## VERIFICATION TRACKER - FOR LOCAL AGENCY USE (Optional)

**Name of student or family/household:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Attach to each application selected for verification with a copy of all correspondence from household regarding verification and a copy of documents received from the household.**

|  |  |
| --- | --- |
| Date Verification Notice Sent: |  |
| Date Response Due from Household: |  |
| Date Second Notice Sent (or N/A): |  |
| Number of Students on Application: |  |
| Original Approval was:   1. Free Eligible Based on SNAP/TANF/FDPIR Case Number 2. Free Eligible Based on Income/Household Size Information 3. Reduced Price Eligible | |
| Verification Result: Record the calculations and frequency of income on this page.   1. No Change 2. Free Eligible Based on SNAP/TANF/FDPIR Agency Response 3. Free Eligible Based on Income/Household Size Information 4. Reduced Price Eligible Based on Income/Household Size Information 5. Paid Eligible Based on Income/Household Size or SNAP/TANF/FDPIR Agency   Response Information   1. Paid Eligible as Household Did Not Respond | |
| Date the Notice of Findings Letter was Sent: |  |
| Date Change Made: |  |
| Date Hearing Requested: |  |
| Hearing Decision/Date: |  |
| Date Verification Completed: |  |
| Verifying Official’s Signature: |  |

**Reapplied With Documentation:** Record the calculations & frequency of income on this page.

Results of Reapplication:

1. Denied Based on Income/Household Size Information
2. Free Eligible Based on SNAP/TANF/FDPIR Agency Response
3. Free Eligible Based on Income/Household Size Information
4. Reduced Price Eligible Based on Income/Household Size Information

Date of Reapproval: \_\_\_\_\_\_\_\_\_\_\_ Determining Official’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_