



# Illinois State Board of Education

Gov. Rod Blagojevich

Jesse Ruiz, Board Chair  
Dr. Christopher Koch, State Superintendent

## School-Based Child Nutrition Programs Verification Summary Report

As required by Federal Regulations of The United States Department of Agriculture (7CFR245)

Sponsor Agreement Number	<input type="text"/>
Sponsor Name	<input type="text"/>
Program Year	<input type="text"/>
School Name	<input type="text"/>
Type of Sponsor	<input type="checkbox"/> Public <input checked="" type="checkbox"/> Private

### PRE-VERIFICATION

I. Enrollment, Application and Eligibility Information PRIOR TO VERIFICATION	
<b>1. Type of Free/Reduced Price Application Used</b>	
<input checked="" type="checkbox"/> Household	
Household Eligibility Applications are to be provided to each family. If single applications are received for children from the same household, they are to be combined and counted as one application.	
	A. TOTAL number of sites operating a NSLP and/or SBP as of last operating day in October.
<b>2. Number of sites</b> operating the National School Lunch Program and/or School Breakfast Program as of the last operating day in October	<input type="text"/>
<b>3. Number of enrolled students</b> with access to National School Lunch Program and/or School Breakfast Program (regardless of eligibility status) as of the last operating day in October	<input type="text"/>
<input type="checkbox"/> We have no applications approved as Free or Reduced OR we did not perform Verification for school year 2009	

	A. # of approved students as of the last operating day in October	B. # of approved applications as of October 1
<b>4. Total FREE-ELIGIBLE reported</b>	<input type="text"/>	
4-1. Number approved as FREE ELIGIBLE based on: <ul style="list-style-type: none"> <li>• DHS direct certification letters</li> <li>• homeless, runaway &amp; migrant list</li> <li>• income eligible Head Start or Even Start</li> <li>• residential students in RCCIs, or</li> <li>• applications submitted by local officials on behalf of child</li> </ul> NOTE: Those listed above are NOT subject to verification.	<input type="text"/>	
4-2. Number approved as FREE-ELIGIBLE based on Food Stamp / TANF case number submitted on an application (Categorically-Eligible)	<input type="text"/>	<input type="text"/>
4-3. Number approved as FREE ELIGIBLE based on income / household size information submitted on an application (Income Eligible). Includes foster child applications.	<input type="text"/>	<input type="text"/>
<b>5. Total REDUCED-PRICE ELIGIBLE reported</b>	<input type="text"/>	<input type="text"/>

**6. Local Education Agencies (LEAs)** are required to use Basic Sampling and verify 3% of all approved applications on file as of October 1, unless they qualify to use Alternate Sampling (see below). The 3% Basic Sample size is based on the number of applications reported in #4-2B, #4-3B, and #5B above. Unless you qualify to use Alternate Sampling, **the number of applications you should have verified is no more or no less than**  <sup>1</sup>.

**Basic Sample Size** - 3% or 3,000, whichever is less, of approved applications on file as of October 1 selected first from error prone applications<sup>2</sup>, then from all approved applications if needed (non error-prone income applications and/or TANF/food stamp applications). When there are not enough

selected first from error prone applications<sup>4</sup>, then from all approved applications if needed (non error-prone income applications and/or TANF/food stamp applications). When there are not enough error-prone applications to comply with the required sample size options, LEAs must randomly select additional applications to fulfill the percentage or number requirement.

- **Alternate Sample Sizes** - the LEA must meet the following criteria to use the alternate sample sizes: This LEAs non-response rate<sup>3</sup> for the preceding school year was less than 20 percent. However, for LEAs with more than 20,000 children approved by application (excluding direct certification and homeless/migrant listings) for free or reduced-price meals as of October 1, the non-response rate for the preceding school year (2007-2008) must be at least 10 percent below the verification non-response rate for the second preceding school year (2006-2007)

<sup>1</sup>Applications verified for cause are in addition to your Basic Sampling of 3%. DO NOT include applications verified for cause on this report.

<sup>2</sup>An error-prone application is an approved Household Eligibility Application that indicates a monthly income within \$100 or an annual income within \$1200 of the income eligibility limitations for free or reduced-price meals.

<sup>3</sup>Non-response rate is defined as the percentage of approved Household Eligibility Applications selected for verification that did not respond to the LEA's request for information in the preceding school year.

## POST-VERIFICATION

### II. Verification Results

For each application verified:

- Identify how the original application was approved for benefits. Ask yourself "Was this application originally approved as free based on food stamps or TANF, free based on income, or reduced-price?" Locate the appropriate column (A, B, or C).
- Next, identify what action occurred as a result of verification. Ask yourself "Based on documentation provided by the household, what happened as a result of verification?" Go down the column until you find the row (7-11) indicating what action was taken as a result of verification. Record the number of applications as well as the number of students on these applications.
- If a household responds, but only partially and you are therefore unable to complete verification on that application, mark as "Responded, Changed to Paid."

		A. Originally approved as FREE-ELIGIBLE based on Food Stamp / TANF Application (Categorically Eligible)	B. Originally approved as FREE-ELIGIBLE based on Income / Household Size Application (Income Eligible)	C. Originally approved as REDUCED-PRICE ELIGIBLE
<b>7. Responded -- No Change</b>	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>8. Responded -- Changed to Free</b>	Number of applications			<input type="text" value="0"/>
	Number of students			<input type="text" value="0"/>
<b>9. Responded -- Changed to Reduced-Price</b>	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	
<b>10. Responded -- Changed to Paid</b>	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<b>11. Did Not Respond -- Changed to Paid</b>	Number of applications	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
	Number of students	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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