



## **VERIFICATION OF ELIGIBILITY (CHN-P006)**

Clarksville-Montgomery County School System

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### **1.0 SCOPE:**

- 1.1 This procedure outlines the verification of eligibility for free and reduced meals under the NSLP and SPB.

### **2.0 RESPONSIBILITY:**

- 2.1 Free and Reduced Coordinator

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer (CFO)

### **4.0 DEFINITIONS:**

- 4.1 Direct Certification: The simplified method of determining children's eligibility for free meals without having the family complete a free and reduced meal application, based on information obtained from the state for student receiving Temporary Assistance to Needy Families or food stamp benefits.

### **5.0 PROCEDURE:**

- 5.1 The Child Nutrition Department receives written approval from the state concerning which method of verification they can use.
- 5.2 The Child Nutrition Department runs a random verification selection process using their software program.
- 5.3 Letter to Households are sent home to students and parents that were selected for verification, informing them they have been selected and what is required for them to complete verification.
- 5.4 Follow up phone calls are made to parents selected for verification, in order to make an effort to obtain the necessary information for verification.
- 5.5 Verification of eligibility completed.
- 5.6 Notification letters are sent home informing parent of the results of verification.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Application for Free and Reduced Priced Meals
- 6.2 Notification Letter to Households
- 6.3 Verification Worksheet
- 6.4 Verification Sample Report



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**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Completed Applications hard copy	Child Nutrition Department	Current plus 5 years	Shredded	Secured Building
Completed Applications	Computer	Current year	Deleted	Hard drive

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
6/3/14		Initial Release

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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