**Verification Roster or Log (SFA Worksheet – do not submit to Child Nutrition Programs)**

**SFA**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Year 2018-2019 Page \_\_\_\_ of \_\_\_\_**

**Directions:** Once the sample of applications has been determined, enter the application number and the names of the students listed on the applications that were chosen for verification. For **Application Type**, enter “**C**” for **categorical**, “**F**” for **free by income** or “**R**” for **reduced**. Enter dates for each activity identified and simply check the appropriate column under “Results” and “Reasons.”

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| **Application Number** | **Name of Student** | **Application Type** | **Date(s)** | | | | | | **Results of Verification** | | | | **Reasons for Change** | | | |
| **Selected and Notice Sent** | **Response Due** | **Follow-Up** | **Income information verified** | **Terminated** | **Results sent to parent** | **a.**  **No change** | **b.**  **Changed to Free** | **c.**  **Changed to Reduced** | **d.**  **Changed to paid** | **e.**  **No response** | **Not currently**  **enrolled**  **in**  **3SquaresVT or RU** | **Income too high** | **Other** |
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**Form Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_