

	<b>Division/Section</b>	Family Support
	<b>Chapter No./Name</b>	4 – Economic Stability (ES)
	<b>Part No./Name</b>	Y – Forms and Forms Instructions
	<b>Section No./Name</b>	Y-1000 ES Forms and Forms Instructions (Forms 1 – 9)
	<b>Document No./Name</b>	OFS 7ST Ins Verification of Student Information
	<b>Effective Date</b>	May 1, 2024

CURRENT VERSION OF FORM: \* 05/24

REPLACING: 04/21 \*\* Issue Obsolete

STOCKED: Copy as needed/On-Line Policy Management System

UNIT OF ISSUE: N/A (8-1/2" X 11", 1-sided)

#### ➤ PURPOSE

Use to verify student registration information. Use to verify the number of hours a student attends school per week. \*\*\* Also used to verify if the student attends a Louisiana Community or Technical College and if the college considers the student to be in a course of study that is a career and technical program under the Carl D. Perkins Career and Technical Education Act of 2006. \* May be used to verify the number of meals a meal plan provides. \*\*

#### ➤ PREPARATION

Prepare in single copy. Enter all necessary identifying information on the top portion of the form.

#### ➤ DISPOSITION

Give to client to give to appropriate school official or mail to the official.

Scan and index the document into OnBase. When indexing, select Document Type Group – Verifications and Document Type – School Verification Documents.