

Applewood School District



What is verification?

Every year, Applewood School District selects a small percentage (3 % to be exact!) of school meal applications for a process called verification. With about 7,300 students and over half of them qualifying for free or reduced price school meals, that means we verify about **125** applications every year. We are required to complete the verification process each year, and if our families don't respond to their verification letters, the kids in those families will end up paying full price for school meals.

If **your application** is selected for verification, we will send you a verification packet on **October 1**.

Watch your mail for an envelope that looks like this!



This letter will let you know what you need to do...

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact [phone] or [email] if you are getting free or reduced price meals.

School: _____ Date: _____

Dear _____:

We are checking your Free and Reduced Price School Meals Application. Federal rules require that we do this to make sure only eligible children get free or reduced price meals. You must send us information to prove that [name(s)] of [address(es)] is/are eligible.

If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

1. IF YOU WERE RECEIVING BENEFITS FROM [State SNAP], [State TANF] OR [FOPIR] WHEN YOU APPLIED FOR FREE OR REDUCED PRICE MEALS, OR AT ANY TIME SINCE THEN, SEND US A COPY OF ONE OF THESE:

- [State SNAP] or [State TANF] or [FOPIR] Certification Notice that shows dates of certification.
- Letter from [State SNAP] or [State TANF] or [FOPIR] office that shows dates of certification.
- Do not send your EBT card.

2. IF YOU GET THIS LETTER FOR A HOMELESS, MIGRANT, OR RUNAWAY CHILD, PLEASE CONTACT [school, homeless liaison, or migrant coordinator] FOR HELP.

3. IF THIS CHILD IS A FOSTER CHILD:
Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVED [State SNAP] or [State TANF] or [FOPIR] benefits:
Send this page along with papers that show the amount of money your household gets from each source of income. The papers you send must show the name of the person who received the income, the date it was received, how much was received, and how often it was received. Send information to: [address]

Acceptable papers include:

JOBS: Paystubs, checks or pay statements that show the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you work for yourself, business or tax filing papers, such as 1099 or tax forms.

SOCIAL SECURITY, PENSIONS, OR RETIREMENT: Social Security retirement benefits letter; statement of benefits received; or pension award letter.

like provide documentation about your household's income,

NAME	DATE	AMOUNT	PERIOD	TYPE	REMARKS
JANE DOE	10/15/23	1,200.00	10/15/23 - 10/15/23	WAGE	WAGE FROM EMPLOYER
JOHN DOE	10/15/23	1,200.00	10/15/23 - 10/15/23	WAGE	WAGE FROM EMPLOYER
EMILY DOE	10/15/23	1,200.00	10/15/23 - 10/15/23	WAGE	WAGE FROM EMPLOYER
MICHAEL DOE	10/15/23	1,200.00	10/15/23 - 10/15/23	WAGE	WAGE FROM EMPLOYER
TOTAL		4,800.00			

and then send everything back to us in the return envelope that's in the packet.

That's it!

Applewood School District is committed to making sure that all our **kids** get to keep the school meal benefits they deserve and we can only do that with **your help!** Our goal is to get **100 percent** of all our verification families to respond by Halloween (**in honor of our school colors**). Please **help us hit our goal** if you receive a verification packet!