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## VERIFICATION PROCESS (NSD-W027)

Sacramento City Unified School District

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The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 1.0 SCOPE:

- 1.1 This work instruction ensures confirmation of appropriate eligibility for Free or Reduced Price benefits under the National School Lunch Program (NSLP) or School Breakfast Program (SBP).

### 2.0 RESPONSIBILITY:

- 2.1 Supervisor I

### 3.0 APPROVAL AUTHORITY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 3.1 Director of Nutrition Services

### 4.0 DEFINITIONS:

- 4.1 National School Lunch Program (NSLP) and the School Breakfast Program (SBP) – Programs designed to provide the nation’s children with nutritious meals and, at the same time encourage the use of domestic agricultural commodities.
- 4.2 Direct Certification – The Sacramento City Unified School District obtains documentation from the Sacramento City Department of Human Assistance re children who are members of households currently certified to receive foodstamps or CalWorks benefits. These children are considered “directly certified” as qualifying for meals at no charge.
- 4.3 FDPIR – Food Distribution Program on Indian Reservations
- 4.4 CalWORKs – California Work Opportunity and Responsibility to Kids (formerly known as AFDC)
- 4.5 October Paper Count – The count of applications received by the end of October in which each application is counted and documented by eligibility for Free, Reduced Price or Paid meals, as well as according to eligibility type (for example, CalWorks vs income). This count is the basis on which sites are determined to qualify as Provision Two sites (all children eat meals at no charge, regardless of family income).
- 4.6 Error Prone – Applications processed by income, in which the family’s stated income falls within \$100.00 below the free or reduced-price income eligibility limits.

### 5.0 Work Instructions:

- 5.1 Following the guidelines of “Verification of Eligibility for School Meals”, Part 9 of the Eligibility Guidelines for School Meals Manual, confirmation of eligibility is determined.
- 5.2 The Nutrition Services Department of the SCUSD uses the “error-prone sampling method” of confirming eligibility.
  - 5.2.1 Three percent of all approved, “error prone” applications received in the District as of October 1.
- 5.3 Verification must include confirmation of income eligibility or confirmation that the child is a member of a household currently certified to receive Foodstamps, FDPIR or CalWORKs benefits.

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- 5.3.1 Verification may include confirmation of any other information required on the application.
- 5.3.2 Any site attempting to certify or recertify as a Provision Two site (on "Base Year") must be included in the verification process.
- 5.3.3 Following the guidelines in the Eligibility Guidelines for School Meals Manual:
  - 5.3.3.1 A number of applications are selected for verification.
  - 5.3.3.2 The families of the children whose names appear on the applications are notified that they have been selected to participate in the process.
  - 5.3.3.3 The families are notified as to what documentation is required to verify eligibility for Free or Reduced Price meals.
  - 5.3.3.4 Return data is collated for review.
  - 5.3.3.5 The results of the verification process are calculated.
  - 5.3.3.6 If the eligibility status of a child's application is changed as a result of the verification process, the family is notified of that change.
  - 5.3.3.7 If the eligibility status of a child's application is changed as the result of the verification process, the e-Office system at the school site is modified to reflect that change.
- 5.6 The final eligibility status of each child/family must be reported to CDE by the date specified by CDE regulations.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 "Verification of Eligibility for School Meals", Part 9 of the Eligibility Guidelines for School Meals Manual.
- 6.2 "Visiting Reauthorization Training", Module 3, Verification, 2006.
- 6.3 Applications for Free or Reduced Price Meals.

### 7.0 RECORD RETENTION TABLE:

| <b><u>Identification</u></b>  | <b><u>Storage</u></b> | <b><u>Retention</u></b>                              | <b><u>Disposition</u></b> | <b><u>Protection</u></b>          |
|---|-----------------------|--|---------------------------|-----------------------------------|
| Applications for Free and Reduced Price Meals and Verification Data                           | Nutrition Office      | Three years plus current                             | Discard as desired        | Nutrition Services Personnel only |
| Applications for Free and Reduced Price Meals and Verification Data for Provision Two Schools | Nutrition Office      | Until site undergoes recertification or verification | Discard as desired        | Nutrition Services Personnel only |

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**8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u>  |
|--------------|-------------|--|
| 12/14/07     | A           | Initial Release.   |
| 4/2/08       | B           | Updated per current regulations – Use of the error-prone method of verification included; changed descriptor to “work instruction” in 1.1. |

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