

National School Lunch Program - Verification

761.1

1. Each school year, after October 31, the administrative secretary shall produce a list of students who have approved applications for free or reduced lunches according to federal regulations.
2. Recipient families whose eligibility will be verified will be selected free of discrimination due to race, sex, color, national origin, religion, and/or disability.
3. The number of approved applications will be totaled. Applications will be selected for verification by using one of the following:
 - a. Standard Method: Verifying 3% or 3,000 of approved applications, whichever is less, selected from error prone applications on file (those applications within \$100/month of eligibility) as of October 1. Required if the District had more than 20% non-response rate the previous year.
 - b. Alternate One: Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of October 1.
 - c. Alternate Two: Verify the lesser of 1% or 1,000 approved applications as of October 1 selected from error-prone applications PLUS the lesser of one-half of one percent or 500 applications approved as of October 1 that provided a case number in lieu of income.
4. Applications are randomly selected and verified by the verifying officer (finance manager).
5. Selected households will be notified via a letter sent to them; they will also receive a sheet of verification documentation information to aid them, and, if applicable instructions on how to provide proof of benefits under any Assistance Programs, a deadline date to provide the verifying information, and who to contact for questions and assistance, including a no-cost telephone number.
6. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. The termination notice will include the details regarding an appeal.
7. Households given notice of termination have ten (10) days to appeal the termination to the Superintendent of schools. During those ten (10) days, the free/reduced meals will continue to be provided to the children.
8. Each year the Superintendent of schools will complete a record file showing the following information:
 - a. A summary of the verification efforts.
 - b. The total number of applications on file on October 1.
 - c. The percentage or number of applications verified.

9. Records will be kept for three years, following the close of the fiscal year. The district administrative assistant will maintain, in addition to the items listed in number eight above, the following information:
 - a. How applications were selected.
 - b. How applications were verified.
 - c. The dates notices were sent.
 - d. Notes on any contact made.
 - e. The results of verification.
 - f. The reasons for any denial or change of eligibility.
 - g. The signature of the verifying official confirming that verification records are accurate.

10. A family's rights of privacy will be respected and maintained during the verification process.

11. Procedures for verification are included in the most recent edition of Eligibility Manual for Schools: Determining and Verifying Eligibility printed by Food and Nutrition Service, USDA.

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