

Alternate One Verification 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. 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** (excluding direct certification letters, homeless/runaway determinations):

_____ multiply by .03 = _____ or 3,000 applications, whichever is less

Round all decimals upward. For example, if you had 340 newly approved applications on file on October 1, and you chose to verify 3 percent, this equals 10.2 applications, which rounds up to 11 applications:

340 multiplied by .03 equals 10.2, which rounds up to 11.

Randomly select the required number of applications.

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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](#) 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/Alternate_One_Verification_Sampling_Worksheet.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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