

**INSTRUCTIONS FOR COMPLETING SCHOOL FOOD AUTHORITY (SFA/RA)  
VERIFICATION SUMMARY REPORT**

To complete this form, compile the data collected from the *School Data Worksheet for Verification Effort* for your SAU/RA.

**I. Enrollment, Applications and Eligibility Information (Pre-Verification)**

1. Type of Free/Reduced Price Application Used: All SFAs must check the box for "Household" for Free/Reduced Price Meal benefits.
- 2a. Report the **TOTAL** number of schools & RCCIs operating the National School Lunch Program/ School Breakfast Program (NSLP/SBP) in your SFA/RA.
- 2b. Report the number of Provision 2 or 3 schools WHICH ARE NOT OPERATING A NON-BASE YEAR.
- 3a. Report the **TOTAL** number of enrolled students from each school within the SAU with access to the NSLP (or SBP for SBP only schools.)
- 3b. Report the number of Provision 2 or 3 schools WHICH ARE NOT OPERATING A NON-BASE YEAR. (If a school operates only the SBP under Provision 2 or 3, but uses regular claiming procedures for the NSLP, do not include it in the data reported.)

**FREE and Categorically Eligible**

4. Report the TOTAL NUMBER OF FREE ELIGIBLE **STUDENTS** that the SFA reported as of **October 1**. This total must equal the sum of the 4 free eligible categories which are reported on lines 4-1a. through 4-4a.
  - 4-1 In Column A, report the TOTAL NUMBER OF **STUDENTS** approved as FREE ELIGIBLE whose approval is not subject to verification as of *October 1*. This includes students who are Directly Certified based on information from the FS/TANF/FDPIR agency, children on the homeless liaison list, income eligible Head Start, pre-K Even Start, Residential students in RCCIs, and non-applicants who are approved by local officials. *DO NOT INCLUDE the calculated number of free eligibles who are reported for Provision 2 or 3 schools which are not operating a base year. These are reported in item 4-4 below.*
  - 4-2 In Column A, report the TOTAL NUMBER OF **STUDENTS** approved as FREE ELIGIBLE based on a FS/FANF/FDPIR case number which was submitted on an application (Categorically Eligible Applications) as of **October 1**.  
  
In Column B, report the TOTAL NUMBER OF APPROVED CATEGORICALLY ELIGIBLE **APPLICATIONS** on file as of **October 1**.
  - 4-3 In Column A, report the TOTAL NUMBER OF **STUDENTS** approved as FREE ELIGIBLE based on household size and income information submitted on an application (Income Eligible – Free Applications) as of **October 1**.  
  
In Column B, report the TOTAL NUMBER OF APPROVED INCOME ELIGIBLE – FREE **APPLICATIONS** on file as of **October 1**.
  - 4-4 Report the TOTAL NUMBER OF FREE ELIGIBLES reported for Provision 2 or 3 schools which are not operating a base year in Column A as of **October 1**. (This number is determined by adjusting the number of free eligibles in the base year for these schools to reflect current enrollment.)

**REDUCED Price students**

5. In Column A, report the TOTAL NUMBER OF **STUDENTS** approved as REDUCED PRICE ELIGIBLE as of **October 1**.  
  
In Column B, report the TOTAL NUMBER OF APPROVED REDUCED PRICE ELIGIBLE **APPLICATIONS** on file as of **October 1**.
  - 5-1 Report the TOTAL NUMBER OF REDUCED PRICE ELIGIBLES reported for Provision 2 or 3 schools WHICH ARE NOT OPERATING A BASE YEAR in Column A as of **October 31**. (This number is determined by adjusting the number of reduced price eligibles in the base year for those schools to reflect current total enrollment.)

## II. RESULTS OF VERIFICATION, by Application Type

6. Report the type of verification process the SFA uses to comply with the requirements of 7 CFR 245.6a.

- **Standard Sample Size**–

SFA must verify three percent (3%) of all applications by the SFA for the school year, as of October 1 of the school year, selected from error prone applications; or 3,000 error prone applications approved by the SFA for the school year as of October 1 of the school year.

**Alternate Sample Sizes** – SFA's that qualify may select one of the following sample sizes (Alternate One or Alternate Two):

- **Alternate One** –

The sample size equals the *lesser* of:

- 3,000 of all applications selected at random from applications approved by the SFA as of October 1 of the school year ; or

- **Alternate Two** -

The sample size equals the lesser of the sum of:

- 1,000 of all applications approved by the SFA as of October 1 of the school year, selected from error prone applications; **OR** one (1) percent of all applications approved by the SFA as of October 1 of the school year, selected from error prone applications; **PLUS**
- the *lesser* of: 500 applications approved by the SFA as of October 1 of the school year that provide a case number in lieu of income information; **OR** one half (1/2) of one (1) percent of applications approved by the SFA as of October 1 of the school year that provide a case number in lieu of income information.

- **No Verifications Performed**

SFA is not exempt from Verification Reporting, but no verifications were performed for the current school year. For example: SFA has all Provision 2/3 non-base year schools, so no verification was performed; SFA has only free eligible's who are not subject to verification (directly certified or other).

### 7-12. TYPE OF APPLICATION APPROVAL

Items 7 through 11 are required, and are reported as of the date of completion of verification. For the purposes of this report verification is complete:

- for households whose eligibility does not change: as of the date of the confirmation of eligibility by a reviewing official;
- for households which do not appeal a change in eligibility: as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;
- for households which appeal a change in eligibility: as of the first operating day following a decision by the Hearing Official.

7. **NO CHANGE** – Report the number of applications with no change in eligibility and the number of students on these applications, for each application type.
8. **RESPONDED, CHANGED TO FREE** – Report the number of applications for which the eligibility was changed to FREE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.
9. **RESPONDED, CHANGED TO REDUCED PRICE** – Report the number of applications for which the eligibility was changed to REDUCED PRICE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.
10. **RESPONDED, CHANGED TO PAID** – Report the number of applications for which the eligibility was changed to PAID BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.
11. **DID NOT RESPOND** – Report the number of applications for which the eligibility was changed to PAID BECAUSE THE HOUSEHOLD DID NOT RESPOND, and the number of students on these applications, for each application type. NOTE: Report ALL applications for which the household did not respond, even if the students on the application continued to receive free or reduced price meals while being claimed as paid.
12. **REAPPLIED AND REAPPROVED ON OR BEFORE FEB. 15** – (OPTIONAL AT THIS TIME)