



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and School Breakfast Programs

FROM: Therese Dandeneau, Education Consultant *Therese A. Dandeneau*
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: September 26, 2012

SUBJECT: Operational Memorandum #48-12
Verification Procedures

By **November 15** of each year local education agencies (LEAs) must complete verification of a sample of their approved free and reduced price meal applications. The verification sample is obtained from *new* meal applications on file as of the first operating day in October. The sample size is selected using one of the methods outlined in the updated United States Department of Agriculture's (USDA) guidance [Eligibility Manual for School Meals](#) dated August 2012. Updated [verification forms](#) are also found on the Connecticut State Department of Education's Child Nutrition Programs' Web site. Additionally, attached are two tools to assist you in conducting this process:

1. *Important Points to Remember*; and
2. *The Verification Check List*.

As a reminder, LEAs may use the Alternate One or Alternate Two methods of verification if the district meets either of the following conditions:

Condition #1 known as a Lowered non-response rate

- Any district where the non-response rate for the prior school year is less **than 20 percent**; or

Condition #2 known as an Improved non-response rate

- LEAs with more than 20,000 children approved for free and reduced price meals by application as eligible for free or reduced price meals as of October 1 of the school year may use an alternate sample size for any school year when its non-response rate for the preceding school year is at least 10 percent below the non-response rate for the second preceding school year.

If a school district's 2011-12 Verification Summary Report indicated that they had a **non-response rate** of 20 percent or more, the school district is **required** to use the Standard Sample Size to conduct verification.

Note: The USDA may change the Verification Summary Report form this year. Therefore, there is a chance that they may ask sponsors to distinguish direct certification letters from students certified as free, based on the direct certification list. Additionally, the USDA may also ask districts to distinguish between those households that were selected for “verification for cause” versus those households that were part of the regular verification process on October 1. More information will be forthcoming.

Questions pertaining to this memorandum may be directed to:

COUNTY ASSIGNMENTS	CONSULTANT	E-MAIL	PHONE
Litchfield County New London County	Fionnuala Brown	fionnuala.brown@ct.gov	860-807-2129
Fairfield County Middlesex County (towns/cities beginning with C-E) New Haven County (towns/cities beginning with A-M)	Jackie Schipke	jackie.schipke@ct.gov	860-807-2123
Middlesex County (towns/cities beginning with F-W) Tolland County Windham County	Susan Alston	susan.alston@ct.gov	860-807-2081
Hartford County New Haven County (towns/cities beginning with N-W)	Teri Dandeneau	teri.dandeneau@ct.gov	860-807-2079

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Attachments: (2)