

Sample School District Verification Check List

Local Education Agency (LEA): _____

Date: _____

1. Type of Verification Conducted:

Standard Sample Size Alternate One Alternate Two

2. Were the *Eligibility Manual for School Meals* and appropriate Operational Memoranda followed to ensure that the verification sample was chosen correctly? Yes No

If "NO" explain:

3. Was more than the required sample size verified? Yes No

If "YES" explain:

4. Were State Agency sample verification forms used? Yes No

If "NO" explain:

5. Was the verification process completed by Nov. 15? Yes No

If "NO" explain:

6. Was a confirmation review conducted by a person other than the determining official? Yes No

If "NO" explain:

7. Were households with foster children verified correctly? Yes No

If "NO" explain:

8. Were the notifications of changes in eligibility to families sent in a timely manner? Yes No N/A

If "NO" explain:

9. Were applications that did not need to be verified replaced by similar applications to meet the required number to be verified? Yes No NA

If "NO" explain:

10. Was the option to decline to verify no more than 5% of applications in the selected sample utilized by the district? Yes No N/A

If "YES" explain:

11. Check here if all calls within the district are local calls.

12. Was there a second attempt to obtain the family information for Verification? After a reasonable period, if unable to verify the eligibility, was a notice of adverse action sent to the families? Yes No N/A

If "NO" explain:

13. If there was a benefit change due to verification, was it properly applied in the lunchroom (ticket, roster and/or other system)? Yes No N/A

If "NO" explain: