



Welcome to the SD Child and Adult Nutrition Services webinar. The following training will provide a brief overview for the 200-series of the Administrative Review, also known as the Verification Module.

VERIFICATION

- Verification is a process used by SFAs to confirm selected students' eligibility for free and reduced-price meals in the NSLP and SBP.
- Verification is only required for a sample of students whose eligibility is certified using:
 1. Household application submitted with income information or
 2. Case number for the Supplemental Nutrition Assistance Program (SNAP), Food Distribution Program on Indian Reservations (FDPIR), or Temporary Assistance for Needy Families (TANF).



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VERIFICATION QUEST: 200

- **Do not complete Question 200**



- *CANS can pull your 742 report from iCAN and will answer this question*

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For the first question in this series, question 200, you should not answer it, because CANS will answer this question based on the submitted Verification Collection Report.

VERIFICATION QUEST: 201

■ Who serves as the SFA's verifying official?

- *Please list your verifying official name and title*
- *This person can be found in your iCAN Sponsor Application, question #37*

Verifying Official

37. This person verifies the eligibility of applicant households in accordance with program regulations, and, if needed, completes the independent review of applications when required.

Name/Title:



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Next is Question 201 which asks: Who conducts the Verification activities for the school?

To answer this you need to list the name and title of your verifying official. This person can be found in #37 of the school's iCAN Sponsor Application.

VERIFICATION QUEST: 202

■ Who serves as your confirming official?

- *Please list your confirming official name and title*
- *This person can be found in Question #38 of the iCAN Sponsor Application.*

Confirmation Reviewer

38. This person serves as a "second set of eyes" for reviewing applications that are selected by the Verifying Official for the verification process.

Name/Title:



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Question 202: Who is the Confirming Official?

The Confirming Official reviews applications selected for Verification prior to notifying the households of selection. This person can be found in #38 of the Sponsor Application in iCAN. Just list their name and title to complete this question.

VERIFICATION QUEST: 203

- **Describe your SFA's verification process** (including SFA's verification for cause process).
 - *Please describe your verification process*
 - *Please describe your verification for cause process*



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Next is Question 203: Describe your SFA's verification process (including SFA's verification for cause process).

For this, describe your verification process and also describe your verification for cause process

VERIFICATION QUEST: 204

- **Does the SFA use an electronic system to identify error-prone application?**

(Error-prone applications are those within \$100/month or \$1,200/annual of changing benefits.)

- Answer Yes or No



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204 asks: Does the SFA use an electronic system to identify error-prone application? Error-prone applications are those within \$100/month or \$1,200/annual of changing benefits.

This is a yes or no question.

VERIFICATION QUEST: 204 *CONTINUED*

- Answer Yes or No
 - *Yes-your SFA uses an electronic system to identify error-prone applications; explain the process*
 - If yes, explain in the comments what software the SFA uses.
 - *No-your SFA uses a manual system to identify error-prone applications*



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Answer Yes if your SFA uses an electronic system to identify error-prone applications and then explain the process

Also if you answer yes, explain what software the SFA uses in the comments section.

Answer No if your SFA uses a manual system to identify error-prone applications

CONTACT US!

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Thank you for attending this webinar! If you have any questions about this training feel free to contact our office. You can email us at DOESchoolLunch@state.sds.us or give us a call at 605-773-3413, or you can visit our website.

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