

**MUST BE IN MAIL BY NOVEMBER 20**

FORM APPROVED OMB # 0584 -0026

<b>LOCAL EDUCATIONAL AUTHORITY (LEA) VERIFICATION SUMMARY REPORT</b>	<b>SUBMIT SEPARATE REPORT FOR EACH LEA TO: MAINE DEPARTMENT OF EDUCATION CHILD NUTRITION SERVICES 23 STATE HOUSE STATION AUGUSTA ME 04333-0023 FAX: 207-624-6841</b>	DISTRICT (LEA) NAME	Contact Name		
		TYPE OF LEA	<input type="checkbox"/> Public	<input type="checkbox"/> Private	
		SCHOOL YEAR	To		
		Phone Number		Fax Number	

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB control number for this collection is 0584-0026. The time required to complete this information collection is 6 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

I. ENROLLMENT, APPLICATION, AND ELIGIBILITY INFORMATION (PRE VERIFICATION)			II. RESULTS OF VERIFICATION, BY APPLICATION TYPE			
<b>1. Type of Free/Reduced Price Application Used</b> <input type="checkbox"/> Individual Student <input checked="" type="checkbox"/> Household <input type="checkbox"/> Both			<b>6. Type of Verification Used: Error Prone as Required or Alternate Method with State Agency Approval</b> <input type="checkbox"/> Error Prone <input type="checkbox"/> Random <input type="checkbox"/> Focused <input type="checkbox"/> All Applications			
<i>Report items 2 through 5 as of the first operating day in October</i>	A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR	<i>Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.</i>	A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income / Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
<b>2. Number of schools and RCCIs operating the NSLP and/or SBP</b>			<b>7. No Change</b>	# applications		
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>				# students		
<b>4. Total FREE ELIGIBLE reported</b>	A. # of Students	B. # of Approved Applications	<b>8. Responded, Changed to Free</b>	# applications		
4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)				# students		
4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)			<b>9. Responded, Changed to Reduced Price</b>	# applications		
4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application				# students		
4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR			<b>10. Responded, Changed to Paid</b>	# applications		
				# students		
<b>5. Total REDUCED PRICE ELIGIBLE reported</b>			<b>11. Did Not Respond</b>	# applications		
5-1. # reduced price eligibles reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR				# students		
			<b>12. Reapplied and Reapproved on or Before Feb. 15</b>	# applications		
				# students		

**INSTRUCTIONS FOR COMPLETING  
LOCAL EDUCATIONAL AUTHORITY (LEA) VERIFICATION SUMMARY REPORT**

**DEFINITIONS:**

*Source – MSRS: TITLE 20-A EDUCATION Part 1 General Provisions*

**School Administrative Unit:** Means the state-approved unit of school administration and includes a municipal school unit, school administrative district, community school district or any other municipal or quasi-municipal corporation responsible for operating or constructing public schools, except it does not include an applied technology region.

**Private School:** Means an academy, seminary, institute or other private corporation or body formed for educational purposes covering kindergarten through grade 12 or any portion thereof.

**Public School:** Means a school that is governed by a school board or a school administrative unit and funded primarily with public funds.

**School Union:** Means a union composed of school administrative units joined for the purpose of providing joint administrative services, including a joint superintendent.

*Source – Federal Regulations: National School Lunch Program 7 CFR 210.2 and School Breakfast Program 7 CFR 220*

**Local Educational Authority (LEA):** Means the governing body which is responsible for the administration of one or more schools and has the legal authority to operate the National School Lunch Program and/or School Breakfast Program.

**Residential Child Care Institution (RCCI):** Means any public or nonprofit private residential child care institution operating principally for the care of children and, if private, is licensed to provide residential child care services under the appropriate State licensing code.

**National School Lunch Program (NSLP):** Means the Program under which participating schools operate a nonprofit lunch program in accordance with Federal Regulation 7 CFR 210.

**School Breakfast Program (SBP):** Means the program authorized by section 4 of the Child Nutrition Act of 1966 to provide a meal which meets the nutritional requirements set out in 7 CFR 210.8 and is served to a child in the morning hours. The meal shall be served at or close to the beginning of the child's day at school.

## **II. RESULTS OF VERIFICATION**

**6.** Report the type of verification process the LEA uses to comply with the requirements of 7 CFR 245.6a.

7 through 12. Report the results of the verification process **BY TYPE OF APPLICATION APPROVAL**.

Items 7 through 11 are required, and are reported as of the date of completion of verification. For the purposes of this report verification is complete:

- for households whose eligibility does not change: as of the date of the confirmation of eligibility by a reviewing official;
- for households which do not appeal a change in eligibility: as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;
- for households which appeal a change in eligibility: as of the first operating day following a decision by the hearing official.

**7.** Report the number of applications with no change in eligibility and the number of students on these applications, for each application type.

**8.** Report the number of applications for which the eligibility was changed to **FREE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD**, and the number of students on these applications, for each application type.

**9.** Report the number of applications for which the eligibility was changed to **REDUCED PRICE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD**, and the number of students on these applications, for each application type.

**10.** Report the number of applications for which the eligibility was changed to **PAID BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD**, and the number of students on these applications, for each application type.

**11.** Report the number of applications for which the eligibility was changed to **PAID BECAUSE THE HOUSEHOLD DID NOT RESPOND**, and the number of students on these applications, for each application type. **NOTE:** Report ALL applications for which the household did not respond, even if the students on the application continued to receive free or reduced price meals while being claimed as paid.

**12.** Report the number of applications for households whose eligibility was changed to PAID as a result of verification that resubmitted applications and were re-approved for either free or reduced-price meal benefits on or before February 15, and the number of students on these applications, for each application type.