

VERIFICATION QUESTIONS & ANSWERS

QUESTIONS FROM PARENTS

- Q. What is verification?
- A. An audit that is required by the federal government to certify eligibility conducted by the Local Educational Agency (LEA).
- Q. Why was I selected?
- A. Your application fell within the required criteria for review.

SUBMITTING DOCUMENTS

- Q. Should I collect my documents and send them in all at once?
- A. No. Send in documents as you collect them, even if it is for only one family application. However, documentation for each family application must be complete. For example, two separate incomes on one application require proof of income for each income.
- Q. Where should I send my documents?
- A. Send documents, via your Region Office, to Location #9025, Department of Food and Nutrition, Attention: Verification or use the orange envelope.

FOOD STAMP/TANF DOCUMENTS

- Q. Is a copy of a SNAP (previously known as food stamps) or TANF debit (EBT) card acceptable?
- A. No. Only an official, dated document from the Department of Children and Families showing the case number, name of recipient(s) and date of eligibility is acceptable.

ACCESSING AND PRINTING APPLICATIONS

- Q. How do I obtain student applications for my file?
- A. You may access the applications on-line at:
<http://nutrition.dadeschools.net/verification>
(see verification presentation for further instructions).

REAPPLICATION FOR MEAL BENEFITS

- Q. Do parents need to fill out a new application if verification documentation is different than what is on the application?
- A. A new application is not required if verification information is a change in income (e.g. a check stub shows more/less income than reported on the application).

A new application is required when a student changes from income eligibility to SNAP/TANF qualifying number or vice versa (e.g. a student brings in a Notice of Case Action for food stamps when an income is reported on the application).

INCOME REPORTING

- Q. How is overtime income counted?
- A. If the income is a one time or sporadic source of income, it should be calculated based on regular monthly income without overtime. If the overtime is typical, it should be included (ask the parents).
- Q. If a household is paid weekly and submits a pay stub for a week, must I go back and ask for pay stubs for an entire month?
- A. NO. If the weekly pay stub is representative of what the household normally receives, one pay stub is sufficient. If it is not representative of what the household normally receives, then include more than one pay stub.
- Q. Is a copy of a tax return acceptable?
- A. For self employed ONLY. Monthly income should be determined by taking the reported gross earnings and dividing by 12.