

# Standard Sample Size 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. 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

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

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

\_\_\_\_\_ 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.

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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/Standard\\_Sample\\_Size\\_Verification\\_Sampling\\_Worksheet.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/Verification/Standard_Sample_Size_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](mailto:program.intake@usda.gov)

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