



**Division of Child Care and Early**

**Childhood Education**

**Health and Nutrition Programs**

**P.O. Box 1437, Slot 155 Little Rock, AR 72203**

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## SAMPLE VERIFICATION SELECTION WORKSHEET

For **each household/student** selected, this worksheet or an equivalent form **must** be completed and kept on file for audit purposes. Verification must be completed no later than **November 15** of each year.

Student/Household Application Selected: \_\_\_\_\_ Date Selected: \_\_\_\_\_

Names of all district students in household: \_\_\_\_\_

Prior to the household (HH) notification, someone other than the initial determining official must conduct a **confirmation review**. All selected applications for verification must have a confirmation review done **before** the household is notified to ensure that the original determination was made correctly. This must be documented. List the name of the person conducting the confirmation review and the date it was completed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Selection Method:**  Standard Sample Size  Alternate One  Alternate Two

Response Due: \_\_\_\_\_ Date Second Notice Sent: \_\_\_\_\_

*Note: You must contact the HH at least once if they have failed to respond*

### SNAP/TFA Household

#### Confirmed

- SNAP/TFA Office
- Notice of Eligibility
- Other:

#### Not Confirmed

- Eligibility not confirmed

### Income Household

Income: \$ \_\_\_\_\_ Frequency: \_\_\_\_\_

#### HH submitted:

- Wage Stubs
- Written Documents

#### Collateral Contacts

- Agency Records
- Other:

### VERIFICATION RESULTS

No change and remained (check one):  Free  Reduced Date cafeteria notified of change: \_\_\_\_\_

Change occurred:  Reduced to Free  Reduced to Denied  Free to Reduced  Free to Denied

Reason for Change:  High Income  No response  Other: \_\_\_\_\_

Date eligibility change in effect: \_\_\_\_\_ Date Verifying Official confirmed change  
in eligibility: \_\_\_\_\_

Date reduction/termination sent to HH \_\_\_\_\_

\_\_\_\_\_  
Signature of Verifying Official Date

*This institution is an equal opportunity provider.*