Calendar for Completing Verification

School Year 2026-27

This calendar summarizes the tasks and completion dates required for Connecticut school nutrition programs to comply with the U.S. Department of Agriculture's (USDA) verification requirements. The CSDE's verification forms are updated annually in August/September and are available in the "Forms" section of the CSDE's Verification Procedures for School Nutrition Programs webpage. Do not use outdated forms.

Rolling Verification

The USDA allows sponsors to start the verification process prior to October 1, which is known as "Rolling Verification." Rolling Verification is designed to help ease the administrative burden associated with the verification process, especially for sponsors expecting large verification sample sizes. The due date for completing Rolling Verification is **November 15**, the same as the regular verification process. Prior to implementing this type of verification, interested sponsors **must review** the USDA's *The Basics of Rolling Verification* webinar and *Verification Toolkit*.

Check (☑) if completed	Target Completion Date	Task	Forms to Complete	Reminders
☐	August 1 and ongoing	Review the USDA's *Eligibility Manual for School Meals*.	Not applicable	Check to be sure the most **current** manual is used. Refer to the USDA's *Eligibility Manual for School Meals*.
☐	August 1 and ongoing	Verification for Cause may be conducted at any time during the school year and is not part of the formal verification process. Refer to Part 9D in the USDA's *Eligibility Manual for School Meals* for further guidance.	Same forms as the formal verification process. Must be reported on the *Verification Collection Report* (FNS 742).	The local educational agency (LEA) has an obligation to verify all approved applications that may be questionable. However, such verification efforts cannot delay the approval of applications. If an application is complete and indicates that the child is eligible for free or reduced-price meal benefits, the application must be approved. The LEA can only begin the verification process **after** determining eligibility.

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☐	August 15	Determine the type of verification that must be conducted.	*Alternate One Sampling Worksheet* **or** *Standard Sample Size Worksheet*	Refer to last year's Verification Collection Report and the USDA's *Eligibility Manual for School Meals*. If 20 percent or more households failed to respond to the verification process in the previous school year, the district must do **Standard Sample Size** verification focusing on error prone applications. "**Error prone**" means applications within $100 per month or $1,200 a year of the applicable Income Eligibility Guidelines.

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☐	August 15	Work with the determining official to decide how students will be tracked and entered in the system: 1. Directly certified through the Supplemental Nutrition Assistance Program (SNAP). 2. Directly certified through other programs (e.g., TFA, foster, homeless, runaway, and Head Start). 3. Applications that are categorically eligible for free meals based on a handwritten SNAP/TFA case number. 4. Free income applications. 5. Reduced-price income applications. 6. Students approved based on S-EBT.	Not applicable	This will impact the completion of the *Verification Collection Report* (FNS 742). Students that are approved based on Summer Electronic Benefit Transfer (S-EBT) are *not* subject to the verification process and are not part of the verification sample pool on October 1. For more information refer to the CSDE's resource, *Student Eligibility for Free or Reduced-price Meal Benefits Through the Summer Electronic Benefit Transfer (S-EBT) Program*.

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☐	September 7	Review the CSDE's resource, *Important Points for Completing Verification for the School Nutrition Programs*.	Not applicable	Not applicable
☐	September 7	Review the verification letters/forms and update as needed.	Verification letters/forms	Prototype forms are available in English and Spanish in the "Forms" section of the CSDE's Verification Procedures for School Nutrition Programs webpage.
☐	October 1	Print off the master list of all free and reduced-price eligible students as of October 1.	Not applicable	Not applicable
☐	October 3	Select the required sample of applications to be verified. Prior to selecting the sample, determine the names that are directly certified or are not subject to verification, and separate them out of the sample. Only newly approved applications are subject to the formal verification process.	*Alternate One Sampling Worksheet* **or** *Standard Sample Size Worksheet* Also complete the *Verification Selection Worksheet* for **each** selected household.	Review the USDA's *Eligibility Manual for School Meals* for guidance. **Reminder:** Students who are approved based on Summer Electronic Benefit Transfer (S-EBT) are not subject to the verification process and are not part of the verification sample pool on October 1. For more information refer to the CSDE's resource, *Student Eligibility for Free or Reduced-price Meal Benefits Through the Summer Electronic Benefit Transfer (S-EBT) Program*.

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☐	October 6	Conduct a confirmation review.	Section on the *Verification Selection Worksheet*.	Must be conducted and documented in writing prior to notifying the households and must be done by someone other than the determining official.
☐	October 7	Notify the selected households.	*Household Letter to Verify Family Eligibility* and applicable attachments. Print off the appropriate forms including the *Verification Selection Worksheet*.	**Reminder:** If the district uses letters that are automatically generated by their software company, the district must review these letters to ensure they comply with any updated language in the USDA's *Eligibility Manual for School Meals* and the CSDE's prototype letters for the school nutrition programs. **Keep copies of all correspondence, letters, and other documentation.** A Spanish version of the *Household Notification of Selection* letter is available under "Verify Eligibility" in the "Forms" section of the CSDE's Verification Procedures for School Nutrition Programs webpage.
☐	Prior to October 23	Issue a second notice to those households that have not responded to the verification process.	*Household Letter to Verify Family Eligibility: Second Notice* and applicable attachments.	**A second notice is required if the household fails to respond.** This follow-up attempt must be documented. A Spanish version of the *Household Letter to Verify Family Eligibility: Second Notice* is available under "Verify Eligibility" in the "Forms" section of the CSDE's Verification Procedures for School Nutrition Programs webpage.

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☐	Prior to November 10	Review the data and supporting documentation that the households submitted. Send letters of adverse action as needed.	*Letter of Verification Results and Adverse Action for Income Households* **or** *Notification of Continuation of Benefits*	All households for whom benefits are to be reduced or terminated must be given 10 calendar days' written advance notice of the change. The first day of the advance notice period is the day the notice is sent. The notice of adverse action may be sent via the postal service or to the e-mail address of a parent/guardian. The LEA cannot notify the household of adverse action by phone. **Keep copies of all correspondence, letters and other documentation.** Spanish versions of the *Adverse Action for Income Households* are available under "Verification Results" in the "Forms" section of the CSDE's Verification Procedures for School Nutrition Programs webpage.
☐	November 15	Notify the school food service program of any changes in eligibility status and the date the changes go into effect.	Finish and sign-off on the *Verification Selection Worksheet* for **each** household that was selected for verification.	Keep documentation to demonstrate that the change went into effect.
☐	November 15 *Must be completed by November 15*	Complete the verification process.	*Verification Checklist*.	"**Complete**" means that all letters of changes in determinations have been issued to the households and the food service operations have been notified of the changes and the date that the changes go into effect.

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☐	December 1 *Must be completed by December 1*	Complete and submit the *Verification Collection Report* (FNS 742) to the CSDE.	*Verification Collection Report* (FNS 742): Review the CSDE's *Completing the Verification Collection Report (FNS 742)*.	Make note of the type of verification the district will need to do next year based on the nonresponse rate.

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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/calendar_completing_verification.pdf.

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