



Mississippi Department of Education
Tom Burnham, Ed. D. • State Superintendent of Education
Lynn J. House, Ph. D. • Deputy State Superintendent
Office of Instructional Enhancement and Internal Operations
Scott Clements • Director
Office of Child Nutrition • Phone: 601-576-5000 • Fax: 601-354-7595

Memorandum

Date: January 4, 2012

To: All Local Education Agencies (LEA's)
All School Food Service Administrators

From: *JL* Lenora Phillips, Director
Division of Technical Assistance

Subject: 2011/2012 Verification District Summary Report

Verification must be completed annually for all Local Education Agencies (LEA's). The sample must be drawn from error prone applications on file as of October 1st and be completed by November 15th. Error prone is defined as those applications within \$100.00 per month of applicable Income Eligibility Guidelines. Results of verification activities must be submitted to the State Agency no later than February 15, 2012.

RCCIs are not required to complete verification, however, you must complete item 4 – 1 and return the enclosed form.

Enclosed is a copy of the report, instructions and summary worksheet. This information is also available on our website at www.healthyschoolsms.org/nutritionservices/. Additional information concerning verification can be found in the Eligibility Guidance for School Meals, October 20, 2011. Thank you for your timely response.

If you have any questions or need additional information, please contact your Program Specialist at (601) 576-4955.

Enclosure

LP/sw
12-06-CN

"Quality Education for Every Child"

500 Greymont Avenue, Suite F • P.O. Box 771 • Jackson, MS 39205-0771

INSTRUCTIONS FOR THE SCHOOL FOOD AUTHORITY VERIFICATION SUMMARY REPORT

Sample Pool means the total number of applications approved as of October 1st.

Sample Size means the number of applications subject to verification.

SFA ID# State Agency Completes
SFA Name School District or Organization
TYPE Place an X in Public or Private Box
School Year Enter 2011 - 2012

Note: You must enter a number in every box. List "0" if applicable. Exception-grayed out boxes require no answer.

I. Enrollment, Application and Eligibility Information (Pre-Verification)

1. Self Explanatory
2. Number of school sites and RCCI (Residential Child Care Institution) operating the NSLP and/or SBP. Please complete both columns. **If you do not have provision sites, enter "0" in column B.**

Column A: List the number of **school sites** or **RCCI's** in your district that serve lunch and/or breakfast.

Column B: List the number of Provision 2 or 3 **school sites** that serve lunch and/or breakfast. If this is your base year (you collected and processed applications from students), enter "0" in column B.

3. List the total number of enrolled **students** that have access to the school lunch program, (or the breakfast program if the school serves breakfast only) as of October 1st (Total number of free, reduced and paid students).

Column A: List all enrolled students.

Column B: List all students enrolled in a provision school, not operating a base year. If this is your base year, enter "0" in column B.

4. **Total FREE ELIGIBLE reported - Column A:** List the total number of approved free **students** in your district as of October 1st.

4-1:

Column A: List the free **students** that are not subject to Verification. (direct certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials).

4-2:

Column A: List the number of free students whose eligibility was based on SNAP/TANF/FDPIR.

Column B: List the number of free applications whose approval was based on SNAP/TANF/FDPIR.

4-3:

Column A: List the number of free students whose eligibility was based on INCOME.

Column B: List the number of free applications whose eligibility was based on INCOME.

4-4:

Column A: List the number of free students reported for Provision 2/3 schools not operating in a base year—use the October claim adjusted free eligibles.

Please enter “0” if there are no Provision schools in your district.

All columns should total the number listed in Total Eligible free reported.

5. Total REDCED PRICE ELIGIBLE reported.

Column A: List the number of reduced students as of October 1st.

Column B: List the number of reduced applications as of October 1st.

5-1:

Column A: List the number of reduced students reported for any Provision 2/3 schools not operating in a base year—use the October claim adjusted reduced eligibles.

Please enter “0” if there are no Provision schools in your district.

II. Results of Verification, by Application Type

6. Type of Verification Used—Mark one of four choices (See Eligibility Guidance for School Meals Manual, October 2011, for selection types)

Note: Items 7 through 11 are required and are reported as of the date you completed the verification process. Item 12 is optional and is reported as of January 27th.

7. No Change.

8. Responded, changed to free.

9. Responded, changed to reduced price.

10. Responded, changed to paid.

11. Did not respond.

12. Reapplied and Reapproved on or before Feb. 15th.

Column A: The number of free eligible applications and students in the sample pool that were approved based on SNAP/TANF/FDPIR. Answer according to the verification results as identified in numbers 7-11.

Column B: The number of free eligible applications and students in the sample pool approved based on INCOME according to results as identified in number 7-11.

Column C: The number of reduce eligible students in the sample pool according to results as identified in numbers 7-11.