Verification

Memo SP 14 2021 Q & A

Friday, November 13, 2020

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Division of School Support
Office of Child Nutrition
To create a world-class educational system that gives students the knowledge and skills to be successful in college and the workforce, and to flourish as parents and citizens

**VISION**

**MISSION**

To provide leadership through the development of policy and accountability systems so that all students are prepared to compete in the global community.
Timeline examples shared today are RECOMMENDATIONS ONLY!

As long as you complete verification by USDA’s deadline, you are compliant.
We will share examples of how the LEA can conduct verification (in regard to timelines for completion).

LEA sets a verification process that best suits their needs.

USDA mandated completion date - February 28, 2021.

We recommend – complete verification within 45 days of selection (typically occurs Oct 1).

If you have not pulled yet for verification, your software can most likely create a back-dated report.
Verification Timeline - Example -1

- **Start Accepting & Processing Applications**: July 1
- **Sample 1**: (3% of applications received to date) August 1
- **Sample 1 Calculation**: January 5
- **Send Notices to Households**: November 16
- **Follow-up with All Non-Respondents & Send Final Notices**: November 17
- **Completion of Verification Activities**: January 5

Note: This timeline is for illustration purposes only and does not reflect actual dates.
START ACCEPTING & PROCESSING APPLICATIONS

AUGUST 1

JULY 1

SAMPLE 1 (3% OF APPLICATIONS RECEIVED TO DATE)

January 4

CALCULATE TOTAL SAMPLE SIZE BASED ON ALL APPLICATIONS RECEIVED TO DATE

February 17

January 5

SEND NOTICES TO HOUSEHOLDS

FOLLOW-UP WITH ALL NON-RESPONDENTS & SEND FINAL NOTICES

COMPLETION OF VERIFICATION ACTIVITIES

JULY 1
Who is required to do verification?

- If you are a CEP or a non-base year Provision school, you are **NOT** required to conduct verification activities.
- If you are a Pricing school or in your Base Year of Provision, you **ARE** required to conduct verification activities.
- **EVERYONE**, regardless of whether or not you conduct verification activities, **MUST** submit a verification report in MARS.
Community Eligibility Provision (CEP)

• No Applications

• No Verification

Reporting is required! What are you reporting?

• Number sites participation in CEP

• Total enrollment
Provisions 2 or 3 – BASE YEAR

• Must we verify free and reduced-price meals applications in the base year? YES!
• Applications collected - verification is required!

Reporting
• Number of pulled for verification base on 3% of applications submitted
• Number of sites participating
• Total enrollment
Provisions 2 or 3 – NON BASE YEAR

• No application
• No verification

Reporting is required
• Number sites participation in Provision 2 or 3
• Total enrollment
• If you would like to utilize an alternate sample size, you **MUST** receive approval from the State Agency before you pull for verification.
“Template Letters”

Presented by:

Marianna Chauvin
Two (2) Templates

• Notification of Verification Letter
• Results of Verification Letter

Letter templates will be emailed to you after the training.
• There will be no adverse action for non-response to verification, because students will continue to eat free under the SFSP.

• The best we can do is encourage them to complete verification.
“Reporting Requirements”

Presented by:

Charles Crawford
Reporting Requirements

• Deadline to complete verification for SY 2020-2021 is February 28, 2021.

• Verification **must** be completed before this date.

• Yes, the number of applications to be verified will be smaller than normal.

• Not all households submitted an application before the announcement of the transition to the SFSP.
• Remember, utilizing Direct Certification may reduce the number of determinations based on income applications and reduce the number of applications to be verified.
Thanks for serving Mississippi’s children!
Non-Discrimination Statement

This institution is an equal opportunity provider.

Full Statement
Questions
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