

Sample Verification Checklist

School Year 2025-26

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 the 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 online training on verification conducted by the CSDE during the past year?

☐ Yes

☐ No

If "No" explain:

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3. Was more than the required sample size verified?

☐ Yes

☐ No

If "Yes" explain:

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:

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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:

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

☐ Yes

☐ No

If "No" explain:

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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: ☐

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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:

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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:

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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, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document 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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