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Commissioner

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**VERIFICATION EFFORT PLAN OF ACTION FORM**  
Verification Effort for School Year (SY) 2024-25

All School Food Authorities (SFAs) MUST complete and submit this form to the Office of Nutrition Programs and Services (ONPS) by **Tuesday, October 15, 2024.**

All School Food Authorities (SFAs) 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 15th** 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 ONPS by **October 15, 2024.** You will be notified by email from the State Agency if an extension has been granted.

**All SFA's must complete this form.**

SFA/RA #: \_\_\_\_\_ SFA/RA 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, 2024, and the report will be entered on-line into the ONPS web-based computer system by **December 31, 2024.**

YES, I am **requesting an extension waiver until December 15, 2024, to complete the verification effort.** (*I understand that this extension waiver applies only to SY 2024-2025*). The *School Food Authority Verification Summary Report* will be completed by December 15, 2024, and the report will be entered on-line into the ONPS web-based computer system by **December 31, 2024.**

Reason for requested extension waiver (SFA must provide sufficient detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Each SFA Superintendent/Administrator or designee must sign and date this form and send to: Madeline Parker at [Madeline.R.Parker@doe.nh.gov](mailto:Madeline.R.Parker@doe.nh.gov) by October 15, 2024.**

\_\_\_\_\_  
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: \_\_\_\_\_

**This Institution is an equal opportunity provider.**

September 2024

TDD Access: Relay NH 711

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