

Standard Sample Size Sampling Worksheet

The U.S. Department of Agriculture (USDA) regulations require that National School Lunch Program (NSLP) and School Breakfast Program (SBP) sponsors that collect and approve free and reduced-price meal applications must conduct verification by **November 15** of each year, to confirm students' eligibility for free and reduced-price school meals. The standard sample size method of verification is required by all school sponsors of the NSLP and SBP, if alternate criteria are not met. For procedures on conducting verification, refer to the USDA's *Eligibility Manual for School Meals*.

The school food authority **must** complete this worksheet or an equivalent form, and maintain on file for audit purposes.

Required Sample Size

Number of newly approved applications on file on **October 1**:

(Sample size should be based on the total newly approved applications on file on October 1, excluding direct certification and homeless/runaway determinations.)

_____ multiply by .03 = _____ or 3,000 applications, whichever is less
Round all decimals upward.

After determining the sample size, randomly select the required number of applications from the error-prone applications.

- Error-prone refers to those approved applications that listed household income within \$100 monthly or \$1,200 annually of the free or reduced-price eligibility guidelines for that household size.
- Error-prone does **not** include SNAP, TFA, homeless or runaway applications.

If there are not enough error-prone applications to meet the required sample size, districts must randomly select additional applications from **all** applications on file, including SNAP/TFA applications, to fulfill the percentage or number requirement.

Standard Sample Size Sampling Worksheet



For more information, visit the CSDE's [Verification Procedures for School Nutrition Programs](#) webpage or contact the [school nutrition programs staff](#) in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This handout is available at <https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Verification/StandardSample.pdf>.

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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 Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a 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
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.