



**Frank Edelblut**  
Commissioner

**Christine M. Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
25 Hall Street  
Concord, NH 03301  
TEL. (603) 271-3495

Please forward the attached documents  
to your Verification Official and Business  
Administrator.

Thank you.

---

PLEASE NOTE:

THE SCHOOL FOOD AUTHORITY (SFA)  
VERIFICATION SUMMARY REPORT  
MUST BE COMPLETED ON-LINE BY THE  
DESIGNATED SFA VERIFICATION OFFICIAL



**Frank Edelblut**  
Commissioner

**Christine M. Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
25 Hall Street  
Concord, NH 03301  
TEL. (603) 271-3495

TO: New Hampshire School Food Authorities (SFA)  
FROM: Madeline Parker, MS, RD, LD – Child Nutrition Programs Operations Manager  
DATE: September 19<sup>th</sup>, 2024  
RE: On-line USDA Free and Reduced-Price School Meals Application Verification Packet

School Food Authorities (SFAs) 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 are posted on our website under the NSLP > Verification link.**

The following documents will be located at this site: [National School Lunch Program | Department of Education \(nh.gov\)](https://www.nh.gov/education/nslp).

- Verification Effort Plan of Action Form – **MUST be sent to the State Agency by October 15, 2024**
- Verification 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 SFA must provide the household a Toll-Free telephone number. If a Toll-Free telephone number is not provided, the SFA may choose to allow the households to reverse the charges if any households in the SFA are outside the local calling area. The SFA may also provide different telephone numbers for each local calling area within the SFA.*

- 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, 2024**, and the deadline for completion of verification is **November 15, 2024**.

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, 2023**. 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, 2024**, please return the completed *Verification Effort Plan of Action Form* to **Madeline Parker** at [Madeline.R.Parker@doe.nh.gov](mailto:Madeline.R.Parker@doe.nh.gov)

For further assistance, contact **Madeline Parker** at **603-271-3862** or **603-406-4305**.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.