

 **Frank Edelblut Christine M. Brennan**

 Commissioner Deputy Commissioner

STATE OF NEW HAMPSHIRE

**DEPARTMENT OF EDUCATION**

**101 Pleasant Street**

**Concord, NH 03301**

**TEL. (603) 271-3495**

**FAX (603) 271-1953**

Please forward the attached documents

to your Business Administrator.

Thank you.

PLEASE NOTE:

THE SCHOOL FOOD AUTHORITY (SFA) VERIFICATION SUMMARY REPORT

MUST BE COMPLETED ON-LINE BY THE DESIGNATED SAU VERIFICATION OFFICIAL

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TO: Business Administrators

FROM: Cheri F. White, Administrator

 Office of Nutrition Programs and Services

DATE: September 25, 2020

RE: On-line USDA Free and Reduced Price School Meals Application Verification Packet

School Food Authorities with a current, approved USDA Child Nutrition Program application on file that collects and approves free and reduced price school meals income applications as a part of program reimbursement, are required by law (7 CFR Part 245.6a (a); Public Law 108-265) to annually report the results of parent/guardian verification efforts. All conditions and procedures of the law must be followed and reported to the State Agency.

**Please be advised that hard copy forms will not be mailed. All pertinent verification forms will be attached to this letter. They will also be posted on our website in the near future.**The following documents will be located at this site[: https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-wellness/national-school-lunch-program](file:///%5C%5Cgranite.nhroot.int%5Cshared%5Cdoe%5CDOPS%5CBNP%5CFoodData%5CVERIFICATION%20FORMS%5C2021%20verification%20forms%5C%3A%20https%3A%5Cwww.education.nh.gov%5Cwho-we-are%5Cdivision-of-learner-support%5Cbureau-of-student-wellness%5Cnational-school-lunch-program).

* Verification Effort Plan of Action Form – **MUST be sent to the State Agency by October 15, 2020**
* Verification Packet Timeline
* Notification of Selection – Forms sent home to households
	+ Letter to Households**\***
	+ Social Security Office Statement Form
	+ Employer Statement of Earnings Form

***\*Please note: the SAU must provide the household a Toll Free telephone number. If a Toll Free telephone number is not provided, the SAU may choose to allow the households to reverse the charges if any households in the SAU are outside the local calling area. The SAU may also provide different telephone numbers for each local calling area within the SAU.***

* Food Stamp /SNAP or TANF Number Director Verification Form
* Verification Letter of Results to Households
* Verification Results and Adverse Action
* SFA Verification Summary Report and Instructions

Section 105 of the Reauthorization Act amends the verification provisions in section 9(b)(3) of the Richard B. Russell Act. The date for determining sample size is **October 1**, **2020,** and the deadline for completion of verification is **November 15, 2020.**

 If a School Food Authority (SFA) cannot meet the November 15 deadline, an extension waiver to complete the process may be granted when completing the ***Verification Effort Plan of Action Form***. If the extension waiver is approved by the State Agency, the completion for the verification effort process must be **December 15, 2020**. All waiver requests must include the date when completion will occur, the reason the request has been made and the person responsible for completion.

**By October 15, 2020**, please return the completed *Verification Effort Plan of Action Form* to Jane Levesque at jane.levesque@doe.nh.gov .

For further assistance, contact the Office of Nutrition Programs and Services at 271-3862.

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(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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