



## Verification Process Overview

The verification process done in the Winsnap/WebSMARTT program takes the total number of applications on file as of October 1<sup>st</sup> and multiplies that number by 3%. The verification selection consists of the following applications:

- Current year active applications
- Income type applications
- Categorical types (SNAP, TANF, Paid Income with Foster)

Directly Certified students are not subject to verification.

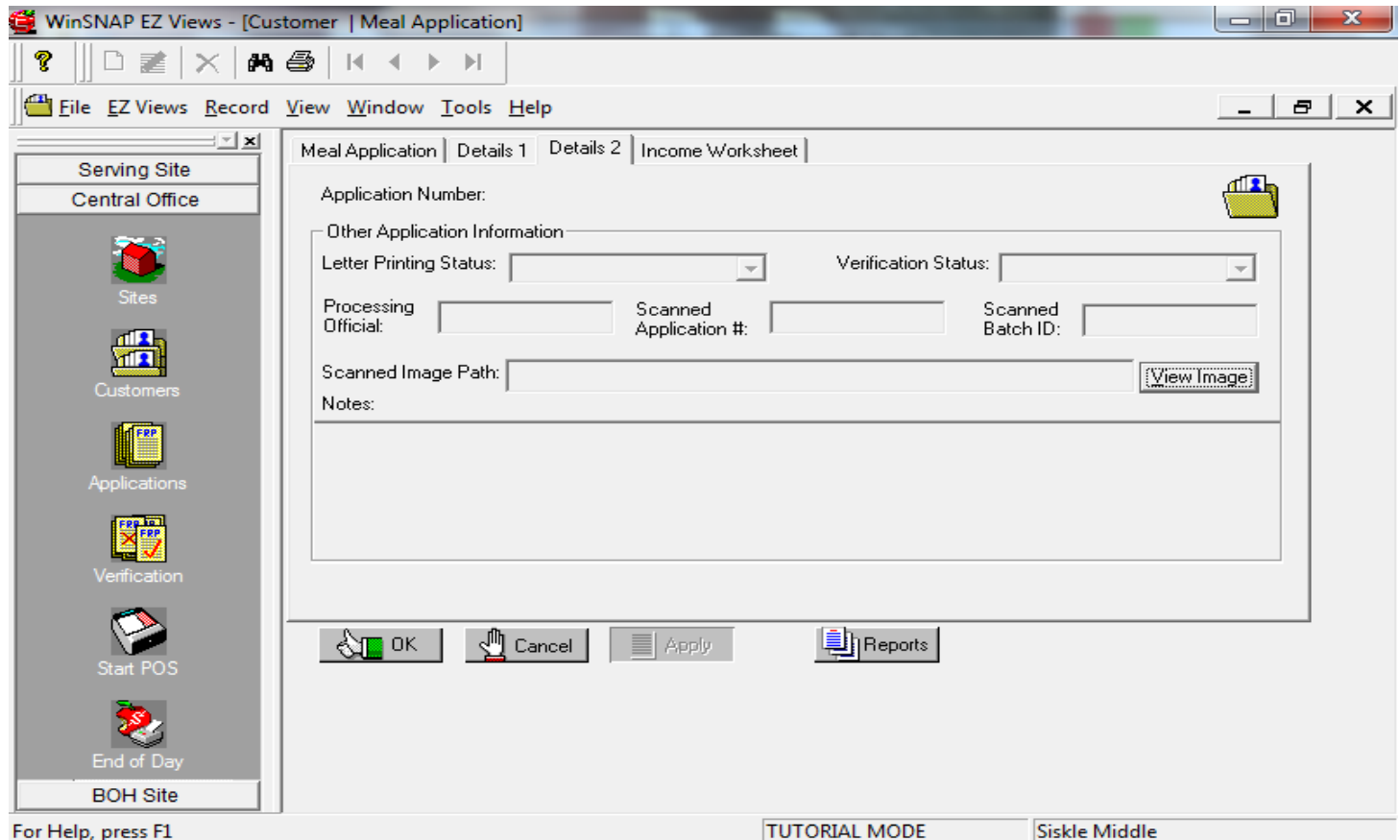
Error Prone is the standard method required by the USDA and is the default choice in the Winsnap/WebSMARTT program. This is the category to use. Random is not typically used and not recommended.

A screenshot of the WinSNAP EZ Views software interface. The window title is 'WinSNAP EZ Views - [Customer | Verification]'. The interface includes a menu bar (File, EZ Views, Record, View, Window, Tools, Help) and a toolbar. On the left is a navigation pane with icons for 'Serving Site', 'Central Office', 'Sites', 'Customers', 'Applications', 'Verification', 'Start POS', 'End of Day', and 'BOH Site'. The main area is titled 'Verification | Status |' and contains the following options:

- Choose the site(s) for which you wish to set the information in the window below.
  - All
  - Site Group Name: [dropdown]
  - Site Name: [dropdown]
- Sample Type:
  - Error Prone Sample (3% of total applications selected from error prone applications, with remainder chosen randomly)
    - [0.0] % of Categorically approved applications
    - [3.0] % of All applications selected from error prone
  - Random Sample (3% of all applications on file)
    - [3.0] % of All applications
- Only select Applications processed during this date range: [7/ 1/2014] to [10/ 1/2014]
- Expiration Date for Applications Selected for Verification: [11/15/2014]

At the bottom of the main area are buttons for 'OK', 'Cancel', 'Apply', and 'Reports'. The status bar at the bottom of the window displays 'For Help, press F1', 'TUTORIAL MODE', and 'Siskle Middle'.

We strongly suggest to always check to make sure that you have the correct number of applications selected for verification by taking your total number of applications on file and multiplying by 3%. If by chance you don't come up with the same number as the program you can just select the extra 1 or 2 applications manually. You do that by bringing up the customer record you want to select in the Meals Application EZ View and on the details 2 tab, use the edit pencil and in the box that states verification status just use the down arrow and choose selected. This will automatically place the student in the verification process status screen.



The verification process began on October 1<sup>st</sup> and all districts should have begun the process as of that date. All responses should be received by the district by the end date of November 15<sup>th</sup>. When responses are received it is important to change the verification status from selected to complied and completed for each student that was selected for verification. The verification results letters should be printed and 2<sup>nd</sup> notification letters should go out to any non-responders. If applicable print any status change letters.

When verification has been completed don't forget to save or print the post verification summary report and post verification detail report. Anyone on version 3.1.0 should print the verification for cause post verification summary report and verification for cause post verification detail report.

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