

School Nutrition Programs: Free & Reduced-Price Verification Instructions SY23-24

Verification is the process by which schools confirm the eligibility of a sample of approved free and reduced-price meal applications. Schools will report the verification results and October eligibility data on the School Food Authority (SFA) Verification Collection Report in [MAPS](#) (under the 'Application' menu). Please carefully read through these instructions to ensure reporting accuracy. Additional instructions can be found in the [USDA's Eligibility Manual](#).

Important Verification Dates:

October 1	(1) Record Oct 1 st Application Counts (2) Calculate Sample Size (3) Send Household Notification Letters
October 31	Record Student Counts as of October 31 (section 4 column B).
November 15	Deadline to collect household documentation/complete the verification process.
November 30	Submit Verification Report in MAPS starting Nov 1. Report Deadline November 30.

October 1 (1) Record Application Counts (2) Calculate Sample Size (3) Send Household Notification Letters

Section 4 Column A - Record the categories of applications on file as of October 1st to determine the pool of applications subject to verification

Student counts (column B) will be captured as of October 31.

4-1 Tip: Categorically Free Eligible – Record the number of categorically free applications (SNAP, TANF, FDPIR or Foster Care categories) only if NOT Directly Certified from DCA and therefore included in the pool subject to verification. Applications confirmed as directly certified must be counted in Section 3 only as proof of their eligibility source program has already been confirmed and therefore not subject to verification. Do not duplicate counts. Direct Certification supersedes a paper application and SNAP-direct certs are given top preference.

3% Sample Size – Calculate the Number of Applications to Verify

The applications listed in section 4 are subject to verification because proof of eligibility has NOT been established.

- Total the number of **applications** in section 4, column A.
 - This is the number of applications in the pool subject to the verification process.
- Multiply the total number of applications in section 4 by .03 (3%).
 - Round all decimals up to the next whole number.**
 - This calculation equals the number of applications you will need to verify.

3% Calculation - Example

Approved Applications
as of Oct 1st

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**	A. Number of Applications
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)	1
		4-2: Approved as FREE eligible: Based on household size and income information	24
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	17

Total number of Applications in section 4 (Column A) multiplied by 3% =

In this example 2 applications should be randomly selected for the verification process

$$\begin{aligned}
 &42 \\
 &\times 00.03 (3\%) \\
 &= 1.26 (2) \text{ (round all decimals up)}
 \end{aligned}$$

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Nov 30 Submit Verification Report in MAPS System

Submit the SFA Verification Collection Report online through [MAPS](#). The electronic Verification Report will be available in MAPS November 1st-30th. Paper Versions Will Not Be Accepted. The [PDF/paper version of the form](#) is available as a worksheet only.

Locate the Verification Report in MAPS:

1. Select the 'Application' menu
2. Then click on the 'Verification Report'

The screenshot shows the 'School Nutrition Programs' interface with the 'Applications' menu highlighted. Below the menu is a table with the following items:

Item	Description
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
FFVP Grants	Fresh Fruit and Vegetable Grants
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Site Enrollment	Site Student Enrollment and Free/Reduced Eligibility from October Claim
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Document Library	Library containing downloadable documents and urls

3. Click **Modify** Next to SY 2023-2024

The screenshot shows the 'Verification Report' page for 'Happy Trails K-12 Schools'. It includes the following information:

8801 Status: Active
Happy Trails K-12 Schools
 DBA: Peaceful County Treasurer
 555 406th Street
 Happy Valley, MT 59999
 Type of Agency: Educational Institution
 Type of SNP Organization: Public

Action	School Year	Received Date	Status
Modify	2022 - 2023		Not Started
View	2021 - 2022	03/15/2022	Submitted
View	2020 - 2021	03/15/2021	Submitted
View	2019 - 2020	01/24/2020	Submitted
View	2018 - 2019	11/28/2018	Submitted

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4. Fill out all applicable fields
5. Click **Save** at the bottom of the form when done.

The screenshot shows a web application interface for 'School Nutrition Programs' with a 'MONTANA Agreement and Payment System' logo. The navigation bar includes 'Applications', 'Claims', 'Compliance', 'Reports', 'My Training', and 'Search'. The breadcrumb trail is 'Applications > Verification Report >'. The main heading is 'SFA Verification Collection Report For School Year: 2022 - 2023'. Below this, a text box contains the following information: '8801 Status: Active', 'Happy Trails K-12 Schools', 'DBA: Peaceful County Treasurer', '555 406th Street', 'Happy Valley, MT 59999', 'Type of Agency: Educational Institution', and 'Type of SNP Organization: Public'. A section titled 'General Information' shows 'Type of Organization: Public'. The 'Verification Contact Information' section includes: 1. Name: Salutation (Mrs.), First Name (Jane), Last Name (Doe); 2. Email Address: doe@happytrails.k12.mt.us; 3. Phone: (406) 555-5555, Ext: (empty), Fax: (406) 555-5555; 4. Title: Administrative Assistant. The 'Due Date: November 30, 2022' is displayed. An 'Instructions' section is present but empty. At the bottom, there are 'Save' and 'Cancel' buttons and a 'VIEW | MODIFY' link.

MAPS Online Verification Form Features

The system pre-fills some of the items for you such as the number of directly certified students auto-populates a count from the [DCA system](#). Edit checks have been incorporated into the MAPS Verification Report form to prompt correction of errors.

Contact Alie Wolf at aliew@mt.gov or (406) 459-5394 with any further verification questions.

This institution is an equal opportunity provider.