California Department of Education Child Nutrition Programs

Nutrition Services Division June 2025

# Acceptable Verification Documentation

To comply with the verification request, please provide documents that show your household's income at the time you applied for benefits, or you may submit documents from time of application up to the time of verification.

Examples of types of acceptable documents are listed below:

## HOUSEHOLDS receiving CalFresh, California Work Opportunity and Responsibility to Kids (CalWORKs), and the Food Distribution Program on Indian Reservation (FDPIR) benefits:

Provide documents that show current participation in this program. Acceptable documents include:

✓ CalFresh/CalWORKs/FDPIR certification notice showing eligibility period

✓ Copy of CalWORKs warrant

✓ Letter from the CalFresh, CalWORKs, or FDPIR office stating you now receive benefits

✓ Authorization to Participate (ATP) card with current date, clearly identifying you or your child’s CalFresh, CalWORKs, or FDPIR eligibility.

 A monthly Benefit Issuance Receipt or an Electronic Benefit Transfer (EBT) card ***is not proof*** of CalFresh eligibility. If your CalFresh eligibility has ended, you must provide proof of your current income and send the necessary documents listed on this page.

### Other Welfare Payments

* Benefit letter from the welfare agency stating the amount of the benefit

## ALL OTHER HOUSEHOLDS

### Earnings/Wages/Salary

✓ Paycheck stub that shows how much and how often income is received

✓ Letter from employer stating amount of gross wages paid and how often they are paid

* Business or farming papers, such as ledger or tax books

### Social Security/Pensions/Retirement

✓ Social security benefit letter

✓ Statement of benefits received

* Pension award notice

### Unemployment Compensation/Disability or Worker's Compensation

✓ Copy of the unemployment/disability/worker's compensation award letter

* Check stub

### Child Support/Alimony

* Court decree, agreement, or copies of checks received

### All Other Income

If you have other types of income (such as rental income, etc.), provide information or documents that show the amount of income received, how often it is received, and the date received.

 *For example:* **Self-Employment Income**

✓ Business or farming documents, such as ledger books

✓ Last quarterly tax estimate and last year's tax return

### Zero or No Income

If you have no income, submit a brief note explaining how you provide food, clothing, and housing for your household and when you expect an income.

If you have any questions, please call Enter Contact Name at (Enter Area Code)Enter Phone Number **Ext.** Enter Extension**.** This call is free of charge.

## Discrimination Complaint

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY).

Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.