

[INSERT STATE AGENCY NAME]	SFA ID#	
<b>SCHOOL FOOD AUTHORITY                  VERIFICATION SUMMARY REPORT</b>	SFA NAME	
	TYPE OF SFA	<input type="checkbox"/> Public <input type="checkbox"/> Private
	SCHOOL YEAR	—

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 6 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

<b>I. Enrollment, Application and Eligibility Information (Pre Verification)</b>				<b>II. Results of Verification, by Application Type</b>			
<b>1. Type of Free/Reduced Price Application Used</b>				<b>6. Type of Verification Used</b>			
<input type="checkbox"/> Individual Student <input type="checkbox"/> Household <input type="checkbox"/> Both				<input type="checkbox"/> Basic <input type="checkbox"/> Alternate-Random <input type="checkbox"/> Alternate-Focused <input type="checkbox"/> No Verifications Performed			
<i>Report items 2 through 5 as of the last operating day in October</i>	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR		<i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>	A. FREE ELIGIBLE based on FS/TANF/ FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/ Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>2. Number of schools and RCCIs operating the NSLP and/or SBP</b>							
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>							
	A. # of Students	B. # of Approved Applications		<b>7. No Change</b>	# applications		
<b>4. Total FREE ELIGIBLE reported</b>					# students		
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)				<b>8. Responded, Changed to Free</b>	# applications		
					# students		
4-2. #approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)				<b>9. Responded, Changed to Reduced Price</b>	# applications		
					# students		
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application				<b>10. Responded, Changed to Paid</b>	# applications		
					# students		
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR				<b>11. Did Not Respond</b>	# applications		
					# students		
<b>4. Total REDUCED PRICE ELIGIBLE reported</b>				<b>12. Reapplied and Reapproved on or Before Feb.15</b>	# applications		
5-1. # reduced price eligibles reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR					# students		

## **INSTRUCTIONS FOR COMPLETING THE SFA VERIFICATION SUMMARY REPORT**

ALL SFAS WHICH OPERATE THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND/OR THE SCHOOL BREAKFAST PROGRAM (SBP) MUST COMPLETE THIS REPORT ANNUALLY EXCEPT: 1) SFAs which ONLY administer the program in Residential Child Care Institutions (RCCIs) which do not have day students; 2) SFAs which claim for all schools based on claiming percentages established through a population survey; 3) SFAs which do not have any free or reduced price eligible students.

### **I. Enrollment, Application, and Approval Information (Pre-Verification)**

1. Indicate the type of application used for students who are applying for Free/Reduced Price Meal benefits.

Report Items 2 through 5 as of the last operating day in October.

2 - 3. Enter the TOTAL number of NSLP/SBP schools and the number of students with access to the NSLP (or the SBP if the SFA does not operate the NSLP) for the SFA in column A. If the SFA has schools which are operating under Provision 2/3 for lunch (or for breakfast if the SFA does not operate the NSLP) WHICH ARE IN A NON-BASE YEAR, enter the number/enrollment of 1) the Provision 2/3 NON BASEYEAR lunch schools plus 2) any Provision 2/3 NON BASE YEAR schools which only operate the SBP in Column B.

4. In Column A, enter the TOTAL NUMBER OF FREE ELIGIBLE STUDENTS that the SFA reported as of the last operating day in October.

4-1. In Column A, enter the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE whose approval is not subject to verification. This includes students who are directly certified based on information from the FS/TANF/ FDPIR agency, children on the homeless liaison list, income eligible Head Start, pre-K Even Start, residential students in RCCIs, and non-applicants who are approved by local officials. DO NOT INCLUDE the calculated number of free eligibles who are reported for Provision 2/3 schools which are not operating a base year. These are reported in item 4-4 below.

4-2. In Column A, enter the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on a FS/TANF/ FDPIR case number which was submitted on an application (Categorically Eligible Applications). In Column B, enter the TOTAL NUMBER OF APPROVED CATEGORICALLY ELIGIBLE APPLICATIONS on file.

4-3. In Column A, enter the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on household size and income information submitted on an application (Income Eligible - Free Applications). In Column B, enter the TOTAL NUMBER OF APPROVED INCOME ELIGIBLE - FREE APPLICATIONS on file.

4-4. Enter the TOTAL NUMBER OF FREE ELIGIBLES reported for Provision 2/3 schools which are not operating a base year in Column A. (This number is determined by adjusting the number of free eligibles in the base year for these schools to reflect current total enrollment.)

5. In Column A, enter the TOTAL NUMBER OF STUDENTS approved as REDUCED PRICE ELIGIBLE. In Column B, enter the TOTAL NUMBER OF APPROVED REDUCED PRICE ELIGIBLE APPLICATIONS on file.

5-1. Enter the TOTAL NUMBER OF REDUCED PRICE ELIGIBLES reported for Provision 2/3 schools which are not operating a base year in Column A. (This number is determined by adjusting the number of reduced price eligibles in the base year for these schools to reflect current total enrollment.)

### **II. RESULTS OF VERIFICATION**

6. Indicate the type of verification process the SFA uses to comply with the requirements of 7 CFR 245.6a.

7 through 12. Enter the results of the verification process BY TYPE OF APPLICATION APPROVAL. Items 7 through 11 are required, and are reported as of the date of completion of verification. 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.

7. Enter the number of applications with no change in eligibility and the number of students on these applications, for each application type.

8. Enter the number of applications for which the eligibility was changed to FREE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.

9. Enter the number of applications for which the eligibility was changed to REDUCED PRICE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.

10. Enter the number of applications for which the eligibility was changed to PAID BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.

11. Enter the number of applications for which the eligibility was changed to PAID BECAUSE THE HOUSEHOLD DID NOT RESPOND, and the number of students on these applications, for each application type. NOTE: Report ALL applications for which the household did not respond, even if the students on the application continued to receive free or reduced price meals while being claimed as paid.

12. Enter the number of applications for households whose eligibility was changed to PAID as a result of verification that resubmitted applications and were re-approved for either free or reduced-price meal benefits, and the number of students on these applications, for each application type.