



Verification Deadline Extension Request Form

If the Local Educational Agency (LEA) has extenuating circumstances and is unable to complete the household verification process by November 15, the LEA must request an extension to this deadline. Extensions may be approved up to December 15 of the current school year by OPI-School Nutrition Programs. Extension requests beyond December 15 must be submitted by OPI to the USDA for approval.

Verification Extension

Date requesting an extension to _____

Explain the circumstances or reasons why the verification process was not completed by the November 15th deadline.

Corrective Action

In the event the determining official is unable to conduct verification, who is assigned as alternate?

Explain actions to be taken to assure completion of the November 15th deadline for next school year.

I understand that verification activities must be completed and submitted to OPI by November 15.

Administrative or Authorized Representative

Date

Title

LEA/District

Submit this completed form to:

Office of Public Instruction, School Nutrition Programs,
PO Box 202501, Helena, MT 59620
Or fax to (406) 444-1488
Contact School Nutrition Programs at 406-444-4413