**Record Retention**

All verified applications must be readily retrievable on an individual school basis. All documents submitted by the household for the purpose of confirming eligibility, reproductions of those documents, or annotations made by the determining official indicating which documents were submitted by the household and the date of submission also must be retained, along with all relevant correspondence between the households selected for verification and the school or LEA [7 CFR 245.6a(h)]. This documentation, including documentation concerning any appeals, must be kept by the LEA to demonstrate compliance with the verification requirements when LEAs are reviewed by State or Federal officials. The documentation must be kept for a minimum of three years, after the date of the fiscal year to which they pertain.

LEAs must also maintain a description of their verification efforts. The description must include:

* A summary of the verification efforts including the selection process;
* The total number of applications on file on October 1; and
* The percentage or number of applications that are/will be verified by November 15.

The LEA must also be able to demonstrate compliance with the confirmation review requirement and provision of a no-cost telephone number for assistance in the verification process.

***Individual Applications***

For each application verified, the LEA must keep records of the source of information used to verify the application, such as wage stubs or names and titles of collateral contacts. When verification information is needed for Administrative Review purposes, the LEA must be able to provide the following information for each school selected for review:

* Copies of all relevant correspondence between the households selected for verification and the LEA, including notices of adverse action and records of follow-up attempts, information obtained from collateral contacts, etc.
* One of the following for all documentation used to verify eligibility:
	+ All documents submitted by the household or reproductions of those documents; o Direct verification results; or
	+ Documentation from Assistance Program or Other Categorically Eligible Program officials, with dates of receipt of benefits and date of the information provided.
* Documentation for any change in eligibility as a result of verification, including:
	+ The reason for the change; o The date the household was notified; o The date it became effective, if necessary; and
	+ If applicable, records of follow-up attempts and results for termination for non-response.
* The title and signature of the verifying official.
* Criteria for replacing applications for verification.

In cases where the actual documents or photocopies submitted by the household cannot be kept, the verifying official must make a written record of the documents submitted by the household including the type of document (e.g., wage stubs or a letter from an employer, income shown on the document, time period of the income, and the date of the document).