

Sample Verification Checklist

Local Educational Agency (LEA): _____ Date: _____

1. Type of verification conducted:

Standard Sample Size Alternate One

2. Did the district/institution follow the U.S. Department of Agriculture's (USDA) *Eligibility Manual for School Meals* and appropriate Connecticut State Department of Education (CSDE) [operational memoranda](#) to ensure that the verification sample was chosen correctly? Yes No

If "No" explain:

3. Did anyone from the district/institution attend training on verification conducted by the CSDE during the past year? Yes No

If "No" explain:

4. Was more than the required sample size verified? Yes No

If "Yes" explain:

5. Were the state agency (CSDE) sample verification forms used? Yes No

If "No" explain:

6. Was the verification process completed by November 15? Yes No

If "No" explain:

7. Was a confirmation review conducted by a person other than the determining official? Yes No

If "No" explain:

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8. Were households with foster children verified correctly? Yes No
If "No" explain:
9. Were the notifications of changes in eligibility to families sent in a timely manner? Yes No
If "No" explain:
10. Were applications that did not need to be verified replaced by similar applications to meet the required number to be verified? Yes No
If "No" explain:
11. Was the option to decline to verify no more than 5 percent of applications in the selected sample utilized by the district? Yes No
If "Yes" explain:
12. Check this box if all calls within the district are local calls:
13. Was there a second attempt to obtain the family information for verification? If unable to verify the eligibility, after a reasonable period was a notice of adverse action sent to the families? Yes No
 Not applicable
If "No" explain:
14. If there was a benefit change due to verification, was it properly applied in the lunchroom (ticket, roster and/or other system)? Yes No
 Not applicable
If "No" explain:
15. Were any households selected for Verification for Cause? Yes No
 Not applicable
If "Yes" explain:

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For more information, visit the Connecticut State Department of Education's (CSDE) [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/VerificationChecklist.pdf>.

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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.

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