**Sample School Food Authority Verification Procedure:**

1. Select the prototype verification forms and letters from the current Free and Reduced Policy provided by GaDOE. If changes are made to the prototypes, obtain written approval from my Area Consultant.
2. Determine which verification method should be used based on the previous school years’ non-response rate.
3. Standard Sample Size – 3% from error-prone applications or 3000 applications from error-prone
4. Alternate One Sample Size – 3% from all applications or 3000 applications
5. Alternate two Sample Size – 1% of all applications plus one-half of 1 % of applications that used case numbers or 500 applications that used case numbers
6. Determine the number of applications subject to verification on October 1.
7. Select the applications to be verified using software.
8. Print and review the list.
9. Conduct a Confirmation Review.
10. Replace a selected application if necessary. Replace 5% or less.
11. Choose application(s) to verify for cause as mandated by USDA, if applicable.
12. Conduct Direct Verification if possible.
13. Print verification selection letters and send via US mail.
14. If no response after 10 days, send a second letter or contact the household and document. Provide the name of the person contacted, the date, and the information provided. Initial or sign the contact information.
15. Evaluate information provided by households.
16. Send home notification of status change.
17. If the household does not respond to verification requests after the follow-up contact,
send an adverse action letter. Provide ten days grace period for a decrease in benefits.
18. Enter household information received from families into software.
19. Check that all verification results letters were sent to families.
20. End verification on or before November 15th.
21. Enter information into SNO when the site is opened in the portal.
22. Close verification.
23. Print verification summary reports.
24. Keep a hard copy of all verification records and reports on file for five years.