. This does not mean that each school has to do 3 percent. The sample may be selected from one or more schools or from the LEA as a whole **provided** that the verification efforts are applied without regard to race, sex, color, national origin, age, or disability.

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 on **October 1**, and the percentage of applications that were/will be verified by November 15. 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.

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 required of 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 required of the households respond?**

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

10. **Q. If an LEA implements the National School Lunch Program after October 1, 2015, must the school complete the verification process?**

A. No. Not for the 2015-2016 school year. Verification is based on applications on file as of October 1. The LEA would be required to complete verification in 2016-2017.

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

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

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

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

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

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

14. **Q. What information must be submitted on line 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, should be kept on file for three years plus the current year. LEAs in CEP Provision 2/CEP must retain all verification information for three years plus the current year after the end of the cycle that



used the information.

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

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

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

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

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

17. **Q. What should I do if a family was approved for free 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. If the LEA cannot verify eligibility through direct verification, they should contact the family to determine if they can document their SNAP eligibility for the month prior to submitting their application. If they can document their eligibility at that time, the free benefits must continue and verification is complete. If the required SNAP documentation is not provided, the income stub must be used to determine their eligibility.

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

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

## ATTACHMENTS

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

Attachment A page 1 of 3.....“*Letter to Households- Notification of Selection for Verification of Eligibility*”

Attachment A page 2 of 3.....“*Adult Household Members*”

Attachment A page 3 of 3.....“*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..... “*Letter of Verification Results and Change in Eligibility*”

Attachment D .....“*Letter of Change in Eligibility for SNAP/TANF/FDPIR Households*”

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 2013-2014 Income Verification*”

Attachment I..... “*Organization Chart*”

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

Important: You must answer this letter

(student's name) \_\_\_\_\_ (school) \_\_\_\_\_ (date) \_\_\_\_\_

Dear: \_\_\_\_\_

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 (name \_\_\_\_\_), (address \_\_\_\_\_) or contact (official's 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 you do not send information that proves your child is eligible to receive free or reduced price meal benefits by (the date above), these meal benefits will be stopped.

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:

Name	Daytime telephone #	Address
------	---------------------	---------

If you have any questions, or if you need any help, please call \_\_\_\_\_, telephone 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) \_\_\_\_\_

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto: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 2015-2016 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
- ◆ **Welfare payments (SNAP/TANF/FDPIR):** Benefit letter from welfare 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

\_\_\_\_\_ Telephone Number \_\_\_\_\_ at \_\_\_\_\_.  
(name) (school address)

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

Dear \_\_\_\_\_:

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

Enclosed is a listing of approved free meal applicants who have been selected for verification and who have indicated that the child for whom application was made now receives SNAP, TANF, and/or FDPIR benefits. On the enclosed listing, please indicate whether these household members are participating in SNAP, TANF, or FDPIR or were eligible in August 2014. This information will be used only to confirm the approved applicant's eligibility for free meal benefits.

Please return this listing by \_\_\_\_\_. A self-addressed return envelope is also enclosed for your convenience. If you have any questions, or need additional information, please contact at telephone number \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

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

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request a form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**VERIFICATION FORM - SNAP/TANF/FDPIR RECIPIENTS  
(Multiple Applicants)**

Child's Name Last Name, First Name	SNAP/TANF/FDPIR Case #	Participate Aug 2015 or Currently Yes No
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of SNAP/TANF/FDPIR Official

Address

Telephone Number

Date

**LETTER OF VERIFICATION RESULTS AND CHANGE IN ELIGIBILITY**

Child/Children's Name:

School: \_\_\_\_\_

Date:

Dear \_\_\_\_\_:

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

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

\_\_\_\_\_ Stopped for the following reason(s):

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

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

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

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

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

Name:

Address:

Sincerely,

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.)

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**Attachment D**

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

Date:

Dear \_\_\_\_\_:

Available records show that at this time your household is not getting SNAP or TANF or is not participating in the FDPIR.

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

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

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

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

Name:

Address:

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

Sincerely,

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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,

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**Attachment F**

**VERIFICATION SUMMARY/RECORDKEEPING**

**Date Selected:** \_\_\_\_\_

**Selection Method:**

**Response Due:** \_\_\_\_\_

Error Prone

Random

**Second Notice Sent:** \_\_\_\_\_

Focused

Other \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date Reduction/Termination Notice Sent:** \_\_\_\_\_

**SNAP/TANF/FDPIR Household Confirmed:**

**Income Household**

SNAP/TANF/FDPIR Office

Monthly Income: \$ \_\_\_\_\_

Direct Verification

Wage Stubs

Written Documents

Collateral Contacts

Agency Records

Other: \_\_\_\_\_

**Not Confirmed:**

Eligibility not confirmed

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

No Change     Reduced to Free     Free to Reduced     Ineligible

Family members affected and date change is made \_\_\_\_\_

Name/Date

\_\_\_\_\_  
Name/Date

\_\_\_\_\_  
Name/Date

\_\_\_\_\_  
Name/Date

**Reason for Change:**

High Income

SNAP/TANF/FDPIR Eligibility Not Confirmed

Refused to Cooperate

Other

**Signature of Verifying Official:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**SBU**

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

#### Section 1

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

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

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

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

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

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

#### Section 2

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

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

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

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

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

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

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

#### Section 3

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

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

**3-3B:** Include students directly certified through programs other than SNAP. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household directly certified with TANF or 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 RCCs collecting individual household applications must report this section, including schools and/or RCCs in a Provision 2/3 base year. Report number of **applications (A)** approved as of **October 1st**. Report number of **students (B)** as of the **last operating day in October**.

**4-1A & B:** Number of **applications** approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or 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.**

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
A H Schreiber Hebrew Acad Of Rocklan	500402226478
Abilities First Inc.	131500100011
Ach Tov V'Chesed	331400225751
Akron CSD	142101040000
Al Madrasa Al Islamiya	331500629812
Albion CSD	450101060000
Al-Ihsan Academy	342700629235
Al-Iman School	342800629258
All Saints' Catholic Academy	010100115684
All Saints Ele Of Tipperary Hill	421800185515
All Saints School	031501187966
Allegany-Limestone CSD	040302060000
Al-Noor School	331500629494
Amber Charter School	310400860806
Amherst CSD	140201060000
Amsterdam City SD	270100010000
Andalusia CSD	662300625497
Andes CSD	120102040000
Andover CSD	020601040000
Arc Rockland Co Chap	500308990003
Arc Wayne County Chapter Inc	650101990003
Archdiocese Of NY	310100149000
Ardsley UFSD	660405030000
Argyle CSD	640101040000
Arlington CSD	131601060000
Astor Services For Children-Families	131801998687
Ateres Bais Yaakov Acad of Rockland	500401229697
Attica CSD	670201060000
Augustinian Academy-Elementary	222201155866
Autistic Services Inc	140203680008
Avon CSD	240101040000
Bais Meir	331800229152
Bais Yaakov Academy For Girls	342800226480
Bais Yaakov Elem School of Rockland	500402226104
Baker Victory Services	141800137227
Baldwin UFSD	280210030000
Ballston Spa CSD	521301060000
Batavia City SD	180300010000



## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Bayport-Blue Point UFSD	580505020000
Beaver River CSD	231301040000
Bedford CSD	660102060000
Beekmantown CSD	090301060000
Belleville-Henderson CSD	220909040000
Bemus Point CSD	061001040000
Berne-Knox-Westerlo CSD	010201040000
Beth Jacob High School	332000206898
Beth Jacob School For Girls	332000226893
Bethlehem CSD	010306060000
Bethpage CSD	280521030000
Bishop Ludden Junior-Senior High Sch	420101189405
Bishop Timon-Saint Jude High School	140600136362
Blessed Sacrament School	010100115665
Blessed Sacrament School	421800185466
Blind Brook-Rye UFSD	661905020000
Block Institute School	332100990031
Bnos Bais Yaakov Of Far Rockaway	342700228636
Bnos Israel Of East Flatbush	332100227245
Bnos Malka Academy	342800225513
Bnos Menachem, Inc	331700229779
Bolton CSD	630101040000
Bradford CSD	570401040000
Brighton CSD	260101060000
Brockport CSD	261801060000
Brocton CSD	062301040000
Bronx Charter School For The Arts	320800860846
Brookfield CSD	250109040000
Brookhaven-Comsewogue UFSD	580203020000
Brooklyn Laboratory Charter School	331300861063
Brooklyn Prospect Charter School	331500860935
Brooklyn Urban Garden Charter School	331300861011
Brownsville Ascend Charter School	332300860954
Brunswick CSD (Brittonkill)	490202040000
Brushton-Moira CSD	161601040000
Byram Hills CSD	661201060000
Caledonia-Mumford CSD	240201040000
Cambridge CSD	641610040000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Canajoharie CSD	270301040000
Canandaigua CSD	430300050000
Canaseraga CSD	021102040000
Candor CSD	600301040000
Canisteo-Greenwood CSD	571502060000
Carmel CSD	480102060000
Cassadaga Valley CSD	060401040000
Catholic Academy West Buffalo	140600139125
Cazenovia CSD	250201060000
Center For Spectrum Services	620600996004
Central Square CSD	460801060000
Central UTA of Monsey	500402226135
Chappaqua CSD	661004060000
Charlotte Valley CSD	120401040000
Charter Sch-Educ Excellence	662300860862
Charter School For Applied Technolog	142601860031
Chautauqua Lake CSD	060503040000
Chazy UFSD	090601020000
Cheektowaga CSD	140701060000
Cheektowaga-Sloan UFSD	140701060000
Chenango Forks CSD	030101060000
Cherry Valley-Springfield CSD	472202040000
Chester UFSD	440201020000
Children'S Lrning Ctr-Ucp Nassau Ct	280208997798
Children's Village Inc. (The)	660411021005
Christian Central Academy	140203806578
Churchville-Chili CSD	261501060000
Clarence CSD	140801060000
Cleveland Hill UFSD	140703020000
Clifton-Fine CSD	510401040000
Clymer CSD	060701040000
Cold Spring Harbor CSD	580402060000
Colton-Pierrepont CSD	510501040000
Cong. Yeshiva of Greater Monsey	500402226086
Congregation Bais Chana Malka	500401225586
Congregation Borov Inc	500402226163
Congregation Yeshivas Meon Hatorah	500402226093
Cooperstown CSD	471701040000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Copenhagen CSD	230201040000
Corning Christian Academy	571000808888
Cristo Rey Brooklyn High School	333200125708
Cristo Rey High School	310300149994
Crown Point CSD	150203040000
Dalton-Nunda CSD (Keshequa)	241101040000
Dansville CSD	241001060000
Darchai Menachem Inc.	331700229949
Darkei Tshivo of Dinov	331400226020
Delaware Academy CSD at Delhi	120501040000
Delaw-Chenango-Madison-Otsego Boces	129000000000
Depew UFSD	140707030000
Deposit CSD	031301040000
Deruyter CSD	250301040000
Desales Catholic Elementary School	400400136417
Dobbs Ferry UFSD	660403030000
Dolgeville CSD	211003040000
Dover UFSD	130502020000
Downsville CSD	120301040000
Duanesburg CSD	530101040000
Dundee CSD	680801040000
Dunkirk CSD	060800010000
East Aurora UFSD	140301030000
East Bloomfield CSD	430501040000
East Greenbush CSD	490301060000
East Harlem School At Exodus House	310400999536
East Irondequoit CSD	260801060000
East Quogue UFSD	580917020000
Eastern Suffolk Boces	589100000000
Edinburg Common SD	520601080000
Edmeston CSD	470501040000
Elba CSD	180901040000
Eldred CSD	590801040000
Ellicottville CSD	040901040000
Elmcrest Childrens Center	421800997437
Elmsford UFSD	660409020000
Elwood UFSD	580401020000
Evergreen Charter School	280201760947

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Fairport CSD	261301060000
Falconer CSD	061101040000
Family Life Academy Charter I	320900860839
Farmingdale UFSD	280522030000
Fillmore CSD	022001040000
Floral Park-Bellerose UFSD	280222020000
Florida UFSD	442115020000
Fonda-Fultonville CSD	270601040000
Forestville CSD	061503040000
Fort Plain CSD	270701040000
Franklin CSD	120701040000
Franklin Square UFSD	280217020000
Franklinville CSD	041101040000
Fredonia CSD	062201060000
Free School	010100997616
Freeport Christian Academy	280209809489
Frewsburg CSD	060301040000
Frontier CSD	141604060000
Fulton CSD	460500010000
Galway CSD	520701040000
Garden City UFSD	280218030000
Gateway-Longview Lynde School	140203997682
General Brown CSD	220401040000
Genesee Comm Charter School	261600860826
Genesee Valley CSD	020702040000
Geneva City SD	430700010000
Georgetown-South Otselic CSD	081401040000
Germantown CSD	100902040000
Gilbertsville-Mount Upton CSD	470202040000
Gilboa-Conesville CSD	540801040000
Glens Falls CSD	630300010000
Gorham-Middlesex CSD (Marcus Whitman)	430901060000
Goshen CSD	440601040000
Gowanda CSD	042801060000
Graham Home For Children	660410100007
Granville CSD	640701040000
Greece CSD	260501060000
Greek American Inst Of NY	320800716855

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Green Chimneys School-Little Folks	480601996550
Green Tech High Charter School	010100860907
Greene CSD	080601040000
Greenwich CSD	640801040000
Guilderland CSD	010802060000
Gustavus Adolphus Child & Family	061700308038
Half Hollow Hill CSD	580405060000
Hamilton CSD	250701040000
Hammond CSD	511201040000
Hampton Bays UFSD	580905020000
Hannibal CSD	460701040000
Harbor Sci & Arts Charter School	310400860812
Harborfields CSD	580406060000
Harlem Academy	310300515340
Harlem Village Academy Charter	310500860848
Harpursville CSD	030501040000
Harrison CSD	660501060000
Harrisville CSD	230301040000
Hartford CSD	641001040000
Hauppauge UFSD	580506030000
Hchc, Inc. – Kingsbrook Jewish Medi	331800880145
Hebrew Language Academy Charter	332200860955
Hellman School-Parsons Center	010100996557
Hendrick Hudson CSD	660203060000
Henry Johnson Charter School	010100860892
Hermon-Dekalb CSD	511301040000
Herricks UFSD	280409030000
Hillside Childrens Center School	261600997698
Hinsdale CSD	041401040000
Holley CSD	450704040000
Holy Family School	081200185526
Holy Name Of Jesus Academy	512001185654
Honeoye Falls-Lima CSD	260901060000
Hoosick Falls CSD	490501060000
Hope Hall School	260401999477
Hornell City SD	571800010000
Horseheads CSD	070901060000
Hudson Falls CSD	641301060000
Hyde Park CSD	130801060000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Immaculate Conception School	022601136563
Indian Lake CSD	200401040000
Iroquois CSD	141601060000
Irvington UFSD	660402020000
Island Park UFSD	280231020000
Islip UFSD	580502020000
Ithaca City SD	610600010000
Jasper-Troupsburg CSD	572702040000
Jefferson CSD	540901040000
Jericho UFSD	280515030000
Jewish Center For Spec Educ	332000226061
Jewish Institute of Queens	342800229926
Johnsburg CSD	630601040000
Johnson City CSD	031502060000
Jordan-Elbridge CSD	420501060000
Katonah-Lewisboro UFSD	660101030000
Keene CSD	150601040000
Kinderhook CSD	101401040000
Kings Park CSD	580805060000
La Fargeville CSD	221401040000
Lake George CSD	630701040000
Lake Placid CSD	151102040000
Lakeland CSD	662401060000
Lansing CSD	610801040000
Laurens CSD	470801040000
Le Roy CSD	181001060000
Lewiston-Porter CSD	400301060000
Liberty CSD	590901060000
Little Falls CSD	210800050000
Liverpool CSD	421501060000
Livonia CSD	240801060000
Lockport CSD	400400010000
Locust Valley CSD	280503060000
Long Island Hebrew Academy	280407229720
Long Lake CSD	200701040000
Lowville Academy CSD	23901040000
Lyme CSD	221301040000
Madrid-Waddington CSD	511901040000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Magen David Yesh-Isaac Shlm E	332100226924
Malone CSD	161501060000
Malverne UFSD	280212030000
Manchester-Shortsville CSD (Red Jacket)	431101040000
Manhasset UFSD	280406030000
Marathon CSD	110901040000
Margaretville CSD	121401040000
Marion CSD	650701040000
Marlboro CSD	621001060000
Martin De Porres School	280216997856
Mary Queen Of Angels School	140701139960
Masores Bais Yaakov Elementary	332200229244
Massena CSD	512001060000
Mattituck-Cutchogue UFSD	581012020000
Mayfield CSD	170801040000
Mazel Day School (F.R.E.E.)	332100225701
Mechanicville CSD	521200050000
Menands UFSD	010615020000
Mercaz Hatorah Of Belle Harbor	342700229329
Mesifta Beth Shraga	500402206673
Mesivta Meor Hatorah	332200226139
Mesivta Tifereth Jerusalem	310200226798
Mexico CSD	460901060000
Milford CSD	471101040000
Mill Neck Manor School For The Deaf	280503315797
Millbrook CSD	132201040000
Minerva CSD	150801040000
Minisink Valley CSD	441101040000
Morrisville-Eaton CSD	250401040000
Most Holy Rosary School	421800185583
Msup Elementary School	280208998980
Mt Mercy Academy	140600136375
Mt Morris CSD	240901040000
Mt Pleasant CSD	660801060000
Mt Vernon School District	660900010000
Nanuet UFSD	500108030000
Naples CSD	431201040000
Nassau Boces	289000000000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Nativity Preparatory Academy	261600165998
Nativity-Bvm School	140801136238
Nazareth Elementary School	261600166206
New Covenant Christian School	321100809031
New Lebanon CSD	101601040000
New Life School (The)	320700996063
New Paltz CSD	621101060000
Newark Valley CSD	600402040000
Newburgh City SD	441600010000
Newcomb CSD	151001040000
Newfield CSD	610901040000
Niskayuna CSD	530301060000
Nora Cronin Presentation Academy	441600145592
North Bellmore UFSD	280204020000
North Colonie CSD	010623060000
North Merrick UFSD	280229020000
North Rose-Wolcott CSD	651501060000
North Shore CSD	280501060000
North Warren CSD	630202040000
Northeastern Clinton CSD	090501040000
Norwich City SD	081200050000
Norwood-Norfolk CSD	512201040000
Notre Dame Elementary School	412300185517
Notre Dame High School	180300137112
Notre Dame Junior-Senior High School	412300189443
Nyack UFSD	500304030000
Ogdensburg CSD	512300010000
On Our Way Learning Center	342700100023
Oneonta CSD	471400010000
Onondaga County Dept. Mental Health	421800640070
Onteora CSD	621201060000
Oppenheim-Ephratah-St. Johnsville Cs	271201040000
Orange-Ulster BOCES	449000000000
Orchard Park CSD	142301060000
Ossining UFSD	661401030000
Our Lady Of Black Rock	140600136296
Our Lady-Blessed Sacrament	141901137240
Our World Neighborhood Charter School	343000860836



## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Owego-Apalachin CSD	600601060000
Oxford Academy & CSD	081501040000
Panama CSD	061601040000
Parishville-Hopkinton CSD	512501040000
Pathfinder Village	470501997072
Pembroke CSD	181302040000
Penfield CSD	261201060000
Penn Yan CSD	680601060000
Perry CSD	671201060000
Phoenix CSD	462001060000
Pine Plains CSD	131301040000
Pine Valley CSD (South Dayton)	060601040000
Plainedge UFSD	280518030000
Plainview-Old Bethpage CSD	280504060000
Pleasantville UFSD	660809030000
Port Byron CSD	051101040000
Port Jefferson UFSD	580206020000
Port Washington UFSD	280404030000
Portville CSD	042901040000
Prattsburgh CSD	572301040000
Prospect Park Bnos Leah High School	332200226488
Putnam CSD	641401040000
Putnam Valley CSD	480503040000
Putnam-Northern Westchester Boces	489000000000
Queen Of Heaven School	142801137104
Queensbury UFSD	630902030000
Ramapo CSD (Suffern)	500401060000
Randolph Academy UFSD	043011020000
Randolph CSD	043001040000
Ravena-Coeymans-Selkirk CSD	010402060000
Red Hook CSD	131701060000
Remsenburg-Speonk UFSD	580901020000
Renaissance Charter School (The)	343000860822
Rhinebeck CSD	131801040000
Ripley CSD	062401040000
Rochester School for the Deaf	261600997046
Rockville Centre UFSD	280221030000
Rocky Point UFSD	580209020000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Roscoe CSD	591301040000
Roslyn UFSD	280403030000
Rotterdam-Mohonasen CSD	530515060000
Roxbury CSD	121502040000
Royalton-Hartland CSD	401201060000
Rush-Henrietta CSD	261701060000
Sackets Harbor CSD	221001040000
Sacred Heart Elementary School	662300145179
Sag Harbor UFSD	580305020000
Salem CSD	641501040000
San Miguel Academy Of Newburgh	441600145510
Sandy Creek CSD	461901040000
Saranac CSD	091402060000
Saugerties CSD	621601060000
Sayville UFSD	580504030000
Schalmont CSD	530501060000
Schodack CSD	491501040000
Schroon Lake CSD	151401040000
Scio CSD	022401040000
Seneca Falls CSD	560701060000
Seton Catholic Central High School	091101159175
Seton Catholic Central Jr/Sr High	030200185471
Shelter Island UFSD	580701020000
Shenendehowa CSD	520302060000
Sherburne-Earlville CSD	082001040000
Sherman CSD	062601040000
Shulamith School For Girls-Brooklyn	332100226933
Sidney CSD	121601060000
Silver Creek CSD	061501040000
Skaneateles CSD	421601060000
Smithtown CSD	580801060000
Sodus CSD	651201060000
Somers CSD	662101060000
South Buffalo Charter School	140600860817
South Colonie CSD	010601060000
South Country CSD	580235060000
South Glens Falls CSD	521401040000
South Kortright CSD	121702040000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
South Orangetown CSD	500301060000
South Seneca CSD	560501040000
Southampton UFSD	580906030000
Southern Cayuga CSD	050701040000
Southold UFSD	581005020000
Southtowns Catholic School	141604136382
Southwestern CSD at Jamestown	060201060000
Spackenkill UFSD	131602020000
St Amelia School	142601136293
St Andrew's Country Day School	142601137102
St Anthony School	500108145040
St Augustine's School	490601115663
St Colman's School	010623995677
St Francis De Sales School-Deaf	331700997089
St Gregory The Great School	140203136273
St James School	511101155007
St James School	031502185486
St John Lutheran School	400701325766
St John Neumann School	260801165157
St John The Baptist School	142601136418
St John The Baptist School	140101136379
St John Vianney School	142301136271
St Joseph University School	140600136295
St Mark School	140600136376
St Mary's Academy-Elementary	490501117509
St Mary's Elementary School	141901136283
St Mary's School	151501155883
St Mary's School	140203136252
St Mary's School For The Deaf	140600996459
St Peter & Paul School	140203136333
St Peter School	400301136456
St Pius X School	260401166221
Stamford CSD	121701040000
Starpoint CSD	401001060000
Stella Niagara Educ Park	400301136253
Stillwater CSD	522001040000
Susquehanna Valley CSD	030601060000
Sweet Home CSD	140207060000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Syosset CSD	280502060000
Tapestry Charter School	140600860838
Ticonderoga CSD	151501060000
Tioga CSD	600903040000
Tomer Devorah High School For Girls	332000227945
Tompkins-Seneca-Tioga Boces	619000000000
Tonawanda CSD	142500010000
Torah High School Long Beach	280300206622
Town Of Webb UFSD	211901020000
Trinity Catholic School	512001155896
Trinity Lutheran School	142801325775
Tri-Valley CSD	591201040000
Trumansburg CSD	611001040000
Tuckahoe Comm SD	580913080000
Tully CSD	421902040000
Tuxedo UFSD	441903020000
Ufsd-Tarrytowns	660401030000
Unadilla Valley CSD	081003040000
Union Springs CSD	051901040000
Urban Dove Team Charter School	331300861006
Valley CSD (Montgomery)	441301060000
Victor CSD	431701060000
Vol Of America-Greater NY Inc	353100880287
Voorheesville CSD	011003060000
Wake-Eden Christian Academy	321100806052
Warwick Valley CSD	442101060000
Washingtonville CSD	440102060000
Waterford-Halfmoon UFSD	522101030000
Wayne CSD	650801060000
Wells CSD	200901040000
West Canada Valley CSD	210302040000
West Genesee CSD	420101060000
West Hempstead UFSD	280227030000
West Point Elementary School	440301998250
West Valley CSD	040204040000
Western NY Maritime Charter School	140600860863
Western Suffolk Boces	589300000000
Westfield CSD	062901040000

## LEA's with 80% or greater response rate based on 2014-2015 Income Verification

School Food Authority (SFA)	LEA Code
Westhampton Beach UFSD	580902020000
Westhill CSD	420701060000
Westport CSD	151601040000
Wheatland-Chili CSD	262001040000
Wheelerville UFSD	170301020000
Whitehall CSD	641701060000
Whitesboro CSD	412902060000
Whitesville CSD	022101040000
Williamson CSD	651402040000
Wilson CSD	401501060000
Windsor CSD	031701060000
Woodward Mental Health Center	280209997260
Worcester CSD	472506040000
Wyandanch CSD	580109020000
Wynantskill UFSD	490804020000
Yeshiva Beth Mikroh	500402229080
Yeshiva Birchas Shmuel	332200229911
Yeshiva Darchei Torah	342700227891
Yeshiva Darkei Emunah	500402995550
Yeshiva Degel Hatorah	500402229165
Yeshiva Derech Hatorah	332200228580
Yeshiva Gedolah Of South Monsey	500402229549
Yeshiva High School Of Monsey	500402228999
Yeshiva Ketana Of Queens	342500229646
Yeshiva Of Brooklyn	332100226947
Yeshiva Of Central Queens	342500227011
Yeshiva Of Spring Valley	500402226477
Yeshiva Rabbi Jacob Joseph For Boys	353100227999
Yeshiva RLKTI Primary	800000059928
Yeshiva Vyelipol	332200229475
Yeshiva Zichron Mayir	590501226115
Yeshivat Darche Eres Inc	332100226075
Yeshivat Mekor Haim	332200226113
Yeshivat Ohel Torah	332200226034
Yeshivath Ohr Hameir	660203207620
Yonkers Christian Academy	662300809020
York CSD	241701040000
Yorktown CSD	662402060000

**LEA's with 80% or greater response rate based on 2014-2015 Income Verification**

<b>School Food Authority (SFA)</b>	<b>LEA Code</b>
Zichron Yehuda-Bais Simcha	332000229376

**CHILD NUTRITION PROGRAM ADMINISTRATION**

89 Washington Avenue, Room 375-EBA, Albany, NY 12234  
NEW YORK STATE EDUCATION DEPARTMENT  
(518) 473-8781 Fax (518) 473-0018  
[www.nysed.gov/cn/cnms.htm](http://www.nysed.gov/cn/cnms.htm)

**Attachment I**



**Paula Tyner Doyle**, Coordinator  
**Sandra Sheedy**, SFPS 4

**Jeanne Day**, Senior Auditor  
Wadler St. Jean, Auditor Trainee

**America Sotomayor**, Support Staff  
**Susan Larkin**, Support Staff  
**Jacquelyn Bolon**, Support Staff  
**Keith Quenneville**, Support Staff  
**Eleana Lopez**, Support Staff

**Team 1 & 2**  
**Raemie Swain**, SFPS 3

**Team 3**  
**Jamie McMillian**, SFPS 3

**Tara Webster**, SFPS 2  
Kristin Junco, Erin Putnam

**Todd Bradshaw**, SFPS 2  
MaryBeth Sotir , Kristin Ricciardi

**Meghan Usher**, SFPS 2  
Sarah Leavitt, Elaine Reynolds

**Michele Beaver**, SFPS 2  
Cheryl Nary, Eric Maryzak

**Counties**: Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Essex, Fulton, Genesee, Herkimer, Madison, Manhattan, Nassau, NYCDOE, Oneida, Onondaga, Orleans, Oswego, Putnam, Queens, Rensselaer, Rockland, Schuyler, Seneca, St. Lawrence, Schenectady, Tioga, Washington, Wayne, Westchester and Wyoming.

**Counties**: Allegany, Bronx, Cayuga, Dutchess, Erie, Franklin, Greene, Hamilton, Livingston, Montgomery, Otsego, Richmond, Saratoga, Suffolk, Tompkins, Warren and Yates.

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**Team 4**  
**Jenni Knapp**, SFPS 3

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**SUMMER FOOD SERVICE PROGRAM**  
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**Linda St. Pierre**, SFSP 2  
Ashlene Regis Koudoagbo, Suzanne MacKay,

**Kimberly Vumbaco**, SFPS 3

**Barbara St. Louis**, SFSP 2  
Linda Snyder, Stacy Stenglein

**Monica Lasher**, SFPS 2  
Steve Hanson, Michelle Crawford

**Counties**: Albany, Jefferson, Kings, Lewis, Monroe, Niagara, Ontario, Orange, Schoharie, Steuben, Sullivan and Ulster.

**Kylie Smith**, SFPS 2  
Marisa Hutson, Meghan Taney

**Serving all counties**  
(518) 486-1086 Keith Quenneville - Support Staff