

Virginia M. Barry, Ph.D.
Commissioner
Department of Education
603-271-3144



STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
FAX 603-271-1953

Citizens Services Line 1-800-339-9900

Paul Leather
Deputy Commissioner
Department of Education
603-271-3801

VERIFICATION EFFORT PLAN OF ACTION FORM

Verification Effort for School Year (SY) 2013-2014

All School Food Authorities (SFA's) MUST complete and submit this form to the Bureau of Nutrition Programs and Services (BNPS) by **October 11, 2013**.

All School Food Authorities (SFA's) are required by 7 CFR Part 246.6a (a); Public Law 108-265 to complete the verification effort of free and reduced price meal applications by **November 15** of each year.

A 30-day extension waiver to complete the verification process may be granted to your SFA. To request a waiver, complete this form and submit to BNPS by October 11, 2013. You will be notified by email from the State Agency if an extension has been granted.

All SFA's must complete this form.

SFA #: _____ SFA Institution Name: _____

Contact Name: _____ email address: _____

- NO, A waiver is NOT being requested.** The *School Food Authority Verification Summary Report* will be completed by November 15, 2013 and the report will be submitted to BNPS by **December 31, 2013**.
- YES, I am requesting an extension waiver until December 15, 2013 to complete the verification effort.** (*I understand that this extension waiver applies only to SY 2013-2014*). The *School Food Authority Verification Summary Report* will be completed by December 15, 2013 and the report will be submitted to BNPS by **December 31, 2013**.

Reason for requested extension waiver: _____

Each SFA Superintendent/Administrator or designee must sign and date this form and send to: Tami Drake at Tami.Drake@doe.nh.gov or fax (603) 271-1953 by October 11, 2013.

Signature of Superintendent/Administrator or designee's Name and Title

Date

FOR STATE USE ONLY

Date Form Received: _____ Date Approved by State Agency: _____ Date Denied: _____