

## For District Use Only – Tracking the Verification of NJ Household Information Surveys

Student Name ( <i>Last Name, First Name</i> )	School Name	Grade
1.		
2.		
3.		
4.		
5.		
6.		

Date "Request for More Information" was sent: \_\_\_/\_\_\_/\_\_\_      Date Received: \_\_\_/\_\_\_/\_\_\_

Income Range shown on NJ Household Information Survey (use Quick Reference Guide to determine status):

- Part A – "free" for NJDOE reporting due to categorical eligibility (Migrant, Homeless, Foster, Head Start)
- Part B – "free" for NJDOE reporting due to categorical eligibility (NJ SNAP, TANF, FDPIR)
- Part C income corresponds to "free" equivalent for NJDOE reporting (less than 130% FPL)
- Part C income corresponds to "reduced" equivalent for NJDOE reporting (130-185% FPL)

### Income Documentation

Incomes for all household earners were verified?       YES       NO

Documentation was received from:

- Wage Stubs     Agency Records     Written Documents     Collateral Contacts     Other: \_\_\_\_\_

### Categorical Eligibility Documentation (NJ SNAP, TANF, FDPIR)

Confirmed by:

- NJ SNAP/TANF       Office Agency Record       Notice of Eligibility       ATP Card

### Verification Results

Results as of the date the verification process was completed:

- |  |   |
|--|---|
| <input type="checkbox"/> Responded, No change in income status | <input type="checkbox"/> Responded, change to "not free or reduced"   |
| <input type="checkbox"/> Responded, change students to "free"  | <input type="checkbox"/> No response, change to "not free or reduced" |
| <input type="checkbox"/> Responded, change to "reduced"        |   |

Mark if changes were needed:

#### Effective Date of Change

Changed income in the NJDOE Application for State School Aid (ASSA)      \_\_\_/\_\_\_/\_\_\_

Changed income in the Charter School Enrollment System      \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_  
*Signature of Determining Official*

\_\_\_\_\_  
*Date completed*

\_\_\_\_\_  
*Signature of Confirming Official*

\_\_\_\_\_  
*Date completed*