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 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`

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 +`

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

`STATE FREE`

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

`STATE FREE`

School Food Authority (SFA) Verification Collection Report

Section 4: Household applications and students approved as Free or Reduced Price eligible

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`

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

`FREE Income`

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

`REDUCED Income`

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:
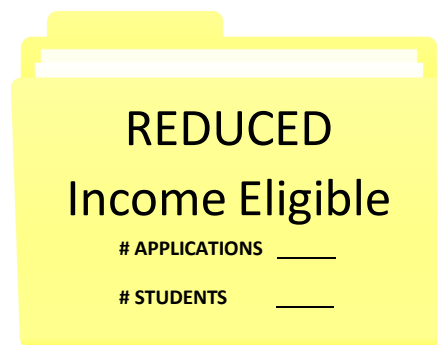
`FREE Case Number`

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

`FREE Income`

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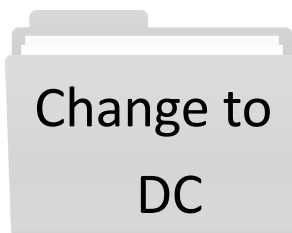
`REDUCED Income`

Total FEDERAL FREE Eligible Students Reported: | CALCULATED TOTAL |

Total REDUCED PRICE Eligible Students Reported: | CALCULATED TOTAL |

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.

Also not included in Verification or count in student or application counts are any qualified State Free application or student.

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.

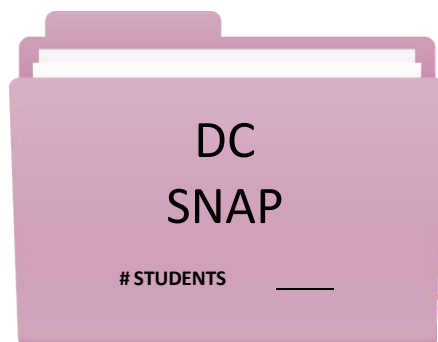**All applications selected need to be verified by a Confirming Official.**

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.
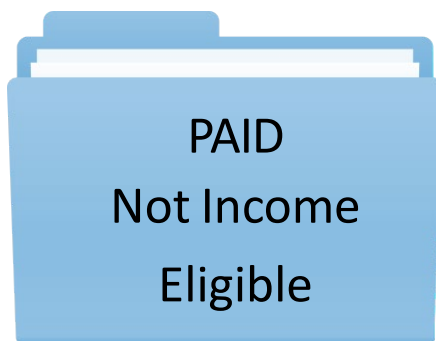
All responses must be completed by November 15th

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

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DC
SNAP
STUDENTS _____

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

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

DHS-FS = SNAP   DHS-AF = TANF

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

PAID
Not Income
Eligible

NEW
This year, we take our paid (over income) applications and match them against the New STATE FREE 200 Status.

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

STATE FREE
Not Counted
for Verification

This institution is an equal opportunity provider.