**SFA/SCHOOL VERIFICATION**

**RECORD OF ACTION**\*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| (A)  Name on Application  Selected for Verification | # of Students | (B)  Confirmation  of Status (Date and initials) | (C)  Date  Request Letter Sent to Parent | (D)  Date  Documentation  Due | (E)  Date  Documentation  Received | (F)  Follow-up  (Date and  initials) | (G)  Adverse Action  Letter Sent to  Parent | (H)  Date  Benefit  Changed | (I)  Results of  Verification  (Use codes  below) |
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\*Maintain on file with all documentation to support summary.

NC No change in eligibility

F-R Changed from free to reduced price

F-P Changed from free to paid

R-P Changed from reduced price to paid

R-F Changed from reduced price to free

N-R No response

WD Withdrew from school during process