Verification Procedure for Missing or Late Reports

**Implementation Date**: April 1, 2020

**Revised Date**: n/a

**Next Review Date**: April 1, 2021

**Purpose**: To explain the steps to be taken for Missing or Late Verification reports.

**Applicable Audience**:

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| Office | Division | Section | Position |
| School Finance & Operations | Child Nutrition | NSLP | Food Service Director |
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**Definitions**:

*Verification* means confirmation of eligibility for free or reduced price benefits under the National School Lunch Program or School Breakfast Program

**Statutes, Rules or References**:

7 CFR 245.6a

**Tasks, Responsibilities and Accountabilities**:

**Procedure**:

1. Yearly in September the Maine Department of Education Child Nutrition staff will offer verification training.

* Training will reinforce importance of accurate reports being submitted on time.
* Will make known no waivers past December 15.

1. November 5th or within two days, reminder notices will be sent out about the verification process via the List serve.
2. November 20th or within two days, list of SAUs missing verification reports should be submitted to the Team Leader or designee.

* Districts that have submitted late reports beyond November 20th for three consecutive years and have not requested an extension prior to November 20th will:
* Required to submit a Corrective Action Plan.
* What steps will be taken to submit the report by November 20th.
* Who will be required to attend training and submit report?
* Placed on a High-Risk List for DOE Administrative Reviews.
* Required to participate in verification training offered September of each year.

1. December 1st or within two days, Child Nutrition staff will send reminder letters to Superintendents of SAUs without verification reports on file. A list of SAUs receiving letters will be given to the Team Leader or designee.
2. December 10th or within two days, Child Nutrition will send a second reminder letter. This letter will state possible actions, such as: unable to file for reimbursement, chance at not being eligible for grants, etc. List forwarded to Team Leader or designee.
3. December 20th or within two days, Child Nutrition staff will revoke the SAU’s approval permissions to submit a claim for reimbursement. (Remind School SAUs that after 60 days from the last day of the month a claim cannot be submitted.) Give list to Team Leader and all State Agency Child Nutrition staff.
4. Weekly lists will be given to the Team Leader or designee every Monday until all late reports are in and correct.

* When the SAU’s verification report is received and correct, the Child Nutrition staff will reinstate passwords and permissions within three days.

1. If a SAU is unable to meet the Federal required deadline, the Superintendent must contact the Department of Education, Child Nutrition by email quest a waiver for an extension including the following: reason, estimated completion date and actions to be taken to meet deadline next school year. Waivers cannot and will not be granted past 12/15/xx without NERO FNS approval.
2. Ten days after the extension requested expires, or within two days, Child Nutrition staff will revoke the SAU’s approval permissions to submit a claim for reimbursement. (Remind School SAUs that after 60 days from the last day of the month, a claim cannot be submitted.) Give list to Team Leader and all State Agency Child Nutrition staff.
3. Based on the Covid 19 pandemic during SY 2021 the timeline for submission of the Verification report was extended to February 28, 2021 by USDA Memo SP 04-2021 dated November 2, 2020. This affects SY 2021 only. The steps mentioned in sections 3 - 9 will not be followed.

**Roles**:

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| Key Contact | Position | Email | Phone Number |
| David W. Hartley | Child Nutrition Consultant | David.hartley@maine.gov | 624 6878 |
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**Document History & Distribution**:

This document will be distributed to Maine DOE staff and posted on the Maine Department of Education Intranet.

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| Version | Revision Log | Date |
| Version 1.0 | Initial Publication | 12/24/2019 |
|  | Revised | 11/20/2020 |

Date: April 1, 2020 Manager Signature:

Date: April 1, 2020 Division Director Signature: