

Transcript for Building Success: What You Need to Know About Verification September 27, 2022

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Yearwood, Shannon

Hello and welcome to the Connecticut State Department of Education building success. What you need to know about verification and Shannon here with the education manager, with the Child Nutrition Programs. And I am delighted as always to be joined by part of Team awesome here. This is our school nutrition team. Teri Dandeneau will be leaving our presentation today with some help from all of our friends. So we also have Susan Alston, Fionnuala Brown and Greg King on here in case you guys want to throw us some wild curveball.

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Yearwood, Shannon

Questions we are not. Yeah, we're not encouraging it, but if you do, the whole teams here to support the efforts. So thank you so much for joining us. I know we have a lot of information to cover today. We do have if technology is working in my favor which cross my fingers it seems to.

0:0:49.530 --> 0:1:19.220

Yearwood, Shannon

And if it's working, what you'll need to do if you have questions, enter those in the chat in the chat, you'll see the little chat bubble. Click on that. Everybody will be able to see their those. So that's not something you can send directly just to us. Make sure you ask your questions. Whatever we can't answer today will be a good adventure for us to do some research and we'll get back to you or it may not pertain to the full group, but certainly don't be shy if we don't know what's on your mind. We don't know what questions to.

0:1:19.290 --> 0:1:26.710

Yearwood, Shannon

Cancer and we don't know how to make those resources you need. So without further ado, I will pass it off to my fantastic colleague Teri.

0:1:28.50 --> 0:1:57.630

Dandeneau, Therese

Thank you so much, Shannon and I want to welcome everyone to this verification workshop. We were hoping to have the verification module and the FNS 742 report module done, and however it's not completed yet. So we decided to give a live webinar to allow you to learn about the verification process, which starts very soon and Shannon's going to upload the handouts. So that way you can download a copy.

0:1:58.10 --> 0:2:1.910

Dandeneau, Therese

Later on and have one for a reference after this workshop.

0:2:2.750 --> 0:2:3.980

Dandeneau, Therese

So to get started.

0:2:6.900 --> 0:2:36.440

Dandeneau, Therese

One of the things that I always start off with is the USDA Eligibility Manual for School Meals, and this is your go to resource when it comes to learning about not only verification but also processing applications and direct certification and we do not cover all of the areas that are involved with verification. So you definitely want to refer to this guidance. I suggest that you download it to your desktop so that way you can refer to it.

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0:2:37.340 --> 0:2:39.160

Dandeneau, Therese
Frequently as I do.

0:2:41.330 --> 0:2:58.40

Dandeneau, Therese
Some key points for today's presentation include important terms, what verification is difference differences between verification for cause, and the formal verification process, verification and direct certification, and the hierarchy of eligibility.

0:2:58.850 --> 0:3:4.910

Dandeneau, Therese
Mixed households types of verification the verification calendar.

0:3:5.580 --> 0:3:21.690

Dandeneau, Therese
Important points to remember rolling verification, ameliorative action, record retention, and the FNS 742 verification Summary report, which is also called the collection report so you can see we have lots to cover today.

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Dandeneau, Therese
I do want to mention that we have new CSDE training program and their modules on Determining Eligibility in the School Nutrition Programs and in the Summer Food Service program. These modules were released in August and if you have anything to do with the application process, you certainly want to make sure that you take the time to look at these modules because a lot of this also is involves the verification process as well.

0:3:54.720 --> 0:4:18.860

Dandeneau, Therese
So one of the things that I want to mention is the verification calendar and this is a resource that you want to look at because it tells you important due dates for the different direct different verification processes. And so you definitely want to take a look at this calendar, download it and refer to it because it gives you important reminders. So that way you do not miss any of the due dates that are going to be coming up.

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Dandeneau, Therese
Some important terms are the determining official, and this is the person who is designated to review and approve the free and reduced meal applications, the verifying official, and that's probably you, since you're on this webinar and this is the person who is designated to conduct the verification process for the selected households, the direct certification contact and that's the person who is designated to have access to the direct certification web application page and it's important to note that many times in the schools.

0:4:53.660 --> 0:5:26.270

Dandeneau, Therese
The determining official, the verifying official and the direct certification contact are the same person, and that's OK. Sometimes there's three different people, but then you also have the hearing officer or the hearing official, and this is the person who is designated to conduct a fair hearing. If a parent or guardian requests it, and this cannot be the same person as the direct certification contact, the verifying official or the determining official. The hearing officer should not have anything to do with the application certification process.

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Dandeneau, Therese

And many times that person is the superintendent of the school or the business official or the principal.

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Dandeneau, Therese

Some other important terms are operating days and these are the days on which a meal or milk is provided.

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Dandeneau, Therese

Calendar days, which are the number of days represented on the calendar.

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Dandeneau, Therese

Working days are the days when school is open and teachers or school administration are on site, but the reimbursable meal service is not in operation. It's important for the verifying official to know these terms because when you send out notifications to the households, you will be referring to these different days. Most often it's operating days, but you need to know what they are.

0:6:16.920 --> 0:6:25.100

Dandeneau, Therese

Yeah, so important acronyms are CEP and you're going to see these terms throughout the presentation and that stands for a community eligibility provision.

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Dandeneau, Therese

CSDE, which is a State Department of Education, DC stands for direct certification. FNS is the food and nutrition service, household is LEA is local educational agency, LEP as limited English proficiency and NR stands for nonresponse rate.

0:6:46.230 --> 0:6:51.720

Dandeneau, Therese

SFA is your school food authority and USDA is the United States Department of Agriculture.

0:6:54.150 --> 0:6:56.0

Dandeneau, Therese

So what's verify verification?

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Dandeneau, Therese

Verification is the confirmation of income for a small percentage of households approved for free or reduced-price meals each school year.

0:7:5.810 --> 0:7:10.360

Dandeneau, Therese

If an LEA processes applications, then verification is required.

0:7:11.590 --> 0:7:22.430

Dandeneau, Therese

Alternate provision schools and what we mean by that are those schools that are in Connecticut doing CEP, the Community Eligibility Provision. They do not conduct verification, however.

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Dandeneau, Therese

They're still going to need to complete the FNS 742 verification summary report, which we are going to go over later in this presentation.

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Dandeneau, Therese

USDA requires that sponsors conduct verification, basing their selection on the total number of newly approved applications by October 1st.

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Dandeneau, Therese

And this is known as the sample pool.

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Dandeneau, Therese

Those are the applications that have the chance of being selected for verification.

0:7:56.750 --> 0:8:13.140

Dandeneau, Therese

Now there's an important term called mixed households, and this is covered in the eligibility manual, and it includes children that are designated as other source categorically eligible, such as those children that are head start, homeless, runaway, and some foster children.

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Dandeneau, Therese

As well as other children who are not in this category.

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Dandeneau, Therese

And these applications should be part of verification sample pool and may be selected for verification. So it's important that if you have an application that involves a mixed household that you include it in your sample pool.

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Dandeneau, Therese

The verification must be completed by November 15th and this is the date that you want to mark on your calendar. A lot of times I have seen.

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Dandeneau, Therese

Verification. Verifying officials who want to give households a few extra days to respond to the verification process so they don't complete it by the 15th.

0:8:55.330 --> 0:9:2.160

Dandeneau, Therese

When we say complete, we mean that all final letters are issued to the households and determinations are made.

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0:9:2.860 --> 0:9:9.470

Dandeneau, Therese

And that does not mean that the child's eligibility changes on the 15th, but you've notified the household that.

0:9:10.140 --> 0:9:15.830

Dandeneau, Therese

That the verification process has been completed and you've let them know whatever the results are.

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Dandeneau, Therese

Now direct certification, we have an entire module that covers direct certification process of determining students eligible for free or reduced-price meals. Based on documentation that's obtained from a social but from a state or local education agency or authorized in individual.

0:9:37.860 --> 0:9:41.770

Dandeneau, Therese

Children that are directly certified do not have to submit an application.

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Dandeneau, Therese

And are not subject to the verification process, so you want to use direct certification to its fullest and get as many students directly certified as possible.

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Dandeneau, Therese

Now there's different ways that a child may be directly certified. One of them is if their name appears on the direct certification list.

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Dandeneau, Therese

And there's different codes that are used for direct certification have FS which stands for SNAP benefits and these this eligibility free eligibility extends to all children in the household. You have the code of AF which stands for temporary family assistance benefits and again the free eligibility extends to all children in the household.

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Dandeneau, Therese

And then you have the direct certification category of OT which stands for other and that represents foster children. And this free eligibility does not extend to all children in the household.

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Dandeneau, Therese

That's important for you to know that. And then we also have the category of FM which stands for free Medicaid and this free eligibility extends to all children in the household. And then we have our M, which is reduced Medicaid and this reduced eligibility extends to all children in the household for verification purposes, you must track the differences and you need to work with the determining official to make sure that when they are put into your system or they're put onto the benefit issuance.

0:11:12.230 --> 0:11:22.310

Dandeneau, Therese

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Documents you have some way of tracking the different types of coding because you will need to report this on the FNS 742 verification summary report.

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Dandeneau, Therese

Now you want to remember that there's a hierarchy of direct certification.

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Dandeneau, Therese

And anytime a child is directly certified as FS, that is always the top category. So any child anytime a child can be directly certified as SNAP or FS, then that is the determination to be used.

0:11:45.670 --> 0:11:54.270

Dandeneau, Therese

And that's the one that you want to record them on the FNS 742 if a child is listed on the direct certification list as FM.

0:11:55.260 --> 0:12:24.430

Dandeneau, Therese

Or as OT and also as a FS, record them as FS and the reason sometimes a student may be listed twice on the direct certification list is because there's different state agencies that the State Department of Education is working with in order to directly certify that child, and so therefore occasionally doesn't happen. Often you may see a student listed twice and remember that anytime a child can be listed as snap, that's the way you want to go. Is that fast?

0:12:26.840 --> 0:12:57.610

Dandeneau, Therese

Now another way a child may be directly certified is by the homeless liaison, and that's when the homeless liaison provides the determining official with a list of names who that homeless liaison has confirmed that they meet the requirements for the McKinney Vento act. And so you have to get that list from the homeless liaison. And also it might list run away as well. And only the homeless liaison is the one to determine if a child is homeless or runaway. And then another way is it through the director of a federally.

0:12:57.710 --> 0:12:58.270

Dandeneau, Therese

Funded.

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Dandeneau, Therese

Head Start program or a state funded program that has the same or more stringent requirements and when the the districts coordinator for the Head Start program provides a list to the determining official, those head start children are eligible for free meals and are considered to be directly certified.

0:13:21.340 --> 0:13:32.650

Dandeneau, Therese

These two categories, remember, do not that free eligibility does not extend to other children in the household. It's only for that child that's listed as either being homeless, runaway or in the Head Start program.

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Dandeneau, Therese

Another way is if a guardian provides the determining official with a current DCF 603 form.

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Dandeneau, Therese

That's a document from the state agency, the Department of Children and Family Services.

0:13:47.520 --> 0:13:52.250

Dandeneau, Therese

And it indicates that the child and confirms that the child is a foster child.

0:13:52.930 --> 0:14:1.140

Dandeneau, Therese

And so therefore, that letter would be considered direct certification only for that child doesn't extend to anybody else in the household.

0:14:1.750 --> 0:14:13.770

Dandeneau, Therese

And then the lease point of contact for foster children could also provide the determining official with a list of foster children. And that would be considered direct certification for those foster child foster children.

0:14:16.600 --> 0:14:29.0

Dandeneau, Therese

Now, there's something known as direct verification, and many times verifying officials may get confused with direct verification and direct certification. And there are two different things.

0:14:30.410 --> 0:15:2.540

Dandeneau, Therese

Direct verification is the use of records from public agencies to verify income or program participation. It is not the same as direct certification, which is determining children eligible for free benefits based on documentation from a state or local agency. There are two different things, and so most districts, and I'm going to say 99% of them in Connecticut, do not do direct verification and you need to know this because you're going to be asked that question on the FNS 742.

0:15:2.900 --> 0:15:4.700

Dandeneau, Therese

Verification summary report.

0:15:7.300 --> 0:15:12.410

Dandeneau, Therese

Now, some of you may be wondering, well, how do I go about doing the verification process?

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Dandeneau, Therese

There's three different types of verification. Two of them apply to Connecticut, and one is standard sample size and the other is alternate one.

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Dandeneau, Therese

Alternate to does not apply in Connecticut because we don't, we don't verify those households that have

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submitted an application with a handwritten case number. We don't verify those. You validate them and then proceed to.

0:15:42.620 --> 0:15:43.130

Dandeneau, Therese

So the.

0:15:45.230 --> 0:15:48.840

Dandeneau, Therese

We start our standard sample size or alternate one.

0:15:50.490 --> 0:15:55.500

Dandeneau, Therese

Now standard sample size is 3% of all newly approved applications.

0:15:56.430 --> 0:16:00.510

Dandeneau, Therese

October 1st from error prone applications.

0:16:01.570 --> 0:16:05.810

Dandeneau, Therese

Error prone applications are those applications where the household listed.

0:16:06.860 --> 0:16:10.810

Dandeneau, Therese

Income within \$100 a month or \$1200 a year.

0:16:11.520 --> 0:16:15.80

Dandeneau, Therese

Of the income eligibility guidelines and their household size.

0:16:16.180 --> 0:16:19.480

Dandeneau, Therese

When you do standard sample size verification.

0:16:20.360 --> 0:16:25.840

Dandeneau, Therese

You have to select the households based on those error prone applications and you have to do it randomly.

0:16:30.430 --> 0:16:48.280

Dandeneau, Therese

Now, if you're required to do standard sample size verification and you do not have any error prone applications on file as though as of October 1st and this does happen, then you select the applications from all the newly approved applications on file because you don't have any error prone.

0:16:49.250 --> 0:17:00.590

Dandeneau, Therese

Yeah, I'll make sure you indicate that you are doing standard sample size verification when you complete the FNS 742. It's just that you don't have any error prone applications, OK?

0:17:02.980 --> 0:17:11.770

Dandeneau, Therese

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Now, how do you know if you have to do standard sample size verification? Well, if you had a nonresponse rate in the prior school year.

0:17:12.470 --> 0:17:21.730

Dandeneau, Therese

Of 20% or more than you must do stamp standard sample size verification. And how do you know if you've exceeded 20% or more?

0:17:22.370 --> 0:17:27.780

Dandeneau, Therese

You review your online verification collection report from last year.

0:17:31.50 --> 0:17:36.250

Dandeneau, Therese

So what you would do is you would go into the Child Nutrition program online system.

0:17:37.370 --> 0:17:38.610

Dandeneau, Therese

And you would.

0:17:39.340 --> 0:17:51.600

Dandeneau, Therese

Look for verification report and you would click on it now as a verifying official. If you don't have access then you would work with your determining official to gain access so that way you can review this report.

0:17:54.500 --> 0:18:2.40

Dandeneau, Therese

And then what you would do is you would go to the screen and you would just click on view school year 2122.

0:18:6.560 --> 0:18:10.610

Dandeneau, Therese

And then you're going to say you're going to go down to section 5/8.

0:18:11.320 --> 0:18:14.840

Dandeneau, Therese

Which shows the results of your verification process.

0:18:15.600 --> 0:18:21.870

Dandeneau, Therese

And in this example that we have here, you'll see that in column B for free income.

0:18:23.640 --> 0:18:27.510

Dandeneau, Therese

There were two hour 2 applications that responded.

0:18:28.150 --> 0:18:30.860

Dandeneau, Therese

And they were from originally free income.

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0:18:31.900 --> 0:18:38.300

Dandeneau, Therese

And they were changed to to reduced based on the verification process and it involved three students.

0:18:39.420 --> 0:18:44.160

Dandeneau, Therese

There was a two applications also that were free income.

0:18:44.900 --> 0:18:47.230

Dandeneau, Therese

That were changed to denied.

0:18:47.910 --> 0:18:53.990

Dandeneau, Therese

Because they did not respond and that was involved for students. And then there were.

0:18:55.60 --> 0:19:3.710

Dandeneau, Therese

Was one application that was a reduced application that was changed to free. So in looking at this you can tell.

0:19:4.410 --> 0:19:15.640

Dandeneau, Therese

That there were what, five applications that were selected for verification and of those five applications, 2 did not respond.

0:19:16.380 --> 0:19:20.780

Dandeneau, Therese

So that would mean that your nonresponse rate was 40%.

0:19:21.820 --> 0:19:29.650

Dandeneau, Therese

It exceeds the 20% requirement. So that means that they would be required to do standard sample size verification.

0:19:32.80 --> 0:19:51.430

Dandeneau, Therese

In this other example, we have a household where they had one application that was verified and it was free income and they responded and were changed to reduced and they had another application that was reduced and they did not respond. So there were two applications that were pulled for verification.

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Dandeneau, Therese

And one did not respond. So that's a 50% nonresponse rate. So they would be required to do standard sample size verification.

0:20:4.30 --> 0:20:5.450

Dandeneau, Therese

In our last example.

0:20:6.300 --> 0:20:13.960

Dandeneau, Therese

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We have two applications, again one was reduced, they did respond, one was free income application they did respond or change to reduced.

0:20:14.630 --> 0:20:17.40

Dandeneau, Therese

And the other was a reduced application.

0:20:17.940 --> 0:20:26.930

Dandeneau, Therese

And they responded and there was no change. So therefore it's a zero percent nonresponse rate. So they would not be required to do standard sample size.

0:20:31.20 --> 0:20:38.880

Dandeneau, Therese

Now, if your nonresponse rate is less than 20%, you may choose either standard sample size or alternate one.

0:20:42.170 --> 0:20:54.460

Dandeneau, Therese

Alternate one is simply the sampling size is 3% of all newly approved applications on file on October 1st and again they must be selected at random.

0:20:58.680 --> 0:21:12.140

Dandeneau, Therese

You may not verify more than your sample size. Occasionally it doesn't happen that much anymore, but occasionally we will see verifying officials who will have to do, for example, two applications. They determined that.

0:21:12.990 --> 0:21:16.840

Dandeneau, Therese

But they might pick three just to be on the safe side in case somebody doesn't respond.

0:21:17.770 --> 0:21:21.700

Dandeneau, Therese

You can't verify more than your sample size.

0:21:25.700 --> 0:21:26.180

Dandeneau, Therese

Now.

0:21:27.80 --> 0:21:28.770

Dandeneau, Therese

If you select a household.

0:21:29.780 --> 0:21:31.790

Dandeneau, Therese

If you select an application.

0:21:32.990 --> 0:21:59.930

Dandeneau, Therese

For a household that has no income, then you must continue with the verification process, but request a written explanation of how living expenses are met and you can also ask them to if you can contact somebody

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such as a collateral contact and the collateral contact would be able to document and the duration and type of assistance that is provided to the household.

0:22:0.940 --> 0:22:4.870

Dandeneau, Therese

So even applications with no income should be part of your sample pool.

0:22:6.980 --> 0:22:8.760

Dandeneau, Therese

Now verification for cause.

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Dandeneau, Therese

USDA indicates that LA's have an obligation to verify all approved applications that may be questionable, and this is known as verification for cause.

0:22:21.920 --> 0:22:26.150

Dandeneau, Therese

And for more information, you want to refer to page 99 in the eligibility manual.

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Dandeneau, Therese

This is not considered part of the normal formal verification process. However, you need to keep track of your verification for cause applications, because you're going to be reporting it on the F and 7:42.

0:22:45.880 --> 0:22:53.300

Dandeneau, Therese

You're reminded that the verification efforts cannot delay the approval of applications, so if an application is complete.

0:22:54.20 --> 0:23:1.690

Dandeneau, Therese

And indicates that a child is eligible for free or reduced-price meals than the application must be approved.

0:23:2.370 --> 0:23:9.180

Dandeneau, Therese

And it's only after you determine the child's eligibility that you can begin the verification for cause process.

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Dandeneau, Therese

USDA encourages determining officials to contact the household during the application certification process to clear up any information or any questions that they have before they actually proceed.

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Dandeneau, Therese

Because I really want you to work with the households to gain any insight into what the issues are, and once the household has been requested to provide documents for verification then you have to complete the process. You can't just let it go by the wayside.

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0:23:44.50 --> 0:23:50.490

Dandeneau, Therese

Umm. And you want to make sure that you that the verification for cause you want to use it where it's appropriate.

0:23:51.440 --> 0:23:54.300

Dandeneau, Therese

And to help maintain your integrity of your program.

0:23:56.660 --> 0:24:1.740

Dandeneau, Therese

Now we have this worksheets called the sample verification selection worksheet.

0:24:2.910 --> 0:24:8.560

Dandeneau, Therese

You want to print off one worksheet for each household that's selected for verification.

0:24:9.490 --> 0:24:10.440

Dandeneau, Therese

And it.

0:24:11.190 --> 0:24:16.410

Dandeneau, Therese

Really tells the story of how you did your verification process.

0:24:17.770 --> 0:24:19.330

Dandeneau, Therese

The date that you selected it.

0:24:19.890 --> 0:24:22.330

Dandeneau, Therese

Uh, the students that were involved.

0:24:22.940 --> 0:24:27.560

Dandeneau, Therese

Umm, you know whether what, who did the confirmation review?

0:24:28.310 --> 0:24:46.170

Dandeneau, Therese

And just to let you know, you are required on all of the applications that you have selected for verification. Someone other than the determining official needs to conduct a confirmation review to make sure that before the household is notified that that application was determined correctly.

0:24:46.780 --> 0:24:51.590

Dandeneau, Therese

And if it's not determined correctly, then you need to notify the household and make the correction and select another.

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0:24:52.140 --> 0:24:59.560

Dandeneau, Therese

Umm, another application for verification that you do, everybody is required to do a confirmation review when you have to have it documented.

0:25:0.300 --> 0:25:15.150

Dandeneau, Therese

It also indicates the selection method which is going to be either standard sample size or alternate one. The response due date and then second notices as well. And it really does tell the story around that application and how it was.

0:25:16.350 --> 0:25:36.670

Dandeneau, Therese

Verified and it's something that not only we would look at, we being the state agency when we conduct an administrative review, but also you might have your town or your Board of Education Auditor who's auditing the child nutrition programs and they may want to see this as well. So this is something that we want to see for every single household that has been selected for verification.

0:25:40.310 --> 0:26:1.900

Dandeneau, Therese

Now the OEA may request an extension of the verification process. And remember we said it's due November 15th and it needs to be in writing from the Superintendent to the State Department of Education, and we need to receive this request by the close of business on November 1st.

0:26:4.810 --> 0:26:13.60

Dandeneau, Therese

Now the CSE may approve in writing an extension up to December 15th of the current school year due to a natural disaster.

0:26:13.730 --> 0:26:22.590

Dandeneau, Therese

Civil rights disorder strike or other circumstance that prevents the LA from the timely completion of the verification activities.

0:26:23.300 --> 0:26:32.150

Dandeneau, Therese

We rarely see circumstances that would that would allow for a verification extension, but it has happened.

0:26:32.810 --> 0:26:37.20

Dandeneau, Therese

Umm, so we certainly we take it very seriously.

0:26:38.340 --> 0:26:45.100

Dandeneau, Therese

And a corrective action plan has to be submitted along with the extension request.

0:26:48.920 --> 0:26:54.890

Dandeneau, Therese

Now all verification information may be found on the State Department of Education's website. Here's the link.

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0:26:56.180 --> 0:27:0.950

Dandeneau, Therese

You can also go into program guidance and click on V and you will see it there as well.

0:27:2.390 --> 0:27:6.720

Dandeneau, Therese

And we have lots of information for you to help guide you through this whole process.

0:27:8.600 --> 0:27:29.640

Dandeneau, Therese

The verification forms are also on the State Department of Education's website, listed below, and the notice of adverse action must contain fair hearing language and the parental guardians right to appeal. That's very important that you when you notify your households of the results of the verification process that you also give them the right to appeal.

0:27:31.80 --> 0:27:40.950

Dandeneau, Therese

And the CSD adverse action templates contain this language, so if you use our templates, which I strongly encourage you to do, please make sure that you.

0:27:42.50 --> 0:27:46.90

Dandeneau, Therese

You know, if you don't use these then you make sure that you have that language in there.

0:27:48.680 --> 0:27:50.220

Dandeneau, Therese

Now some points to remember.

0:27:51.10 --> 0:28:8.990

Dandeneau, Therese

You must conduct and document a confirmation review on all selected applications for verification, and I just mentioned this, it has to be completed by someone other than the determining official and it must occur before the household is notified of the verification process always round up.

0:28:9.640 --> 0:28:39.390

Dandeneau, Therese

And you must indicate a date for a household to respond, and if they do not respond, you must send a second notice. And that's important because you on your on our templates, we have an area where you can put the date in there and you want, and sometimes people will start the verification process, send out the letters, let's say in October 3rd, and they'll give them an entire month to respond. That's too much time. I would give them two weeks, OK. And that way, if they don't respond.

0:28:39.610 --> 0:28:49.400

Dandeneau, Therese

You send out the second notice. You can give him additional time, and that means you're not going to be rushing trying to get this process done by November 15th. So please take that into consideration.

0:28:51.670 --> 0:29:20.940

Dandeneau, Therese

Now, if the household indicates verbally or in writing that they no longer wish to receive free or reduced-

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price meals, verification is considered complete. When you send the the notice of adverse action. And sometimes you'll have households that do that they'll call you and say you know what, I'm not going to respond to this. Just take my child off to free, you know, free program or reduce program or whatever. If a household does not respond or parent indicates that you do not wish to participate, then you document it and send a letter of adverse action.

0:29:22.670 --> 0:29:33.200

Dandeneau, Therese

Keep all copies of everything, including notification letters and letters of adverse action. For audit purposes. We want to see it all have a special folder for verification. Just keep it there.

0:29:33.900 --> 0:29:37.140

Dandeneau, Therese

And it will help to keep you organized as well.

0:29:38.350 --> 0:29:43.820

Dandeneau, Therese

Remember that households have the right to a fair hearing. As I stated earlier, and this has to be part of your letters.

0:29:46.60 --> 0:30:18.50

Dandeneau, Therese

If a household fails to respond to the verification process and has changed to denied and then reapplies later in the school year, and this happens, their application would be considered incomplete until their application was verified by the district. So if they don't respond and then they send an application in later on, that application has to be verified and make sure you notify your cafeteria manager if there's a change in eligibility to ensure the information is updated at the point of service.

0:30:18.390 --> 0:30:36.710

Dandeneau, Therese

That's really important too, because when we go out on administrator reviews, sometimes that's the piece that's missing. They do everything right, except they forgot to notify the cafeteria or they didn't update the benefit issuance document or their software program. So the child status never changed. So make sure that you do that.

0:30:39.520 --> 0:31:6.560

Dandeneau, Therese

Now, what do you do if you have a newly approved application on file or all the applications on file as of October 1st are denied or end up being directly certified, certified OK? And I think I said that's have no newly approved applications and since we started doing Medicaid and incorporating that into the direct certification process, we've had a few districts who have had no applications because all of their students.

0:31:7.180 --> 0:31:14.200

Dandeneau, Therese

Have been directly certified by October 1st, while in this case you do not conduct a formal verification process.

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0:31:14.930 --> 0:31:25.850

Dandeneau, Therese

Umm, you still have to complete the FNS 742, but you don't have to verify anybody because all of your kids are directly certified. This only happens in small school districts and we have a few in Connecticut.

0:31:28.760 --> 0:31:32.660

Dandeneau, Therese

Now a few words about civil rights. You're thinking verifying officials.

0:31:33.780 --> 0:31:37.710

Dandeneau, Therese

Last review, the civil rights PowerPoint annually.

0:31:38.740 --> 0:32:9.710

Dandeneau, Therese

Umm you want to take a look at it. You want to document and sign off that you've done it because it really goes over all of the areas of civil rights that are not just for determining officials, but they're also for verifying officials as well. You want to ensure that you have program access for those with limited English proficiency. That's very important and provide documents in a variety of languages. We have documents both in English and Spanish. If you go to the the USDA's website.

0:32:10.10 --> 0:32:13.520

Dandeneau, Therese

We'll have a documents in other languages as well.

0:32:14.400 --> 0:32:21.790

Dandeneau, Therese

And here's the link to the civil rights presentation if you have not taken the OR reviewed the PowerPoint yet.

0:32:23.760 --> 0:32:26.340

Dandeneau, Therese

Verifying officials missed also.

0:32:27.640 --> 0:32:30.290

Dandeneau, Therese

Provide translation services to those in need.

0:32:31.690 --> 0:32:44.730

Dandeneau, Therese

And and they they need assistance in completing applications or completing the documents for verification and they must provide verbal information for those that are unable to read the written information provided.

0:32:46.100 --> 0:32:51.750

Dandeneau, Therese

And so we have a whole website site that's dedicated to civil rights for the child nutrition programs. Please take a look at it.

0:32:53.340 --> 0:33:13.970

Dandeneau, Therese

Now ameliorative action, I think it's almost been three years since I've had to deal with ameliorative action. I

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think it was 2019 that I sent out a notice of ameliorative action and basically what it is USDA requires that state agencies monitor the high change rate of a child's status as a result of the verification process.

0:33:14.720 --> 0:33:26.670

Dandeneau, Therese

So what we mean by high change rate is it refers to changes in eligibility where there was a reduction in benefits to the household. So you have an application that went from free to reduced, reduced to denied.

0:33:27.440 --> 0:33:33.910

Dandeneau, Therese

Frida denied due to a household income differences or failure to respond to the verification process.

0:33:36.170 --> 0:33:37.360

Dandeneau, Therese

So who may get targeted?

0:33:38.240 --> 0:33:43.940

Dandeneau, Therese

Local education agencies were 50% or more of the applications resulted in a reduction in status.

0:33:44.720 --> 0:33:48.410

Dandeneau, Therese

Elias, that had to verify more than five applications.

0:33:49.140 --> 0:34:9.720

Dandeneau, Therese

And you will be notified by the state agency. It will be an early spring whether or not you're being targeted for a meal or type action. Basically, it means you have to go to training. I send an e-mail with lots of information in it that you have to review, and it usually goes to the food service director or the verifying official as well as one of the authorized signers.

0:34:12.400 --> 0:34:21.540

Dandeneau, Therese

So you want to take these steps now? So that way you don't get on the list and I have to say the list is really gone down through the years mostly due to.

0:34:22.800 --> 0:34:40.990

Dandeneau, Therese

CEP and schools not having to collect applications. I think that's probably had the biggest impact, but you want to attend training, watch the webinars, double check your calculations for sample size, especially if you're using a software program you want to follow up with households. Send a second notice.

0:34:41.660 --> 0:34:50.430

Dandeneau, Therese

Use foreign language translations whenever possible and use direct certification to its fullest, and consider starting verification early.

0:34:52.800 --> 0:35:8.670

Dandeneau, Therese

And that leads me into rolling verification and USDA allows LA to start verification once the applications are

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filed and this might be a surprise to some of you and this is known as rolling verification, which can start prior to October 1st.

0:35:11.950 --> 0:35:35.780

Dandeneau, Therese

Now, after some studies, USDA realized that starting verification may help to improve household response rate and also save time by decreasing the administrative burden. Because you're spreading the workload over time and making it more manageable. And this is really targets districts where they have a lot of applications to verify.

0:35:37.940 --> 0:35:44.610

Dandeneau, Therese

This can be a very tedious process for the larger school districts that are still that are not doing CEP and are still collecting applications.

0:35:46.320 --> 0:35:58.300

Dandeneau, Therese

So USDA has some tools to assist in the rolling verification process and they include a webinar, the basics of rolling verification, which is very interesting if you're interested in doing this at all, take a look at this webinar and that's where I would start.

0:35:59.30 --> 0:36:18.740

Dandeneau, Therese

And they also have a whole toolkit which has lots of information on how to go about doing it in every design. Some of the forms, like the the verification notification letter to make it easier for parents and guardians to understand and hopefully for them to increase their their ability to respond to the verification process.

0:36:20.380 --> 0:36:48.740

Dandeneau, Therese

So I want to say a quick word about record retention and how long do you have to keep the paperwork? Well, the all of the verification paperwork you have to keep for a period of three years after the date of the final submission of the claim for the fiscal year to which they pertain, unless you're undergoing an audit, in which case you have to keep the verification information until the audit has been completely closed. Now, if you're a CEP school, you have to keep all of your data.

0:36:50.620 --> 0:37:1.350

Dandeneau, Therese

To support the base year or the Individualized Student Percentage data, but you want to check with your Board of Education or your town to determine if they have more stringent record retention requirements.

0:37:3.610 --> 0:37:8.460

Dandeneau, Therese

So I'm going to stop here and see if anybody has any questions and I'm going to ask Susan.

0:37:10.520 --> 0:37:22.590

Alston, Susan

Hi, Teri. There are no questions in the chat. So there was a hand raised earlier, but they did not seem to put their question in the chat. So as of right now, no questions.

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0:37:22.940 --> 0:37:25.580

Dandeneau, Therese

There's no questions, OK?

0:37:26.960 --> 0:37:31.850

Yearwood, Shannon

I am going to jump on just in case this is a technical issue with my with how I set this up.

0:37:33.70 --> 0:37:44.220

Yearwood, Shannon

Can somebody outside of the Connecticut State Department of Education just one or two people write high in the chat, please? I want to make sure I have it so that you can actually enter messages.

0:37:44.910 --> 0:37:53.390

Yearwood, Shannon

Perfect. Thank you, Patrick. Even better than hi. OK, great. Thanks guys. I appreciate. I appreciate the tech support from everybody.

0:37:56.190 --> 0:37:58.190

Dandeneau, Therese

OK, well, I'm going to keep going then.

0:38:3.430 --> 0:38:11.800

Dandeneau, Therese

So we're going to talk about the verification collection report and I say collection report or summary report. It's all same thing, it's FNS 742.

0:38:12.980 --> 0:38:17.190

Dandeneau, Therese

So it must be completed and submitted online by December 15th.

0:38:18.190 --> 0:38:48.840

Dandeneau, Therese

It's verifying officials would need to work where they're determining officials. You can't do this alone, as we just went through a lot of the the information around direct certification and the hierarchy of eligibility and all of the different codes, you really need to know what they mean and how they're recorded by the determining official you're completing it online. And the CNP online system and all LEAs must complete the FNS 742. Even if you did not perform the verification process. This includes private schools.

0:38:49.640 --> 0:38:53.390

Dandeneau, Therese

Arcgis schools that are doing CEP.

0:38:55.640 --> 0:39:11.210

Dandeneau, Therese

So the first section of the verification report looks like this, and this is the general information section and this is easy. You just go through it and if the and it carries over the name from the last year. So if the name needs to be changed you just update the contact information.

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0:39:14.780 --> 0:39:15.650

Dandeneau, Therese

Section 1.

0:39:16.540 --> 0:39:21.990

Dandeneau, Therese

Is the tool total schools RCI's and enrolled students.

0:39:22.770 --> 0:39:30.720

Dandeneau, Therese

And you'll see that I highlighted that they are asking for this information, they being USDA because by the way, this information.

0:39:31.590 --> 0:39:49.680

Dandeneau, Therese

Gets put into an Excel spreadsheet and it gets downloaded and it sent to USDA and the some of this information gets reported to Congress. So it is very, very important that you answer this information carefully and thoughtfully based on the correct timelines.

0:39:51.70 --> 0:39:55.520

Dandeneau, Therese

So in 1-1 you put your total schools, you don't include RCCI's here.

0:39:56.160 --> 0:40:8.130

Dandeneau, Therese

And the number of students that are represented in those schools as of the last operating day in October. And you can see in this example there are three schools and 1095 students.

0:40:8.780 --> 0:40:25.350

Dandeneau, Therese

As of the last operating day in October, if you are an RCCI, you would complete 1-2a and 1-2b accordingly. They want to know the difference. If you do have day students and if you do not have day students and you can certainly always reach out to me if you have any questions.

0:40:28.260 --> 0:40:29.370

Dandeneau, Therese

Section 2.

0:40:30.90 --> 0:40:53.980

Dandeneau, Therese

Is SFA's with schools operating alternate provisions and these are the schools that are CEP. So if you are, if you don't have a CEP school then you don't have to worry about Section 2. You can just you know forget about it. Make a note. Don't worry about it. You don't have to fill it out. OK. But if you do have a CEP school, then what you want to really focus in on?

0:40:54.970 --> 0:41:9.160

Dandeneau, Therese

Dash 3. Everything else you don't have to fill out and that's operating the Community Eligibility Provision CEP. And so the number of schools and institutions that are doing CEP and the number of students that are represented by those schools.

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0:41:9.870 --> 0:41:14.220

Dandeneau, Therese

That's what and then 2-4 and 2-5 don't apply in Connecticut.

0:41:19.30 --> 0:41:33.250

Dandeneau, Therese

Section 3 is students approved US free eligible, but they're not subject to the verification process and it also includes the reduced Medicaid students. So these are students that are not going to be verified.

0:41:33.930 --> 0:41:45.840

Dandeneau, Therese

Doesn't involve an application. These are your directly certified students. Now, if you are a CEP school or a 100% CEP school district.

0:41:46.630 --> 0:41:58.440

Dandeneau, Therese

You get to check 3-1 because that means you did not have to do the verification process, but all other schools will have to complete 3-2 to 3-5.

0:41:59.870 --> 0:42:17.890

Dandeneau, Therese

And you'll notice that the information is of the last operating day in October. So for 3-2, this is the number of students that were directly certified through the Supplemental Nutrition Assistance Program SNAP and their coded as FS.

0:42:18.590 --> 0:42:21.180

Dandeneau, Therese

On the direct certification list.

0:42:22.80 --> 0:42:37.820

Dandeneau, Therese

You do not include students that are directly certified through the letter method here and snap those letters that you get from the household because you have to validate the case number that's hitting handwritten on an application. These are the only the students that are FS.

0:42:38.560 --> 0:42:43.950

Dandeneau, Therese

On your direct certification list and in this case there were 70 students.

0:42:45.410 --> 0:43:14.840

Dandeneau, Therese

3-3 is broken down into A,B and C, and I know those little gray boxes don't line up perfectly, but you can follow along and a is temporary family assistance and those are the students that are coded as a A F on the direct certification list. In this case, it's zero, B is free Medicaid or FM. You do not include reduced Medicaid here. And in this case there's 123. And then you have other. And in this case.

0:43:15.220 --> 0:43:15.990

Dandeneau, Therese

This would be.

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0:43:16.920 --> 0:43:18.150

Dandeneau, Therese

You're homeless students.

0:43:19.510 --> 0:43:29.560

Dandeneau, Therese

That were identified as of the last operating day in October, October by your homeless liaison, your runaway students, your foster students that are directly certified.

0:43:30.280 --> 0:43:48.960

Dandeneau, Therese

And they would be OT on the direct certification list. Or you might have your foster care point of contact who has given you information, or you might have a 603 form. They would be reported and C and also if you have a Head start program, they would be reported and see OK.

0:43:50.340 --> 0:44:6.190

Dandeneau, Therese

3-4 our students certified categorically free through the snap letter method. So if you had to, you had an application and it had to validate that handwritten case number on there, the parent wrote in a case number.

0:44:6.990 --> 0:44:10.330

Dandeneau, Therese

And they were not on the direct certification list, OK.

0:44:11.650 --> 0:44:20.580

Dandeneau, Therese

So you contacted the household. The household sent a letter. The current school year that said they were receiving snap benefits. Then you would list those.

0:44:21.480 --> 0:44:23.690

Dandeneau, Therese

Number of students in 3-4.

0:44:24.690 --> 0:44:28.170

Dandeneau, Therese

It's usually a very low number, or mostly 0.

0:44:29.110 --> 0:44:30.230

Dandeneau, Therese

But there are some.

0:44:31.650 --> 0:44:42.700

Dandeneau, Therese

We'll send a letter in and then 3-5. They're approved as reduced price, Medicaid, and these are students on the direct certification lists that are RM and in this case it's 53.

0:44:46.160 --> 0:45:1.240

Dandeneau, Therese

Now a reminder letter submitted by a household confirming a snap number are not to be reported in the SNAP category 3-2 and 3-3 must only reflect those students that are on the direct certification list as FS.

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0:45:1.930 --> 0:45:12.260

Dandeneau, Therese

And do not forget to include students that were extended benefits due to a child in the household being on the direct certification list, and that's in all categories except for OT.

0:45:16.280 --> 0:45:22.670

Dandeneau, Therese

Your Section 4 has to do with your paper applications or your web-based applications.

0:45:23.550 --> 0:45:26.20

Dandeneau, Therese

Now this gets interesting because.

0:45:26.790 --> 0:45:28.560

Dandeneau, Therese

The reporting of two different dates.

0:45:29.450 --> 0:45:34.200

Dandeneau, Therese

The number of applications are the applications approved as of October 1st.

0:45:35.450 --> 0:45:37.240

Dandeneau, Therese

But the number of students.

0:45:38.60 --> 0:45:42.550

Dandeneau, Therese

Are the students that are reported as of the last operating day in October?

0:45:45.150 --> 0:45:54.270

Dandeneau, Therese

So for 4-1 approved as categorically free eligible, you could have students in this might be you don't have a lot of students in this category.

0:45:55.300 --> 0:46:7.850

Dandeneau, Therese

But you could have some foster students that might show up here 4-2 approved as free eligible. These are the household applications based on income and household size. You would do the number of applications. In this case it was two.

0:46:8.610 --> 0:46:14.250

Dandeneau, Therese

As of October 1st, but the number of students in this case, it's six was as of the last operating day in October.

0:46:15.20 --> 0:46:23.820

Dandeneau, Therese

4-3 are you reduced eligible applications? In this case you have two applications as of October 1st and one child as of October.

0:46:24.420 --> 0:46:34.140

Dandeneau, Therese

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Umm. As of the last operating day in October and you'll notice, OK, that there's something strange there. You the number of applications is 2.

0:46:34.840 --> 0:46:36.340

Dandeneau, Therese

But there's only one student.

0:46:37.180 --> 0:46:44.930

Dandeneau, Therese

How can that be? If you have two applications? Well, it's because of the difference in reporting dates. So whenever you have that happen.

0:46:45.760 --> 0:47:16.110

Dandeneau, Therese

You want to send me an e-mail and let me know that it has to do with the difference in reporting dates, cause I might question it just to make sure that it's the correct information, because sometimes it's an error, but I can certainly see that happening because of the difference in reporting dates and you have might have had two applications on file October 1st, but one of those children left the system by October the last day in October. So that's why there's only one student that's being reported there T1 and T2.

0:47:16.190 --> 0:47:22.80

Dandeneau, Therese

Automatically populate and tell you the total free eligible and the total reduced eligible so you don't have to do anything there.

0:47:24.940 --> 0:47:26.120

Dandeneau, Therese

Now Section 5.

0:47:27.570 --> 0:47:57.640

Dandeneau, Therese

Is tells different aspects of the verification process, so it says. Check the box if all schools are exempt from verification and you could drop down the box and in the instructions and we'll show you what that means by that. But if you're a CEP school district and you didn't have to do verification, you would check the box. If you were in RCCI and you have only residential students or you have day students that are not, you're not collecting applications on. You would check the box and then you wouldn't have to fill out the rest of them. But for most of you, you're going to have to.

0:47:57.730 --> 0:48:8.690

Dandeneau, Therese

Not you're not going to complete 5-1 and you're going to do 5-2 was verification performed and completed. You would say yes completed by November 15th or.

0:48:9.460 --> 0:48:40.600

Dandeneau, Therese

Yes, it was completed after November 15th or no, it was not done at all. If it was completed after November 15th or not done at all, you're going to have to submit a corrective action plan. OK, now 5-3 is the type of verification that you did. Was it standard sample size which involved error prone? Was it alternate one which is 3% not involving error prone and you wouldn't select alternate too. OK, if you select standard sample size.

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0:48:40.980 --> 0:48:46.940

Dandeneau, Therese

It's going to require that you put a number in in 5-4 and list the total error prone applications.

0:48:47.750 --> 0:48:50.230

Dandeneau, Therese

In this case it was one OK.

0:48:51.220 --> 0:48:57.340

Dandeneau, Therese

Now we have run into this hat occurring a few times during the past few years. Is that?

0:48:58.340 --> 0:49:26.160

Dandeneau, Therese

You might have no. You might have to do standard sample size, but you don't have any error prone applications. OK, so then you would just notify me that even though you were doing standard sample size as October of October 1st, you didn't have any error prone applications. So therefore you selected from the regular pool of applications and just send me an e-mail and let me know that otherwise I'll I'll be calling you to just to confirm it.

0:49:27.690 --> 0:49:36.940

Dandeneau, Therese

It also will confirm the number of application selected for verification and that will be how many did you select for verification you would put in there. In this case it was one.

0:49:39.830 --> 0:49:40.420

Dandeneau, Therese

So.

0:49:41.610 --> 0:49:46.740

Dandeneau, Therese

In 5-6 it says check the box if direct verification.

0:49:47.860 --> 0:49:51.500

Dandeneau, Therese

It's not saying direct certification, it's verification was not conducted.

0:49:52.800 --> 0:49:55.950

Dandeneau, Therese

Most 99% of you are going to check that box.

0:49:56.770 --> 0:49:59.50

Dandeneau, Therese

And then it's going to freeze out 5-7.

0:49:59.800 --> 0:50:4.640

Dandeneau, Therese

OK, because most districts don't do direct. I think I've only come across maybe one that did it.

0:50:5.910 --> 0:50:13.400

Dandeneau, Therese

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All right. And you're supposed to be working with the state agency when you do for direct verification. OK, so you're going to check that box.

0:50:14.660 --> 0:50:20.440

Dandeneau, Therese

Now in 5-8 it shows the results of the verification process.

0:50:22.520 --> 0:50:23.990

Dandeneau, Therese

So in this case.

0:50:25.190 --> 0:50:29.860

Dandeneau, Therese

They had selected a reduced income application to be verified.

0:50:31.200 --> 0:50:33.540

Dandeneau, Therese

The application the person responded.

0:50:35.800 --> 0:50:38.520

Dandeneau, Therese

And there was no change, so they remained.

0:50:39.170 --> 0:50:41.250

Dandeneau, Therese

As reduced eligible.

0:50:42.170 --> 0:50:45.260

Dandeneau, Therese

OK. And that's how they reported on this application?

0:50:46.300 --> 0:50:49.440

Dandeneau, Therese

You most of you. None of you will be reporting anything in A.

0:50:50.60 --> 0:50:56.230

Dandeneau, Therese

You're going to be verifying friend come applications and see, so being C is what you're going to be focusing on completing.

0:50:59.950 --> 0:51:2.900

Dandeneau, Therese

Now you want to make sure that you don't forget about VC one.

0:51:3.740 --> 0:51:10.590

Dandeneau, Therese

And that has to do with any questionable applications that were verified for cause.

0:51:11.380 --> 0:51:13.450

Dandeneau, Therese

If you didn't have any, you just put on A.

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0:51:14.190 --> 0:51:30.300

Dandeneau, Therese

But you're going to report the number of applications as of November 15th, verified for cause in addition to the verification, the formal verification process. So if you had verified for cause one application as of November 15th.

0:51:30.990 --> 0:51:51.330

Dandeneau, Therese

Then you are going to put one there, but you're also going to include the results of that one verification somewhere in that that Section 5-8. So if it was a free application, it would show up in column B. If it was a reduced application, it would show up in column C.

0:51:56.860 --> 0:52:3.410

Dandeneau, Therese

Now you do not want to. Occasionally when you fill out a report, you may get errors and it will tell you if there are errors.

0:52:4.250 --> 0:52:10.690

Dandeneau, Therese

You don't want to leave a report with errors. You want to read and find out what is the error.

0:52:11.380 --> 0:52:23.590

Dandeneau, Therese

And then if you can't figure it out, you can certainly contact your state Technical Support person or you can contact me. OK, but a verification verification report is not complete if it has errors in.

0:52:26.460 --> 0:52:28.990

Dandeneau, Therese

Now corrective action is going to be required.

0:52:30.20 --> 0:52:30.560

Dandeneau, Therese

If you.

0:52:32.200 --> 0:52:35.350

Dandeneau, Therese

Completed the verification process after November 15th.

0:52:37.150 --> 0:52:40.660

Dandeneau, Therese

If verification wasn't completed at all, which is not good.

0:52:41.900 --> 0:52:44.570

Dandeneau, Therese

For the incorrect sample size was verified.

0:52:45.220 --> 0:52:49.850

Dandeneau, Therese

OK. And you're going to have to upload a corrective action plan?

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0:52:51.730 --> 0:52:52.390

Dandeneau, Therese
Addressing.

0:52:53.780 --> 0:52:54.950

Dandeneau, Therese
Why there was an issue?

0:52:58.190 --> 0:52:59.360

Dandeneau, Therese
The number one issue.

0:53:0.380 --> 0:53:1.350

Dandeneau, Therese
That we have had.

0:53:2.450 --> 0:53:3.930

Dandeneau, Therese
With verification.

0:53:4.750 --> 0:53:8.430

Dandeneau, Therese
Is not verifying the correct number of applications.

0:53:9.400 --> 0:53:15.390

Dandeneau, Therese
And in this example, OK, you'll see that there were two applications.

0:53:16.870 --> 0:53:43.760

Dandeneau, Therese
That were free and there were two applications on file that were reduced. That said that there were four applications and this is very low, but this was taken during COVID, so there's not a lot of applications that came in. For example, last year. And so if you multiply it by 3%, it comes out to .12 and you round it up. That comes out to one. That means that there was one application that had to be selected for verification.

0:53:47.310 --> 0:53:49.340

Dandeneau, Therese
So when you look at 5-5.

0:53:50.360 --> 0:53:51.200

Dandeneau, Therese
In the report.

0:53:52.100 --> 0:54:4.560

Dandeneau, Therese
It will say the number of applications selected for verification is 1 and it should match when you do the 3% on the total number of applications in Section 4 and that's something that I check.

0:54:6.170 --> 0:54:9.520

Dandeneau, Therese
To make sure that you have verified enough applications.

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0:54:15.600 --> 0:54:21.400

Dandeneau, Therese

Now you want to make sure that you check the correct sample size, especially if you're using a software program.

0:54:22.120 --> 0:54:37.160

Dandeneau, Therese

When we've conducted administrative reviews in the past, we have found that sometimes software programs don't always calculate correctly for whatever reason, the information isn't matching what the information had. The information the verifying official has on hand.

0:54:37.930 --> 0:54:43.580

Dandeneau, Therese

So you need to understand how your software program is determining the sample size.

0:54:44.880 --> 0:54:59.820

Dandeneau, Therese

And then you also you don't want to assume anything that just because it's a computer, it's doing it correctly because that's not always the case. And and I want to remind you that we do have an FNS 742 verification summary report instruction document.

0:55:0.500 --> 0:55:5.200

Dandeneau, Therese

I'm not saying manual because when I say manual, sometimes people get nervous and they don't want to read it.

0:55:6.180 --> 0:55:19.20

Dandeneau, Therese

I'm going to call it a document and I give you the link here so you can certainly refer to it. I think it will be helpful. I know this is a lot of information and so that's just a resource that you can refer to when you actually go to do this process.

0:55:21.60 --> 0:55:24.110

Dandeneau, Therese

So I'm going to stop and see if there are any questions.

0:55:26.170 --> 0:55:31.480

Alston, Susan

There are two questions, Teri, that have come into the chat. So we'll start with the first one.

0:55:32.860 --> 0:55:44.710

Alston, Susan

If a student is directly certified as reduced Medicaid and then the family submits an application that gets approved for free meals, is this application part of the sample to verify?

0:55:45.640 --> 0:56:2.470

Dandeneau, Therese

That's a great question and the answer is yes, because they received an application and on this the child qualified as free. That application is if it was before October 1st, would be part of the verification sample. And I thank you for asking that question.

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0:56:3.920 --> 0:56:12.450

Alston, Susan

And the second question is if a parent declines benefits are the students reported in the collection report as free or reduced?

0:56:14.310 --> 0:56:21.610

Dandeneau, Therese

If the parent declines the benefits and they become denied their reported as being denied or as paid.

0:56:22.730 --> 0:56:28.150

Dandeneau, Therese

That's how you would not record them as free or reduce cause they're not for reduced cause. The parent didn't want to accept the benefit.

0:56:30.430 --> 0:56:31.280

Alston, Susan

OK, great.

0:56:30.770 --> 0:56:31.850

Dandeneau, Therese

Any other questions?

0:56:32.730 --> 0:56:35.780

Alston, Susan

There are no other questions in the chat at this time.

0:56:36.950 --> 0:56:39.630

Dandeneau, Therese

OK wow, that was quick.

0:56:41.410 --> 0:56:42.450

Dandeneau, Therese

Ohh, hold on.

0:56:40.340 --> 0:56:42.460

Alston, Susan

Oh, wait a minute. Wait, new message.

0:56:44.190 --> 0:56:55.620

Alston, Susan

OK. And then we have another one, I only have one application, all others are direct cert and it has been denied and is not error prone. Will I need to do verification on that?

0:56:57.130 --> 0:57:12.150

Dandeneau, Therese

You do not do verification on denied applications. You only do verification on applications that were approved for free or reduced-price meals. And I'm glad you brought that up because we do occasionally get questions on that. So if come Friday.

0:57:12.840 --> 0:57:21.440

Dandeneau, Therese

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Umm, you don't have any applications then you would not have to do the formal verification process, but you would have to complete the FNS 742.

0:57:25.0 --> 0:57:26.30

Dandeneau, Therese
Any other questions?

0:57:26.880 --> 0:57:35.910

Alston, Susan
There are no other questions in the chat at this time, but someone raised their hand and am if they could answer or enter their question in the chat.

0:57:37.400 --> 0:57:38.490

Alston, Susan
That would be great.

0:57:40.0 --> 0:57:42.90

Dandeneau, Therese
I can't tell who I am who are raised her hand.

0:57:42.740 --> 0:57:43.530

Alston, Susan
Umm.

0:57:49.10 --> 0:57:50.460

Yearwood, Shannon
It's Kathy kovalik.

0:57:52.250 --> 0:57:52.820

Dandeneau, Therese
Ohh it's.

0:57:53.760 --> 0:58:1.40

Dandeneau, Therese
Kathy, did you have a question you wanted to ask? I don't know if you can unmute yourself and ask it that way. I'm. I'm fine with that. If that's permitted by the system, I don't know.

0:58:3.900 --> 0:58:6.400

Yearwood, Shannon
I can see if I'm if I'm able to unmute.

0:58:8.320 --> 0:58:9.720

Yearwood, Shannon
Follow Mike. OK.

0:58:11.880 --> 0:58:12.880

Yearwood, Shannon
And beat.

0:58:16.80 --> 0:58:18.880

Yearwood, Shannon
All right, Kathy, you might be able to unmute yourself now.

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0:58:18.420 --> 0:58:21.290

Kathy Kovalik (Guest)

OK, I think I think I'm unmuted. Can you hear me?

0:58:21.640 --> 0:58:22.450

Dandeneau, Therese

I can hear you.

0:58:21.880 --> 0:58:22.480

Yearwood, Shannon

It's not.

0:58:22.840 --> 0:58:28.970

Kathy Kovalik (Guest)

OK, I don't have a chat button, so that's why I raised my hand. Otherwise I would have typed my question in.

0:58:29.100 --> 0:58:30.650

Dandeneau, Therese

OK, you don't this is fine.

0:58:30.990 --> 0:58:41.180

Kathy Kovalik (Guest)

So being and I might have missed this cause I came in a little bit late. October 1st is Saturday, so do we start this on the 30th or do we wait till the 3rd?

0:58:42.500 --> 0:58:49.470

Dandeneau, Therese

You want to do it on all applications approved as October 1st. So I would start it on Monday when you come in.

0:58:49.910 --> 0:58:51.830

Kathy Kovalik (Guest)

OK. That's my question. Thank you.

0:58:51.480 --> 0:58:52.550

Dandeneau, Therese

Yes. Mm-hmm.

0:58:53.980 --> 0:58:54.730

Dandeneau, Therese

Good question.

0:58:56.810 --> 0:58:57.510

Dandeneau, Therese

Anything else?

0:59:0.110 --> 0:59:0.450

Alston, Susan

And it.

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0:58:59.600 --> 0:59:3.430

Dandeneau, Therese

Shannon, were you able to upload the PowerPoint? I can't remember.

0:59:3.780 --> 0:59:8.330

Yearwood, Shannon

I'm I was, but not successfully, so we will be segmenting that out.

0:59:10.770 --> 0:59:11.190

Dandeneau, Therese

OK.

0:59:8.410 --> 0:59:18.860

Yearwood, Shannon

Time after this, they just. Yeah, we apparently needed to be linked onto a website in order to not make it password protected, and it automatically generated a password.

0:59:18.890 --> 0:59:20.10

Dandeneau, Therese

OK, no problem.

0:59:20.770 --> 0:59:20.990

Alston, Susan

We.

0:59:20.710 --> 0:59:21.540

Dandeneau, Therese

No problem. Thank you.

0:59:20.590 --> 0:59:25.750

Yearwood, Shannon

Sharon Shannon had that I also you should be able to unmute if my.

0:59:26.400 --> 0:59:27.250

Yearwood, Shannon

Technique works.

0:59:28.600 --> 0:59:30.330

Shannon Haddad (Guest)

OK. Can you hear me?

0:59:30.590 --> 0:59:31.340

Dandeneau, Therese

I can hear you.

0:59:32.70 --> 0:59:53.560

Shannon Haddad (Guest)

Excellent. I'm the first thing is I wasn't able to find out where the chat box was, so that's why my hand was raised earlier. But actually you did just answer the question I had, which was how can we access? It's it just the PowerPoint or sorry or is the recording of the presentation also included?

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0:59:55.560 --> 1:0:8.930

Dandeneau, Therese

We're going to we're. I will send out the PowerPoint handout for everybody. I'm going to send it out to the to the, you know, general, maybe in the school lunch trade tomorrow. But the PowerPoint will be available at some point. Yes.

1:0:10.60 --> 1:0:10.790

Shannon Haddad (Guest)

OK. Thank you.

1:0:11.10 --> 1:0:11.940

Dandeneau, Therese

The recording I mean.

1:0:13.40 --> 1:0:13.750

Shannon Haddad (Guest)

OK.

1:0:12.820 --> 1:0:15.140

Dandeneau, Therese

Diane from Rocky Hill has a question.

1:0:21.60 --> 1:0:22.920

Alston, Susan

Go ahead, Diane. They unmuted your mic.

1:0:23.810 --> 1:0:24.290

Alston, Susan

Ah.

1:0:22.630 --> 1:0:24.890

Yearwood, Shannon

Give me your F ohh you got it.

1:0:27.620 --> 1:0:29.160

Dandeneau, Therese

I don't. I don't think she's unmuted.

1:0:29.980 --> 1:0:30.990

Yearwood, Shannon

OK, now try.

1:0:33.240 --> 1:0:33.620

Yearwood, Shannon

To.

1:0:32.890 --> 1:0:33.680

Diane Krause (Rocky Hill PS) (Guest)

Oh, can you hear me now?

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1:0:34.390 --> 1:0:34.800

Yearwood, Shannon

Yep.

1:0:34.570 --> 1:0:35.610

Dandeneau, Therese

Yep, go ahead, Diane.

1:0:35.80 --> 1:0:50.210

Diane Krause (Rocky Hill PS) (Guest)

OK. Thank you. Just to clarify, based on what something that you just said, so when we're for our sample size, we do not include any applications that were denied. We only include approved applications that correct.

1:0:51.350 --> 1:0:51.640

Diane Krause (Rocky Hill PS) (Guest)

OK.

1:0:54.510 --> 1:0:55.160

Diane Krause (Rocky Hill PS) (Guest)

Right.

1:0:50.400 --> 1:0:56.610

Dandeneau, Therese

That's correct, because you would never. You don't verify denied applications, only those that are approved for free and reduced-price meals. Yep.

1:0:56.500 --> 1:1:0.290

Diane Krause (Rocky Hill PS) (Guest)

Right, OK. I just wasn't sure about including them in the sample size or not. OK, great.

1:1:1.660 --> 1:1:2.150

Diane Krause (Rocky Hill PS) (Guest)

Thank you.

1:0:57.590 --> 1:1:3.570

Dandeneau, Therese

Yep, sure. You don't include them in the sample pool? No, I'm glad you brought that up too. You don't include those? No.

1:1:3.520 --> 1:1:3.990

Diane Krause (Rocky Hill PS) (Guest)

Thank you.

1:1:4.270 --> 1:1:4.910

Dandeneau, Therese

You're welcome.

1:1:7.320 --> 1:1:8.380

Dandeneau, Therese

Any other questions?

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1:1:9.450 --> 1:1:10.640

Dandeneau, Therese

Going to get out early today.

1:1:14.850 --> 1:1:16.580

Dandeneau, Therese

OK. Ohh go ahead Susan.

1:1:17.30 --> 1:1:21.480

Alston, Susan

Oh no, I just going to say there's nothing new in the chat and I don't see any hands raised.

1:1:22.150 --> 1:1:37.150

Dandeneau, Therese

Alrighty, well, I thank you all for watching this webinar and if you do have any questions you can reach out to your state technical team person or you can certainly contact me via e-mail is the best way. So I wish you the best of luck with verification and thank you again.