**ND Verification Tracker** Attach a copy of this tracker to each application for Verification

**Household Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Year:** Application Selected for (check one): \_\_\_\_ Regular Verification Process or \_\_\_\_ Verification for Cause

Number of Students on the Application: \_\_\_\_\_\_\_\_\_ Total Number of People in the Household: \_\_\_\_\_\_\_\_\_

Original Approval was (check one): \_\_\_\_ Free based on SNAP/TANF/FDPIR \_\_\_\_\_ Free based on Foster

\_\_\_\_ Free based on Income \_\_\_\_\_ Reduced Price Eligible

**Step 1: Confirming Official must Review application for accuracy then sign and date the application. The Confirming official cannot be the same person as the Determining Official who made the original approval.**

Results from Confirmation review: Confirming Official is: Date of Second Review:\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_No Change in Benefits from the original determination.

\_\_\_\_\_Changed from Reduced to Free. Notify the Household of the increased benefits.

Change the eligibility status on the Benefit Issuance Document (Roster) within 3 days. Continue with verification process.

\_\_\_\_\_Changed from Free to Reduced. Do not change benefits. Continue with verification process.

\_\_\_\_\_Changed to Paid. Notify the Household. Record the Date that the letter was sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Change benefits after 10 calendar days of the Date that the letter was sent to the household.

Record the date that the eligibility status is changed on the Benefit Issuance Document: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remove this application from verification. Select a new application for verification and start the process again.

**Step 2: Send Letter to Household Selected for Verification.**

Date Verification Notice Sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Response Due from Household\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*If no response from household by due date, document the follow-up made either by letter, email or phone call.

Follow-up is not required, but strongly encouraged.

Date Second Notice Made (or N/A): \_\_\_\_\_\_\_\_\_\_\_\_ Signature of Follow-up Official:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Documentation is Received from Household: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 3: Verify the application information from documentation sent by household.**

Verification Official is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ The verification official can be either the same person who did the original approval, the confirming official or even a third person. Remember all information must remain confidential.

**Step 4: Record the verification results.**

\_\_\_\_\_ No Change in benefits, Free \_\_\_\_\_ No Change in Benefits, Reduced

\_\_\_\_\_ Changed from Free to Reduced \_\_\_\_\_ Changed from Reduced to Free

\_\_\_\_\_ Responded, Changed from Free to Paid \_\_\_\_\_ Responded, Changed from Reduced to Paid

\_\_\_\_\_ No Response, Changed from Free to Paid \_\_\_\_\_ No Response, Changed from Reduced to Paid

**Step 5. Send Results of Verification notice to Households** Date Notice letter was sent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Notice of no change in benefits is not required but encouraged.)

\_\_\_Reduced changed to Free. Send Notification of Change in Benefits letter. Attach a copy of the letter to this form.

Change eligibility status on Benefit Issuance document within 3 operating days of date letter was sent.

\_\_\_Free changed to Reduced. Send Notification of Change in Benefits letter. Attach a copy of the letter to this form.

Change eligibility status on Benefit Issuance document after 10 calendar days of date letter was sent.

\_\_\_Free or Reduced changed to Paid. Send Notification of Change in Benefits letter. Attach a copy of the letter to this form. Change eligibility status on Benefit Issuance document after 10 calendar days of date letter was sent.

\_\_\_No Response. changed to Paid. Send Notification of Change/Termination of Benefits letter. Attach a copy of the letter to this form. Change eligibility status on Benefit Issuance document after 10 calendar days of date letter was sent.

Verification is not complete for this household. If they send in a new application, start the verification process again.