Verification Screen Examples and Field Definitions (FRAM)

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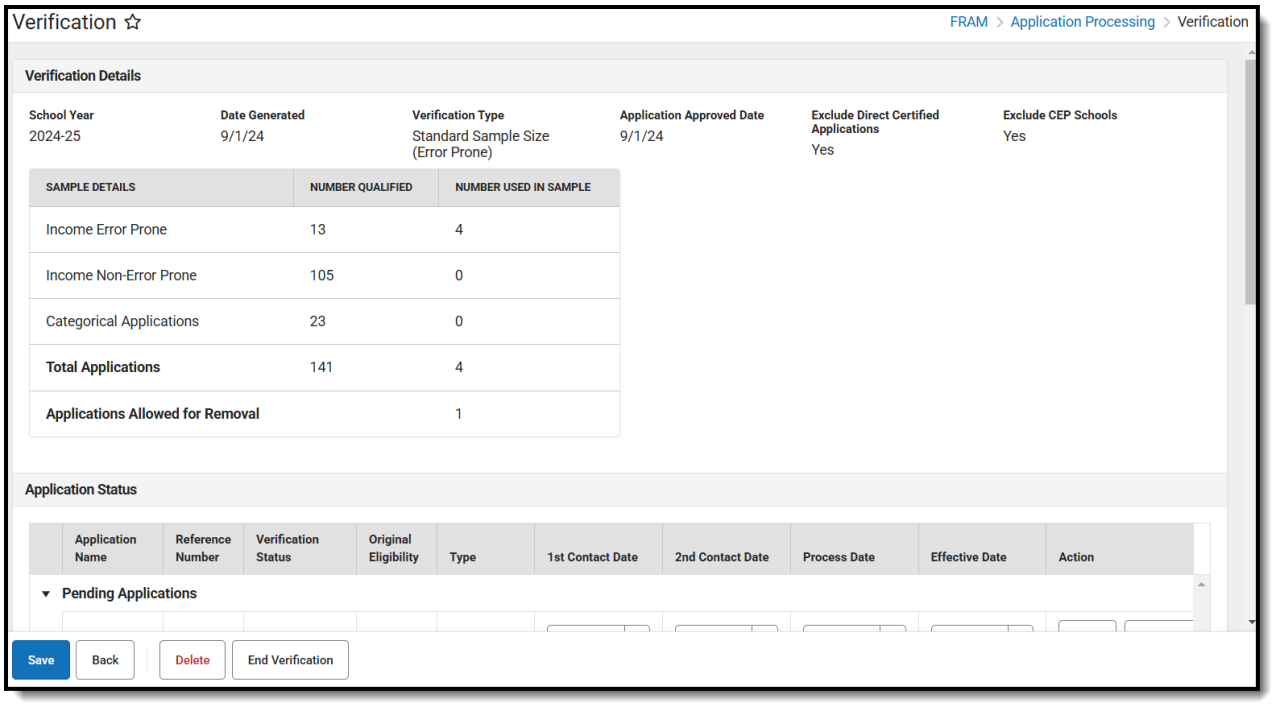
Tool Search: Verification

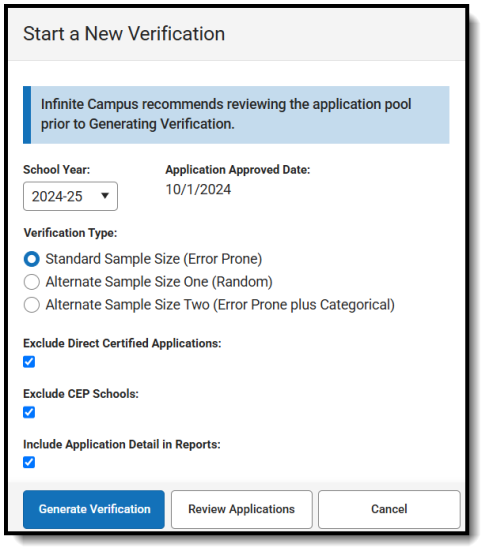
This reference explains the fields required to start a new verification and outlines the key sections displayed after generating a verification, including Verification Details, Application Status, and Printing.



The following tables define the columns and fields available on this screen, organized by the sections in which they appear.

Start a New Verification Fields

When creating a new verification, multiple fields must be defined prior to generating the Verification.



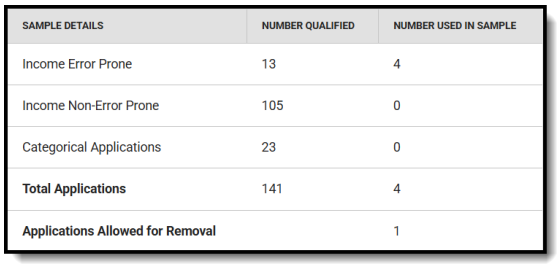
The following table provides more information on the fields available.

Field	Description
School Year	The school year for which the verification is being performed. This field is read-only after the new verification has been saved.
Application Approved Date	The date by which all applications considered by this verification were approved. This field is read-only and will always be October 1st of the selected school Year.
Verification Type	The read-only selection in this area indicates which method of verification has been used. View the Verification Types article for logic and details on each option: • Standard Sample Size (Error Prone) • Alternate Sample Size One (Random) • Alternate Sample Size Two (Error Prone Plus Categorical)
Exclude Direct Certified Applications	This checkbox only applies to the Confirmation Review. The Confirmation Review will provide a list of applications that should be considered for exclusion.
Exclude CEP Schools	When this checkbox is marked, applications from students enrolled at a CEP school are excluded from the verification pool.
Include Application Detail in Reports	When checked, this includes the Applications Included in Verification section in the Confirmation Review Report.
Generate Verification	Creates a new verification.
Review Applications	Opens the Confirmation Review Report in a new tab.

Verification Details

This section displays the outcome of the randomly selected applications from the verification pool based on the verification type selected.

- **Number Qualified -** The total number of approved applications qualified for verification.
- **Number Used in Sample -** The total number of applications actually selected for use in the verification sample. For more information, please refer to the Verification Types and Logic article.



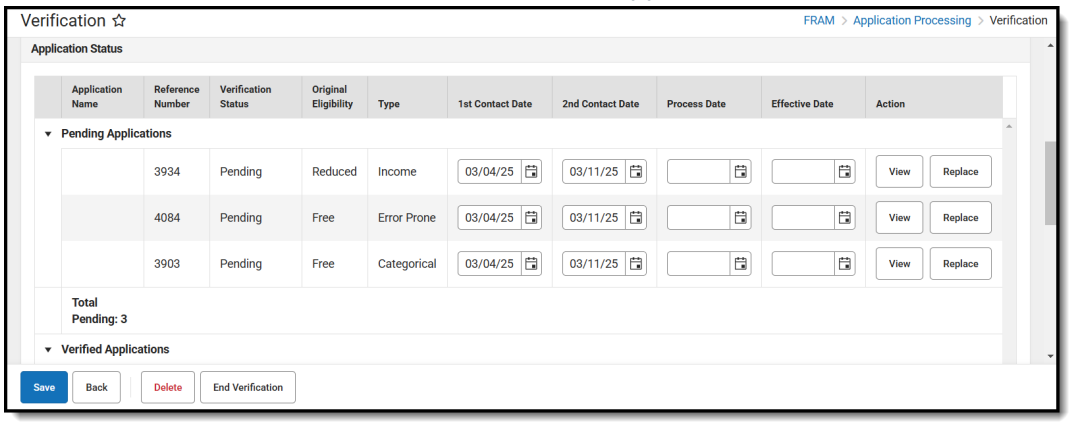
SAMPLE DETAILS	NUMBER QUALIFIED	NUMBER USED IN SAMPLE
Income Error Prone	13	4
Income Non-Error Prone	105	0
Categorical Applications	23	0
Total Applications	141	4
Applications Allowed for Removal		1

Sample Details	Number Qualified	Number Used in Sample
Income Error Prone	The total number of "error-prone" applications included in the verification pool. Some or all of these applications may be used in the verification sample.	The total number of qualified "error-prone" applications actually used in the verification sample.
Income Non-Error Prone	The total number of income applications (not considered "error-prone") included in the verification pool. Some or all of these applications may be used in the verification sample.	The total number of qualified income applications (not considered "error-prone") actually used in the verification sample.
Categorical Applications	The total number of categorically-approved applications included in the verification pool. Some or all of these applications may be used in the verification sample.	The total number of qualified categorical applications actually used in the verification sample.
Total Applications	The total number of qualified applications included in the verification pool. Some of these applications are used in the verification sample.	The total number of qualified applications actually used in the verification sample.

Sample Details	Number Qualified	Number Used in Sample
Applications Allowed for Removal	N/A	The total number of applications allowed for removal. Per federal guidelines, 5% of the total number of applications in the verification pool are allowed for removal (a minimum of one application is always allowed for removal). The district may decide which applications to remove/replace with another from the verification pool.

Application Status

This editor indicates the status and details of all applications selected for the verification sample.

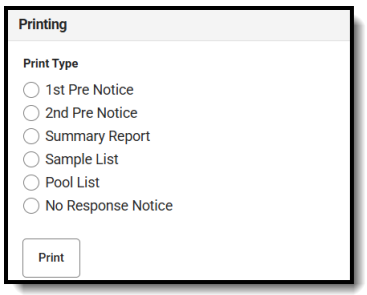


Column	Definition
App Name	Name of the application - either the household name or application signer's name, as set by the **FRAM Preferences**.
Reference Number	The reference number for the application.
Verification Status	The current status of the application selected for verification. Possible values for this field include: • Pending • No Response • Free • Reduced • Reimbursable
Original Eligibility	The initial eligibility determined for the household application before the verification process began.

Column	Definition
Type	The original approval determination of the application, before verification (i.e., categorical, error-prone, income).
1st Contact Date	Date on which the 1st Pre-Notice letter was sent to household guardians.
2nd Contact Date	Date on which the 2nd Pre-Notice letter was sent to household guardians.
Process Date	Date on which the verification was processed by a district staff member. If processed more than once, the most recent date will appear in this field.
Effective Date	Date on which the final eligibility (as shown in the Verify Status) applies to the household.
Action	Two are available in this column: • **View:** The View button allows the user to view the household application, including student, income, and application status information, as well as allows the user to verify the household application directly within the Verification tool. • **Replace:** For pending applications, the Replace button allows the user to remove/replace applications during verification. Removing/replacing applications must be done prior to printing pre-notice letters. Only a certain number of applications are allowed to be removed/replaced. This number is indicated in the Total Applications Allowed for Removal field of the Free Reduced Verification Application Detail editor. For verified applications, the Print icon will appear in this column, allowing the Verification Response letter for that household to be generated and printed.

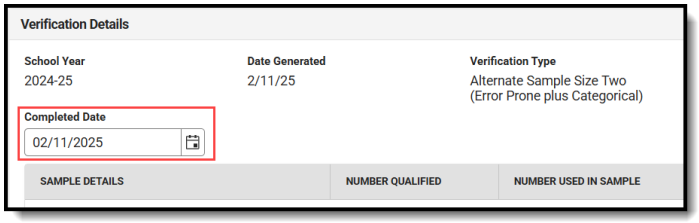
Printing

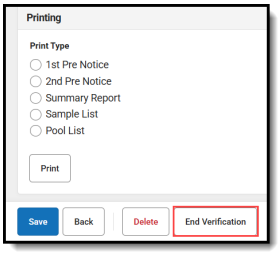
The Printing section provides different Print Type options for notices and reports.



Option	Description
1st Pre Notice	Creates a letter for each pending application in the Verification sample and is addressed to the application signer.
2nd Pre Notice	Creates a 2nd letter for unresponsive households in which eligibilities are changing.
Summary Report	Creates the School Food Authority Verification Summary Report (Summary Report) that shows eligibility and verification statistics of the district for the purpose of federal reporting.
Sample List	Creates a PDF report where you can review a brief summary of the Verification sample.
Pool List	Creates a PDF report where you can review all applications from the Verification sample.
No Response Notice	Creates a letter for unresponsive households.

Ending Verification





Field	Description
Completed Date	The date on which the district completed the verification process. This appears in the Verification Details after End Verification has been selected.
End Verification	This button ends the verification process.