

# Use the color-coded folders to separate your Free & Reduced Meal Applications and fill them into the corresponding blanks on the School Food Authority (SFA) Verification Collection Report

## Section 3: Students Approved as Free eligible Not subject to verification

\*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)

Total number of students who were directly certified through the Supplemental Nutrition Assistance Program (SNAP). Include children who are extended free eligibility because they are living within a household that is receiving SNAP:

**# DC SNAP Students**

Total number of students directly certified through other programs (Temporary Assistance for Needy Families (TANF) Food Distribution Program on Indian Reservations, foster, homeless, migrant, runaway, Head Start or even star, or non-applicant but approved by local officials). Do not include SNAP students already reported in previous question:

**# DC TANF, FDPIR + Students**

Students directly certified FREE through Medicaid:

**# DC Medicaid Free Students**

Students directly certified REDUCED PRICE through Medicaid:

**# DC Medicaid Reduced Students**

Total number of applications approved as State Free 200 based on household size and State Income Eligibility Guidelines:

**# State 200 Applications**

Total number of students approved as State Free 200 based on household size and State Income Eligibility Guidelines:

**# State 200 Students**

## Section 4: Household applications and students approved as Free or Reduced Price eligible through an application

Please enter the number of approved application forms on file for the following eligibility determinations:

Total number of applications approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

**# Free Case Number Provided Applications**

Total number of applications approved as Free eligible based on household size and income information:

**# Free Income Applications**

Total number of applications approved as Reduced Price eligible based on household size and income information:

**# Reduced Income Applications**

Please enter the number of students approved as Free or Reduced Price by the following eligibility determinations

Total number of students approved as categorically Free eligible based on those providing information on an application form i.e. SNAP or TANF case number:

**# Free Case Number Provided Students**

Total number of students approved as Free eligible based on household size and income information:

**# Free Income Students**

Total number of students approved as Reduced Price eligible based on household size and income information:

**# Reduced Income Students**

Total FREE Eligible Students Reported: **CALCULATED**

Total REDUCED PRICE Eligible Students Reported: **CALCULATED**

**FREE**  
**Income Eligible**  
# APPLICATIONS \_\_\_\_\_  
# STUDENTS \_\_\_\_\_

**FREE**  
**SNAP / TANF**  
**Case Number Provided**  
# APPLICATIONS \_\_\_\_\_  
# STUDENTS \_\_\_\_\_

**REDUCED**  
**Income Eligible**  
# APPLICATIONS \_\_\_\_\_  
# STUDENTS \_\_\_\_\_

Always Check your DC List in STARS and remove any applications that are indicated on that list.

These applications are not included in Verification or counted in student or application counts.

Any qualified State 200 application or student is also not included in verification or counted in student or application counts.

**Change to DC**

**VERIFICATION**  
**3% round up**

**OCTOBER 1st**  
After removing the Directly Certified Applications from your folders, count the remaining Applications and multiply it by 0.03. This is the number of applications that your district must verify.

Always round up to the following whole number (Ex. 1.01 should round to 2)

Preference for selection should be given to Error Prone Applications.

All applications selected need to be verified by a Confirming Official.

**DC**  
**SNAP**  
# STUDENTS \_\_\_\_\_

**DC**  
**TANF, FDPIR +**  
**Foster, Homeless, Migrant,**  
**Runaway, Head Start**  
# STUDENTS \_\_\_\_\_

Two attempts to contact the family must be made.

1<sup>st</sup> attempt is the Notification letter, either mailed or emailed.

2<sup>nd</sup> attempt must be documented but can be by mail, email or phone.

All responses must be completed by November 15<sup>th</sup>

The Verification Collection Report is due in ND Foods by December 15<sup>th</sup>

**DC Medicaid**  
**Free**  
# STUDENTS \_\_\_\_\_

**DC Medicaid**  
**Reduced**  
# STUDENTS \_\_\_\_\_

From your DC Report in STARS, record your students by category.

DHS-FS = SNAP / DHS-AF = TANF / DHS-MF = Medicaid Free / DHS-MR = Medicaid Reduced

Make sure these students are not counted in any of the other folders.

**PAID**  
**Not Income**  
**Eligible**

Again, for the 2024-2025 School Year  
Federal Denied (over federal income guidelines) applications are matched against the STATE 200 guidelines.

Although Students will receive meals at no cost these applications are not subject to Federal Verification.

**STATE 200**  
**Not Counted for**  
**Verification**  
# APPLICATIONS \_\_\_\_\_  
# STUDENTS \_\_\_\_\_