

VERIFICATION TIMELINE

Resource: [Eligibility Manual for Schools Meals, July 2017](#): Section 6 – Verification (pages 96 - 117)

October

By 10/15/24:

1. Submit the **Verification Effort Plan of Action** form to the Office of Nutrition Programs and Services.

By 10/1/24:

1. Pick the pool of free and reduced-price school meals income applications **FROM THE ENTIRE SAU** for verification based on the **STANDARD SAMPLE SIZE - ERROR PRONE**. (See definition of Standard Sample Size – Error Prone in the *Eligibility Manual for School Meals, July 2017*; page 101.)
2. Send the following documents to the household:
 - a. Notification of Selection and Verification of Information Form
 - b. Letter to the Employer (Statement of Earnings)
 - c. Letter to Social Security Office (Verification Social Security Statement)

Link to Verification Materials: [National School Lunch Program | Department of Education \(nh.gov\)](#)

November

By 11/15/24:

1. Complete the verification effort on free and reduced-price school meals income applications unless a waiver was requested and **approved** by the State Agency.
2. Send Notice to Households of Approval/Denial of Benefits after the free and reduced-price school meals income application verification effort is complete.
3. Make sure all completed verification documents are saved. **Note:** All free and reduced-price school meals income application documentation and school worksheet information must be retained on file for three (3) years plus current year.

December

By 12/15/24:

1. If a waiver was approved by the State Agency, complete the verification effort on free and reduced-price school meals income applications.
2. Send Notice to Households of Approval/Denial of Benefits after the free and reduced-price school meals income application verification effort is complete.
3. Make sure all completed verification documents are saved. **Note:** All free and reduced-price school meals income application documentation and school worksheet information must be retained on file for three (3) years plus current year.

By 12/31/24:

1. Complete the FNS-742 on-line *School Food Authority (SFA) Verification Summary Report* (one per SAU) into the Office of Nutrition Programs and Services computer web application/claiming system. **Failure to complete this report on time may result in delayed payment of claims for reimbursement.**

This institution is an equal opportunity provider

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