

Verification Tool 8: Documentation of the Verification Process

Date Selected for Verification		<input type="checkbox"/> Not Confirmed	<input type="checkbox"/> Confirmed <input type="checkbox"/> Basic Food/TANF Office <input type="checkbox"/> Notice of Eligibility
Response Due From Household			
Second Notice Sent			

MONTHLY INCOME		RESULTS		REASON FOR ELIGIBILITY CHANGE	
\$			No Change		Income
\$	Wage Stubs		Free to Reduced-Price		Household Size
\$	Written Documents		Ineligible		Refuse to Cooperate
\$	Collateral Contact		Reduced-Price to Free		Other:
\$	Agency Records		Free to Paid		
\$	Other		Reduced-Price to Paid		
COMMENTS:					
<div style="display: flex; justify-content: space-between;"> <div> Date of Change _____ Signature of Verifying Official _____ </div> <div> Date Adverse Notice Sent _____ Date _____ </div> </div>					

This is an optional form that can be used to document the verification process for each meal application selected for verification. If used, keep this form with the meal application in the LEAs verification file.