Verification Log (SFA Worksheet – do not submit to Child Nutrition Programs)

**SFA:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **School Year: 2023-2024** Page \_\_\_\_ of \_\_\_\_

**Directions:** Once the sample of applications has been determined, enter the application number and the names of the students listed on the applications that were chosen for verification. For **Application Type**, enter “**C**” for **categorically eligible**, “**F**” for **free by income** or “**R**” for **reduced by income**. Enter dates for each activity identified and simply check the appropriate column under “Results” and “Reasons.” Keep this on file to prepare your report.

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| **Application Number** | **Name of Student** | **Application Type** | **Date(s)** | | | | | | **Results of Verification** | | | | **Reasons for Change** | | | |
| **Selected & Confirmation Review Conducted** | **Household Notice Sent & Copy Kept** | **Response Due Date** | **Income information verified** | **Follow-Up Communication** | **Results Letter sent to Household & Copy Kept** | **a.**  **No change** | **b.**  **Changed to Free** | **c.**  **Changed to Reduced** | **d.**  **Changed to paid** | **No response** | **Not currently**  **enrolled**  **in**  **3Squares VT or Reach Up** | **Income too high** | **Other** |
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