

# *OSPI School Meal Programs Reference Sheet*

## Verification

Verification is the confirmation of current eligibility for free and reduced-price meals under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Verification is **only** required when eligibility has been approved through the application process (not directly certified students).

## Requirements

- ✓ Local Education Agencies (LEAs) must annually verify eligibility of children from a sample of household applications approved for free and reduced-price meal benefits.
- ✓ LEAs must complete the annual verification process by November 15.
- ✓ The Verification Summary Report must be submitted annually to OSPI CNS by February 1.

## Process

**Step 1.** Count sorted applications on October 1.

- Number of applications approved as free and number of applications approved as reduced-price.

**Step 2.** Determine sampling method (based on previous year's non-response rate).

- LEAs with  $\geq 20\%$  non-response rate = use 3% Focused Method.
- LEAs with  $< 20\%$  non-response rate = choose 3% Random Method, 3% Focused Method OR 1%+  $\frac{1}{2}\%$  Focused Method.

**Step 3.** Select applications and conduct Second Party Confirmation Review (to determine accuracy of the initial approval of eligibility).

- Confirmation Review must be conducted by someone other than the Approving Official.
- LEAs with an automated application system may apply for a waiver of the confirmation review.



Application is	Confirmed as	What to do next
Free	Free	Continue with verification process.
Reduced	Reduced	Continue with verification process.
Reduced	Free	Increase benefit immediately. Notify household. Continue with Verification process.
Free	Reduced	Do no change. Continue with verification process.
Free or Reduced	Paid	Notify household. Do not verify. Select another application.

**Step 4.** Notify household(s) with 10-day response due date.

- Send 2nd notice to non-responding households (includes second 10-day response due date and notice of termination of benefits for failure to respond).

**Step 5.** Review submitted household documents.

**Step 6.** Determine results of verification and apply action as necessary.

- Send notice of Adverse Action to households as applicable.

**Step 7.** Complete Verification Summary Report in Washington Integrated Nutrition System (WINS) by February 1.

- Includes count of number of students approved as free or reduced price eligible based on household size and income on **last operating day of October**.

## Reference

- [USDA Eligibility Manual for School Meals](#)

## Resources

- [Meal Application and Verification webpage](#)

## Acronym Reference

- EDS – Education Data System
- LEA – Local Education Agency
- NSLP – National School Lunch Program
- OSPI – Office of Superintendent of Public Instruction
- SBP – School Breakfast Program
- USDA – United States Department of Agriculture