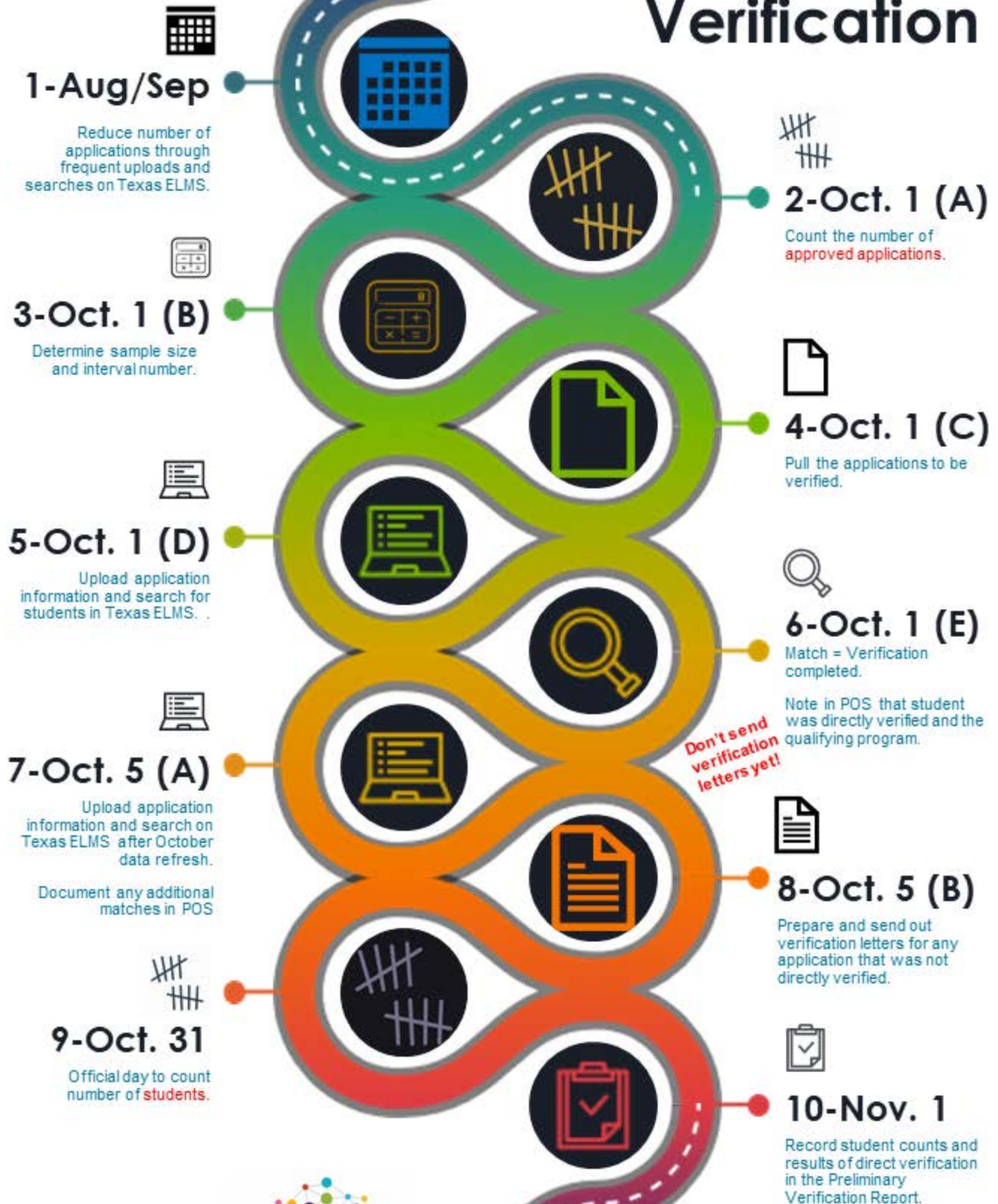


# Direct Verification



# Direct Verification Step by Step



Aug. and Sept.

Use the data in Texas ELMS to directly certify as many students with applications as possible.  
Fewer applications = less verification

The individual search in Texas ELMS allows you to search by SSN, Name, TEA Unique ID and EDG number.



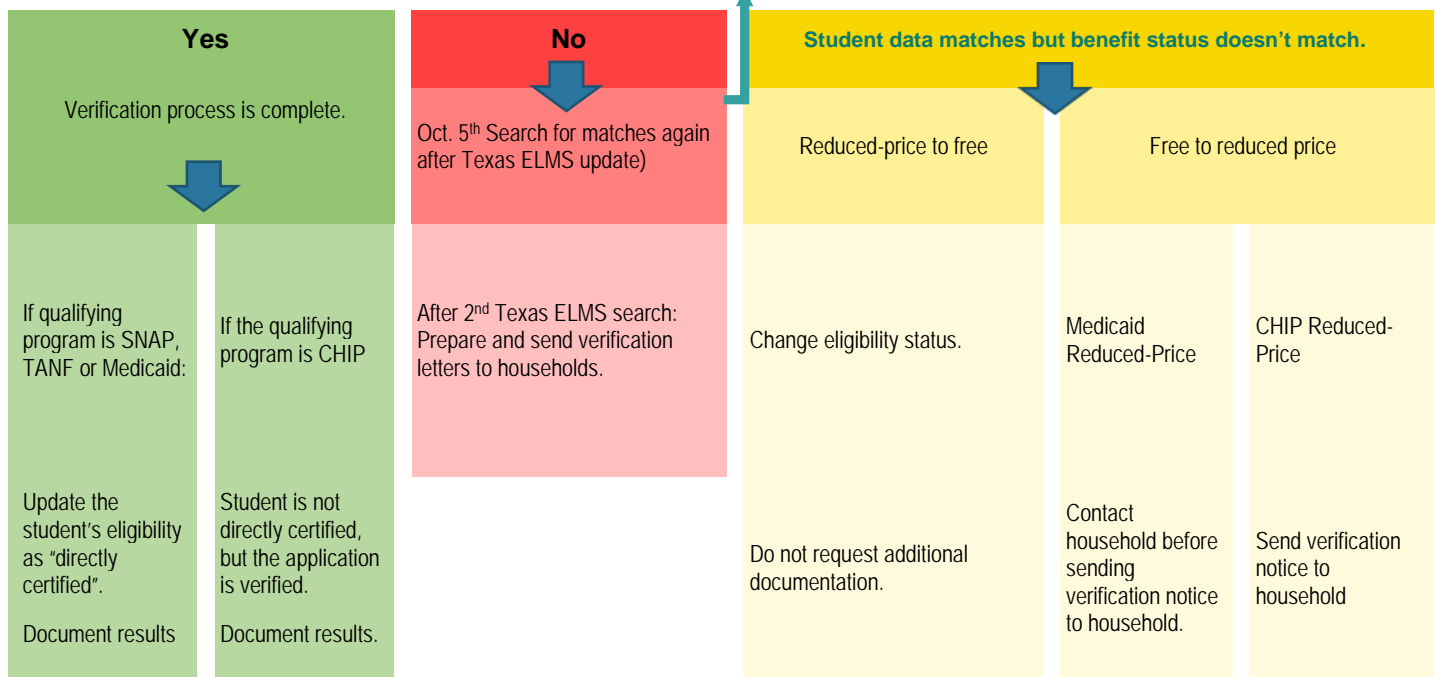
Oct. 1

Count the number of approved applications.  
Determine the sample size and interval number.  
Pull the applications to be verified.  
Use information from applications to prepare an upload file to use in the Direct Verification module in Texas ELMS.  
Do individual searches to find matches in Texas ELMS.

Use the Worksheet to Determine Verification Size or the Sample Calculator. Check the ARM Verification (Section 6) for detailed information.

## Direct Verification Guide

**Does the student information on the application match the record in Texas ELMS?**



Count students:

Count all students currently enrolled.



Oct. 31

- Enrollment
- Directly certified by program
- With approved applications

Complete Preliminary Verification Report

Report count of students and results of direct verification.



Nov. 1

Located in *Download Forms* (SNP 123) on TX-UNPS

The Preliminary Verification Report will be used to complete the SFA Verification Report. All counts of students must be the same on the two reports.



TEXAS DEPARTMENT OF AGRICULTURE  
**COMMISSIONER SID MILLER**

This institution is an equal opportunity provider