

Verification Application Activity Tracker

For School Use - Keep on file



Attach to each application selected for verification with a copy of all correspondence from household regarding verification and a copy of documents received from the household. This form is an optional tool to assist with your verification procedures.

Name of Household _____

Number of Students _____

Preliminary Reviewer Signature

Date Pre-Review Completed

(A person other than the determining official must check the application pulled for verification to ensure that it was originally determined correctly before the verification process can proceed.)

Date Verification Notice Letter Sent _____

Date Response Due _____

Following up with Non-Responding Households (Required for Non-Responders or N/A):

Method used to follow up with non-responding households

Date

Original Approval was:

Free Categorical Eligible based on SNAP, TANF or FDPIR case number submitted on application or Foster Care (Do not include or verify Directly Certified SNAP Report participants)

Free Eligible Based on Income/Household Size Information

Reduced-Price Eligible

Verification Results (Document the calculations and frequency of income or agency contact on this page):

No Change

Free Categorical Eligible Based on SNAP/TANF/FDPIR/Foster Care proof of participation by agency contact or SNAP Report _____

Free Eligible Based on Income/Household Size Information _____

Reduced-Price Eligible Based on Income/Household Size Information _____

Paid Eligible Based on Income/Household Size _____

Paid Eligible Based on SNAP/TANF/FDPIR Agency Response _____

Paid Eligible due to Household Not Responding (document method of follow up above)

Date Notice of Verification Results Letter Sent _____

Determining Official Signature

Date Verification Completed

(Summary of Verification due by Nov 15)