

Sample Verification Checklist

Local educational agency (LEA): _____ Date: _____

Type of verification conducted: Standard Sample Size Alternate One

1. Did the district/institution follow the instructions in 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:

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

If "No" explain:

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

If "Yes" explain:

Sample Verification Checklist

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

If "No" explain:

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

If "No" explain:

6. Was a confirmation review conducted by a person other than the determining official?

Yes No

If "No" explain:

7. Were households with foster children verified correctly? Yes No

If "No" explain:

Sample Verification Checklist

8. Were the notifications of changes in eligibility to families sent in a timely manner?

Yes No

If "No" explain:

9. 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:

10. 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:

11. Check this box if all calls within the district are local calls:

Sample Verification Checklist

12. Was there a second attempt to obtain the family information for verification?

Yes No Not applicable

If "No" explain:

a. If unable to verify the eligibility, after a reasonable period was a notice of adverse action sent to the families?

Yes No

If "No" explain:

13. 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:

14. Were any households selected for Verification for Cause?

Yes No Not applicable

If "Yes" explain:

Sample Verification Checklist



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](#) at the Connecticut State Department of Education, School Health, Nutrition and Family Services, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

This worksheet is available at https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Verification/Sample_Verification_Checklist.pdf.

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1. **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:** (833) 256-1665 or (202) 690-7442; or
3. **email:** program.intake@usda.gov

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