

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 the 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. For FNS 742 Verification Collection Report, 'Paid' is either State 225 (Exempt) or Denied - 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 restart the entire process.

Step 2: Send a Letter to the 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.

At least one attempt to contact the household must be made when no or incomplete response is received.

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 the documentation sent by the 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

____ State 225 (Exempt) or ____ Paid

____ State 225 (Exempt) or ____ 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: _____

(Verification is considered complete when the household is notified of the outcome.)

____ 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 State 225 (Exempt). 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.

NOTE: in the 742 Verification Collection report, a change to State 225 will be recorded as a change to the federal category 'Paid'.

____ 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 during the school year, start the verification process again.