

2015-2016 Verification Timeline

- Step 1: Approve applications (Start of school year)
- Step 2: Choose method of verification (on or before October 1)
- Step 3: Write narrative of application selection process, keep with verification records
- Step 4: Sort and count applications
- Step 5: Determine total number of 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 Family of selection for verification – Notification of Household Selection Sample Letter
- Step 10: Collect income documentation (October 1 to November 16)
- Step 11: Calculate eligibility based on supplied documentation (October 1 to November 16)
- Step 12: Notify family of verification results (No later than November 16) - Notification of Verification Results Sample Letter
- Step 13: Complete Verification Tracker for each application verified (November 16 to December 15) – Verification Tracker Form
- Step 14: Compile Districts Verification Results to report to State (November 16 - December 15)
- Step 15: Download FNS-742 at http://www.arkansased.gov/divisions/fiscal-and-administrative-services/child_nutrition_unit; save to your computer and complete Verification Summary Report (Excel version) under Forms
- Step 16: E-mail Report to ade.chnutverify@arkansas.gov Child Nutrition Office (NO later than December 15)