

**Verification Report - see Instructions on the reverse side**

1. LEA # (see on-line agreement)		<b>Mail to:</b> Child Nutrition Programs Vermont Department of Education 120 State Street Montpelier, VT 05620
2. SFA/School/School District Name (see on-line agreement)		
3. Type of SFA	<input type="checkbox"/> Public <input type="checkbox"/> RCCI, with no day students* <input type="checkbox"/> Provision 2* <input type="checkbox"/> Private <input type="checkbox"/> RCCI, with day students <input type="checkbox"/> Non-Pricing*	
4. School Year	<b>2010 - 2011</b>	

PART 1 - New School year Enrollment, Application, and Eligibility Information as of October 1				PART 2 - Results of Verification							
5. Number of <b>schools</b> in this SFA operating a lunch and/or breakfast program				9. Check <b>Which Type of Verification Method Used</b> (see Verification Materials ) <input type="checkbox"/> <b>Basic Method:</b> 3% of 10/11 approved/error prone applications, received as of Oct. 1 OR <input type="checkbox"/> <b>Alternate Method:</b> Application Selection was: <input type="checkbox"/> Random <b>or</b> <input type="checkbox"/> Focused							
6. Number of <b>students</b> enrolled in these schools that have access to the lunch and/or breakfast program				<b>STEP 1. WHAT TYPES OF APPLICATIONS DID YOU VERIFY?</b> →		<b>A. FREE Categorically Eligible</b> based on enrollment w/ Case # for Reach Up or 3SquaresVT/Food Stamps		<b>B. FREE Based on Income</b> and household size		<b>C. REDUCED Price Eligible</b>	
		# of Applications	# of Students	<b>STEP 2. WHAT WAS THE RESULT?</b> ↓		# Apps	# Students	# Apps	# Students	# Apps	# Students
7-a	<b># DIRECTLY CERTIFIED STUDENTS</b> who are approved as free, who are NOT SUBJECT to Verification, runaway and homeless youth, federal Head Start list, migrant list, residential students (RCCIs) and non-applicants certified by local officials.		_____	<b>10. Responded, No Change</b> (column a. on Roster)							
				<b>11. Responded, Changed to Free</b> (column b. on Roster)							
7-b	<b># approved as FREE</b> Based On 3SquaresVT/Food Stamps or Reach Up Case Numbers, submitted on an application <b>CATEGORICALLY ELIGIBLE</b>	_____	_____	<b>12. Responded, Changed to Reduced</b> (column c. on Roster)							
7-c	<b># approved as FREE</b> Based On Income/household size	_____	_____	<b>13. Responded, Changed to Paid</b> (column d. on Roster)							
7.	<b>TOTAL FREE</b>	_____	_____	<b>14. Did not respond and benefits were terminated</b> (column e. on Roster)							
8. Total # Applications & Students <b>REDUCED PRICE Eligible</b>		_____	_____								

(rev 8/10)

Print Name of Person completing form: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

#	Instruction	#	Instruction	Comments
1.	List the SFA's LEA# (The LEA # can be found in the LEA on-line application/agreement.)	7-a	Enter the number of students eligible for free meals based only on <b>Direct Certification</b> from your master lists. (include 3SquaresVT, Migrant, Runaway, Homeless Youth, and Head Start)	Do not include students whose current eligibility is based on approval made last year and carried over to this year.
		7-b	In the first block & column, enter <b>the number of applications approved as FREE</b> based on a 3SquaresVT or Reach Up case number submitted on an application (i.e. <b>Categorically eligible</b> ).  In the second block & column, enter <b>the number of students on the applications approved as FREE, Categorically eligible</b> .	Since there is probably more than one student listed on some applications, the number of students will be at least the same as and probably greater than the number of applications you report in block 7-b.
2.	Enter the LEA's/School's full name. (The LEA name can be found in the LEA on-line application/agreement.)	7-c	In the first block & column, report <b>the number of applications approved as free based on income</b> .  In the second block & column, enter <b>the number of students</b> that were approved as <b>free based on income</b> .	Since there is probably more than one student listed on some applications, the number of students will be at least the same and probably greater than the number of applications you report in block 7-c.  <b>NOTE: FOSTER CHILDREN</b> and their applications are counted in this block.
3.	Check appropriate box(es). <b>*Provision 2 schools, non-pricing schools, and RCCIs with no day students</b> are exempt from verification. Report only school and enrollment information in sections 5 and 6.	7	Enter the <b>total number</b> of applications for <b>free meals</b> approved for this school by October 1. The number in block 7 must equal the total of <b>7-a + 7-b + 7-c</b> .	Do not include students whose current eligibility is based on approval made last year and carried over to this year.
4.	School Year: Already filled in for you	8.	In the first block & column enter the <b>number of applications</b> approved for <b>reduced price</b> .  In the second block enter the <b>number of students</b> that were on the applications approved for <b>reduced price meals</b> .	Do not include students whose current eligibility is based on approval made last year and carried over to this year. Since there may be more than one student listed on some applications, the number of students will be at least the same and probably greater than the number of applications you report in block 8.
5.	Enter the number of schools (sites) in the SFA that participate in the school breakfast and/or school lunch program	9.	Check verification method used.	The worksheet in the Vermont Appendix explains these terms.
6.	Enter the total enrollment of students who have access to the breakfast and/or lunch programs at the sites reported in Block 5.	10. to 14.	In these blocks report the outcome for each application verified.  In the first block of the columns, enter the number of applications that were verified in that category. In the second block, indicate the number of students who were on the applications whose benefits were affected.	Find the column for the category or basis on which the application was originally approved for each application that was verified (i.e. was the application free based on income, etc.) Then find the Verification outcome for each application (i.e. there was no change, there was a change from free to reduced, etc.) Use your Verification Roster to determine results for each application.