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 225 based on household size and State Income Eligibility Guidelines:

 # State 225 Applications

Total number of students approved as State Free 225 based on household size and State Income Eligibility Guidelines:

 # State 225 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
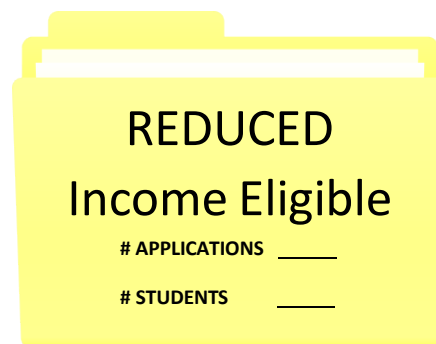
Total FREE Eligible Students Reported: **CALCULATED**   Total REDUCED PRICE Eligible Students Reported: **CALCULATED**

FREE
Income Eligible
\# APPLICATIONS _____

\# STUDENTS _____

FREE
SNAP / TANF
Case Number Provided
\# APPLICATIONS _____

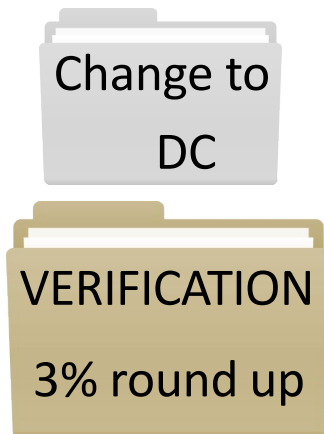\# STUDENTS _____

REDUCED
Income Eligible
\# APPLICATIONS _____
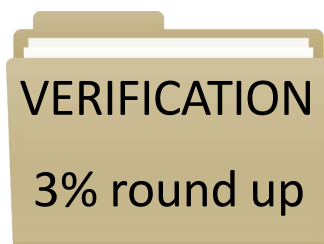
\# STUDENTS _____

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 225 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.

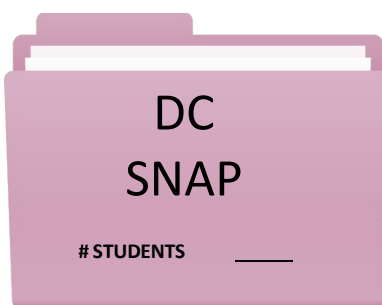**All applications selected need to be verified by a Confirming Official.**

Two attempts to contact the family must be made.

1st attempt is the Notification letter, either mailed or emailed.

2nd attempt must be documented but can be by mail, email or phone.
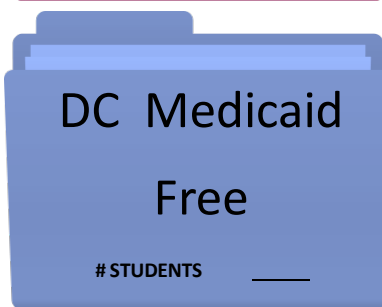
All responses must be completed by November 15th

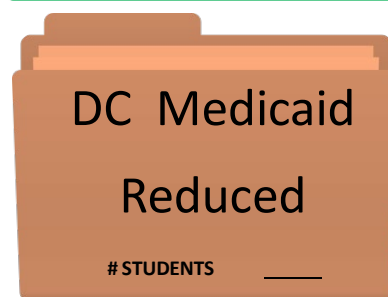**The Verification Collection Report is due in NDFoods by December 15th**

DC
SNAP
\# STUDENTS _____

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

DC Medicaid
Free
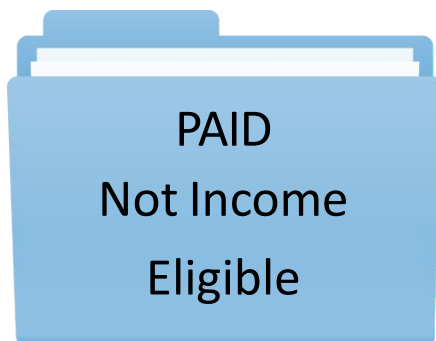\# STUDENTS _____

DC Medicaid
Reduced
\# STUDENTS _____

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

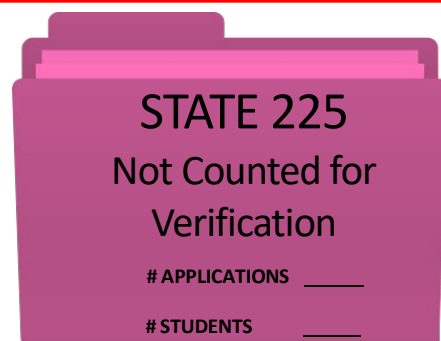**DHS-FS = SNAP / DHS-AF = TANF / DHS-MF = Medicaid Free /DHS-MR = Medicaid Reduced**

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

PAID
Not Income Eligible

For the 2025-2026 School Year

Federal Denied (over federal income guidelines) applications are matched against the STATE 225 guidelines.

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

STATE 225
Not Counted for Verification
\# APPLICATIONS _____

\# STUDENTS _____

This institution is an equal opportunity provider.