

Verification Timeline

- Step 1: Approve applications (Start of school year)
- Step 2: Choose method of verification
- Step 3: Write narrative of application selection process, keep with verification records
- Step 4: Sort and count applications by type
- Step 5: Determine total number of approved applications on file (as of October 1)
- Step 6: Establish number of applications to verify based on selection method
- Step 7: Select applications to be verified (by October 1 or earlier)
- Step 8: Recheck the original Eligibility Determination by Confirming Official (After Selection of applications for verification)
- Step 9: Notify household of selection for verification – Notification of Household Selection Sample Letter
- Step 10: Collect income documentation (October 1 to November 15)
- Step 11: Calculate eligibility based on supplied documentation (October 1 to November 15)
- Step 12: Notify household of verification results (No later than November 15) - Notification of Verification Results Sample Letter
- Step 13: Complete Verification Tracker for each application verified (November 15 to December 15) – Verification Tracker Form
- Step 14: Compile Districts Verification Results to report to State (November 15 - December 15)
- Step 15: Download FNS-742 at <http://dese.ade.arkansas.gov/divisions/child-nutrition-unit/forms> save to your computer and complete Verification Summary Report (Excel version)
- Step 16: E-mail Report to ade.chnutverify@arkansas.gov Child Nutrition Office (NO later than December 15)