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VERIFICATION PROCESS (NSD-W027)  
Sacramento City Unified School District

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- 5.3.1 Verification may include confirmation of any other information required on the application.
- 5.3.2 Any site attempting to certify or recertify as a Provision Two site (on "Base Year") must be included in the verification process.
- 5.3.3 Following the guidelines in the Eligibility Guidelines for School Meals Manual:
  - 5.3.3.1 A number of applications are selected for verification.
  - 5.3.3.2 The families of the children whose names appear on the applications are notified that they have been selected to participate in the process.
  - 5.3.3.3 The families are notified as to what documentation is required to verify eligibility for Free or Reduced Price meals.
  - 5.3.3.4 Return data is collated for review.
  - 5.3.3.5 The results of the verification process are calculated.
  - 5.3.3.6 If the eligibility status of a child's application is changed as a result of the verification process, the family is notified of that change.
  - 5.3.3.7 If the eligibility status of a child's application is changed as the result of the verification process, the e-Office system at the school site is modified to reflect that change.
- 5.6 The final eligibility status of each child/family must be reported to CDE by the date specified by CDE regulations.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 "Verification of Eligibility for School Meals", Part 9 of the Eligibility Guidelines for School Meals Manual.
- 6.2 "Visiting Reauthorization Training", Module 3, Verification, 2006.
- 6.3 Applications for Free or Reduced Price Meals.

### 7.0 RECORD RETENTION TABLE:

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Applications for Free and Reduced Price Meals and Verification Data	Nutrition Office	Three years plus current	Discard as desired	Nutrition Services Personnel only
Applications for Free and Reduced Price Meals and Verification Data for Provision Two Schools	Nutrition Office	Until site undergoes recertification or verification	Discard as desired	Nutrition Services Personnel only

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