

# v2.6.4 Verification Process Overview



**This information is an overview of the Verification process and is not intended to replace the WinSNAP online help documentation.**

## Verification selection needed for USDA compliance

'Error Prone' is the USDA required method of defining the sample size for verification. Although a district can still perform a focused or random sample, they must get permission to do so.

NOTE: An error prone application is defined as an income-based application where the income level is within \$100 of the monthly guideline or \$1200 of the annual guideline amount.

The 'Error Prone' sample size is defined as 3% or 3000 (which ever is less) of all approved applications selected first from error prone applications, with the remainder chosen randomly. WinSNAP defaults the categorically approved to be selected to 0.0 percent and the income approved taken from error prone to be 3.0 percent.

NOTE: Categorically eligible is a term that refers to an applicant for free or reduced meals who is eligible for said benefit based upon a category to which the applicant belongs. Examples of these categories, as defined by the USDA, include food stamp, TANF, or FDPIR recipient or a person classified as homeless, runaway or migrant.

If a customer would like to perform the 'old' focused selection, they will change the percentages to 0.5 and 1.0.

It should be noted that the 'Error Prone' sample size could still select categorically approved applications because the random selection used to complete the sample size is random among all approved applications.

Verification selection must occur on Oct. 1 and non-complying applications will expire on Nov. 15, the dates on the Verification screen default accordingly.

### ***Import change in version 2.6.4 regarding a Verification Status of No Response/Expiration Date***

In v2.6.4 there is a new application defaults setting that allows districts to determine if a delay in benefits applies to applications marked as 'No Response' due to verification.

A secondary question has been added to EZViews | Setup | District | Meal Application Defaults | Question #5: "Apply this delay to a change in benefits due to a 'No Response' to Verification?"

Check the box (signifying Yes) for the setting if your district allows No Response to verification applications an additional number of days beyond the end of the verification period before expiring.

Do not check the box (signifying No) for the setting if your district requires No Response to verification applications to expire immediately at the end of the verification period (November 15<sup>th</sup>).

The new setting defaults to unchecked (no).

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- Create a folder called “Verification 2009” on your computer or on a network drive to store verification backups and exported reports.
- Print an Application Exceptions report and select ‘Yes’ to include Notes. Find and fix any applications that do not have valid exceptions.
- Print a Pre-Verification Readiness report – This report will provide the details needed to make the process of reconciling numbers on the Customer and Application reports with the Pre-Verification Summary Report easier.

For more information on how to use this report, reference the “Reconciling Customer Reports and Application Reports with the Pre-Verification Summary Report” located under the 2.6.4 documentation section of SL-TECH’s Support Center. (<http://support2.sl-tech.net/SupportCenter/indexdocumentation.asp> )

- Print the Application List report with a selected Group of ‘All’ for all applications. Print a second Application List report with a selected Group of ‘Error Prone’ for a report listing only error prone applications. Export the report to a .pdf document and save it in your verification folder.
- Print a Customer Statistics report for the date of Oct 1  
**NOTE: If the report displays no data you will need to execute the scheduled task “CusSTATS” or “CustStatsbyGrade”. Please contact Technical Support if these tasks are not available.**
- Print the Pre-Verification Summary report. Export the report to a .pdf document and save it in your verification folder.
- Make a “SQL” backup and name it something like “COBackup-PreVerifSelection-10-01-2009.bak”, this backup will be used should a restore be required. (Have your district’s IT personnel help in creating the backup if necessary).
- Select and apply your verification sample  
**NOTE: Enter a beginning date of before the first application for the current year was processed, ending date should be 10/1 of the current year.**
- On the Verification Status Tab review the applications that have been selected for verification. **NOTE: The counts for the number of F/R applications on file on this screen are as of the current date, if you view this information on a date after you select verification, the counts will most likely be different. Take a screenshot of the current information to print and place with your verification information. You should also save the screenshot in your verification folder.**
- Review the text for the notification letters and attachments, the documents can be found in the Program Files\Common Files\WinSNAP\2 folder, the documents can be edited to meet district specific needs. **NOTE: In order to edit the documents, MS-Word must be installed.**
- Print the Verification Attachments and make copies to send to each household selected for verification.

- Print the Notification Letters, the letters print one per application. When prompted select 'No' to changing the verification status to 'Notified' (this allows labels to be printed)  
**NOTE: The 'documents due' date is the date you require the information to be returned by (usually 10 to 15 days).**
- Optional: Print Notification Info Labels and Notification Mailing labels. Labels print one per application/household.
- After all Notification Letters and Labels have been printed successfully change the Verification Status for the selected applications to Notified. This can be accomplished by viewing the letters or labels once again, and answering 'Yes' to change the verification status to 'Notified'.
- Print a Verification Summary Worksheet – Export the report to a .pdf document and save it in your verification folder.
- Print the Verification Results Report – This document reports the number of applications on file at each site and the number of applications selected for verification. Export the report to a .pdf document and save it in your verification folder.
- Print the Verification Customer List Report – This report lists the customers attached to selected applications. Export the report to a .pdf document and save it in your verification folder.
- Confirm Eligibility Status - As information is returned, edit the existing application with the verified information (income, family size etc). If the verified information is the same that is already on the application, enter this information into the Application | Details 2 | Notes field, no other change is needed. When you save the application it will prompt you to set the verification status to 'Complied/Completed'.

**Note: If you first attempt to change the verification status to 'Complied/Completed' in the Verification | Status screen, the system will ask you if the application's information has been updated. If you answer 'No', the verification status will not be changed.**

- Print Verification Results Letters – This letter informs Parents of the result of the verification process. One letter will be generated per application and it will automatically explain the outcome of verification.

If there is a change in status, the letter will automatically display the reason for the change, for example: "No response to multiple requests for verification documents" or "Income Over Limit".

**NOTE: Inactive/Withdrawn students do not print on the Verification Results letter. In versions of WinSNAP prior to 2.5.1, this report was titled "Verification Expiration Letter".**

- Print Second Notification Letters - The USDA requires a second notification be sent to households that do not respond by the documents due date. A new report called "Second Notification Letters" has been added to the Verification report filter. This report is similar to the Notification Letter but has a different title and has the words "**Second and Final Notice**" in bold red letters under the application number. NOTE: The letters will generate for any application that has a Verification Status of 'Selected' or 'Notified'.

- If a Parent has not responded to the second notice by the expiration date the Verification Status will automatically be changed to 'No Response'.

If the district does not allow for a notification of change of benefits due to No Response to Verification the application and customer status will expire to Paid.

If the district allows for a notification of change of benefits due to No Response to Verification the application expiration date will automatically be updated to reflect the new date. The customer's status will remain at the 'pre-verification' status until this date, at which time the application and customer status will expire to Paid.

NOTE: The length of the notification period is determined by the setting in EZViews | Setup | District Meal Application Defaults, question #5 – “Number of calendar days to allow for notification of change in benefits”.

If the district has chosen to allow for notification of change in benefits due to No Response to Verification the second part of question #5 must be checked (signifying Yes): “Apply this delay to a change in benefits due to a 'No Response' to Verification?”

**If the household sends in a new application after the expiration date the verification of the Eligibility Information is still required by the USDA.**

- Print the Verification Results Letters for any application that has not yet been notified of the results.
- If a parent responds to the second notice AFTER the expiration date - Change the verification status to 'Response Post Verif.' via the EZ Views | Customer | Meal Application | Details 2 tab then update the application information as needed.  
**Note: The application type, income and family size fields on the application will not be accessible until the verification status is set to 'Response Post Verif.'**
- Print the Post Verification Summary report.
- Print the Post Verification Detail report.
- Complete the Verification Summary Worksheet.
- Fill out any district specific forms.