
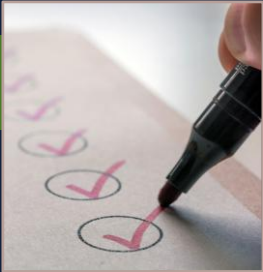


Verification Procedures for School Nutrition Programs




Connecticut State Department of Education
Bureau of Child Nutrition Program



1

About This Training

- Reflects USDA regulations and requirements for Child Nutrition Programs
- Current as of date at bottom of screen



Connecticut State Department of Education • September 2025

2

Based on USDA’s Eligibility Manual for School Meals

- Comprehensive resource
- Module does not cover all areas
- Verifying officials responsible for reviewing eligibility manual
- Latest version dated July 18, 2017



https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

Connecticut State Department of Education • September 2025

3

Target Audience

- Staff responsible for conducting
 - Annual verification
 - Verification for cause



Connecticut State Department of Education • September 2025

4

Target Audience

- Applies to all sponsors of
 - National School Lunch Program
 - School Breakfast Program



Connecticut State Department of Education • September 2025

5

Training Not Required for Schools That Do Not Process Applications


Verification not required

- Special Milk Program only schools
- Districts where all schools participate in Community Eligibility Provision (CEP)
- Residential child care institutions (RCCIs) that do not process free and reduced-price meal applications



Connecticut State Department of Education • September 2025

6



Objectives


Connecticut State Department of Education • September 2025

7

Objectives

1. Help local educational agencies (LEAs) successfully complete verification process

- Understand difference between formal verification and verification for cause
- Learn when to use each type of verification
- Determine how to select and notify households
- Identify follow-up steps for non-responsive households
- Understand how to determine if verification is complete



Connecticut State Department of Education • September 2025

8

Objectives

2. Identify resources

- Resources and websites listed in yellow bar



<https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs/verification-training>

Connecticut State Department of Education • September 2025

9



Topics

Connecticut State Department of Education • September 2025


10

Topics

- Terms to know
- Verification categories
- Direct Certification
- Verification types
- Reminders about verification
- Special circumstances
- Verification forms
- When households do not respond
- Final step: Communication with school food service staff
- Using verification software programs
- Confidentiality
- Records Retention
- FNS 742 Verification Summary Report
- Flagging LEAs for ameliorative action

Connecticut State Department of Education • September 2025

11



Introduction to Verification

Connecticut State Department of Education • September 2025

12



Verification

The confirmation of income each school year for a small percentage of households approved for free or reduced-price meals for the National School Lunch Program (NSLP) and School Breakfast Program (SBP)

- Must complete by November 15

Terms to Know

Connecticut State Department of Education • September 2025

13

When Formal Verification is Required

- LEAs that collect and process applications for school meals



Connecticut State Department of Education • September 2025

14

When Formal Verification is Not Required

- Alternate Provision Schools, e.g., Community Eligibility Provision (CEP)
- RCCIs
- Special Milk Program only schools




Connecticut State Department of Education • September 2025

15


Verification Selection

- Verification selection based on total number of newly approved applications on file by October 1



Connecticut State Department of Education • September 2025

16



Terms to Know

Connecticut State Department of Education • September 2025

17

Terms to Know: Administrative Authorities



Connecticut State Department of Education • September 2025

18



Local Educational Agency (LEA)

A public board of education or other public or private nonprofit authority within a state that maintains administrative control of public or private nonprofit elementary or secondary schools

Terms to Know

Connecticut State Department of Education • September 2025

19



School Food Authority (SFA)

The governing body that is responsible for the administration of one or more schools and has the legal authority to operate one or more of the USDA's school nutrition programs

Terms to Know

Connecticut State Department of Education • September 2025

20



Sponsor

A public, private nonprofit, or for-profit organization that is approved by the CSDE to operate a USDA Child Nutrition Program

Terms to Know

Connecticut State Department of Education • September 2025

21

Terms to Know: Nutrition Assistance Programs



Connecticut State Department of Education • September 2025

22



Community Eligibility Provision (CEP)


A special alternative provision that allows LEAs serving predominantly low-income students to offer free school meals to all students through the National School Lunch Program and School Breakfast Program

- No household applications

Terms to Know

Connecticut State Department of Education • September 2025

23




Temporary Family Assistance (TFA)

A federal program that provides cash assistance for basic and special needs, which are paid to recipients of Jobs First

Terms to Know

Connecticut State Department of Education • September 2025

24



Supplemental Nutrition Assistance Program (SNAP)

A federal program that provides nutrition benefits to supplement the food budget of families with low income

Terms to Know

Connecticut State Department of Education • September 2025

25



Connecticut Department of Social Services (DSS)


The state agency that oversees the Supplemental Nutrition Assistance Program (SNAP), Temporary Family Assistance (TFA), and Medicaid

Terms to Know

Connecticut State Department of Education • September 2025

26

Terms to Know: Staff



Connecticut State Department of Education • September 2025

27



Determining Official (DO)

Person designated by LEA to review and approve free and reduced-price meal or free milk applications

Terms to Know

Connecticut State Department of Education • September 2025

28



Verifying Official (VO)

Person designated by LEA to conduct the verification process for selected households

- Often same person as determining official

Terms to Know

Connecticut State Department of Education • September 2025

29



Direct Certification Contact

Person designated by LEA to have access to the Connecticut State Department of Education's (CSDE) direct certification application webpage

Terms to Know

Connecticut State Department of Education • September 2025

30



Hearing Officer

Person designated by LEA to conduct a fair hearing if a parent or guardian requests it

- Cannot be determining official or verifying official
- Cannot have any role in processing or verifying applications

Terms to Know

Connecticut State Department of Education • September 2025

31

Term to Know: Days



Term to Know: Days

Connecticut State Department of Education • September 2025

32



Operating Days

Days on which reimbursable meals or free milk are provided

Terms to Know

Connecticut State Department of Education • September 2025

33



Calendar Days

Number of days represented on the calendar

Terms to Know

Connecticut State Department of Education • September 2025

34



Working Days

Days when school is open and teachers or school administration are on site, but the reimbursable meal or free milk service is not operating

Terms to Know

Connecticut State Department of Education • September 2025

35



School Year (SY)

The period from July 1 through June 30

Terms to Know

Connecticut State Department of Education • September 2025

36


Term to Know: Verification Process



Connecticut State Department of Education • September 2025

37

Household (HH)



Terms to Know


A group of related or nonrelated individuals who are living as one economic unit

- “Family” has same definition (7 CFR Part 245.2)

Connecticut State Department of Education • September 2025

38

Economic Unit



Terms to Know

A group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit, and whose members share housing, significant income, and expenses


- Individuals residing in same house/apartment
- More than one economic unit may reside together
- Separate economic units in same residence characterized by prorating expenses and by economic independence

https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

Connecticut State Department of Education • September 2025

39

Income Eligibility Guidelines (IEG)



Terms to Know


USDA guidelines that determine eligibility of participants for free and reduced-price meals or free milk in the school nutrition programs, free meals in the SFSP, and eligibility for S-EBT

Connecticut State Department of Education • September 2025

40

CSDE Resource

Income Guidelines for Determining Eligibility for Free and Reduced-price School Meals or Free Milk and S-EBT



<https://portal.ct.gov/sde/nutrition/income-guidelines-for-child-nutrition-programs/income-guidelines-for-school-nutrition-programs>

Connecticut State Department of Education • September 2025

41

Error Prone




Terms to Know

Applications within \$100 per month or \$1,200 per year of the USDA's current IEG

Connecticut State Department of Education • September 2025

42



Random Sampling

A sampling process used to select applications for verification where each application has an equal chance of being selected

- Does not require statistically valid sample
- LEA must determine selection interval by dividing number of applications by required sample size

Terms to Know

Connecticut State Department of Education • September 2025

43




Sampling Pool

The total number of newly applications approved as of October 1

Terms to Know

Connecticut State Department of Education • September 2025

44




Sample Size

The number of applications subject to verification

Terms to Know

Connecticut State Department of Education • September 2025

45



Sample Size

The number of applications subject to verification

- Minimum and maximum sample size is 3% of total or 3,000 applications, whichever is less

Terms to Know

Connecticut State Department of Education • September 2025

46



Direct Certification (DC)

The process of a determining a child’s eligibility for free or reduced-price meals without the completion of an application

- Directly certified children not subject to verification

Terms to Know

Connecticut State Department of Education • September 2025

47




Direct Verification

Use of records from public agencies to verify income or program participation

Terms to Know

Connecticut State Department of Education • September 2025

48



Direct Verification


Use of records from public agencies to verify income or program participation

- Direct verification is different from DC
 - DC determines eligibility
 - Direct verification verifies eligibility

Terms to Know

Connecticut State Department of Education • September 2025

49



Summer Electronic Benefit Transfer (S-EBT)

A nationwide program that began in summer 2024 and provides extra benefits like SNAP to families with children to help pay for food in the summer

- May determine eligibility for free or reduced-price meals

Terms to Know

Connecticut State Department of Education • September 2025

50

CSDE Resource

Common Acronyms and Abbreviations for Determining Eligibility in the School Nutrition Programs and Summer Food Service Program



https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/acronyms_abbreviations_determining_eligibility_snp_sfssp.pdf

Connecticut State Department of Education • September 2025

51



Verification Categories

Connecticut State Department of Education • September 2025

52

Two Different Verification Categories

1. Formal Verification Process

2. Verification for Cause



Connecticut State Department of Education • September 2025

53


Category 1: Formal Verification Process

- Annual
- Based on newly approved applications
- Starts October 1
- Must complete by November 15



Connecticut State Department of Education • September 2025

54



Completed

All final letters regarding the verification process are issued to the selected households

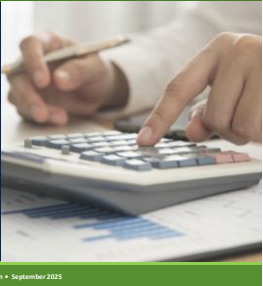
Terms to Know

Connecticut State Department of Education • September 2025

55

Category 2: Verification for Cause

- Conducted any time during SY
- DO works closely with VO
- Required for any questionable applications
- Cannot delay application approval
 - Start after eligibility determination




Connecticut State Department of Education • September 2025

56

Category 2: Verification for Cause

Clarifying Information

- DO contacts HH if any information unclear or questionable
 - Before approving application
 - Document in writing
- Only contact person who signed application

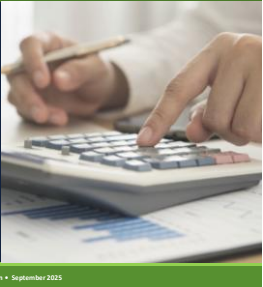


Connecticut State Department of Education • September 2025

57

Category 2: Verification for Cause

- After LEA requires HH documentation for cause, must complete verification process
- Use same verification procedures as formal verification process



Connecticut State Department of Education • September 2025

58




Direct Certification (DC)

Connecticut State Department of Education • September 2025

59

DC Codes

- Students on DC/S-EBT list are not subject to verification
 - FS = SNAP
 - AF = TFA
 - OT = Other (foster child)
 - FMI = free Medicaid
 - RM = reduced Medicaid
- Not included in sample pool




Connecticut State Department of Education • September 2025

60

DC and S-EBT

- Effective SY 2025-26, DC list is DC/S-EBT list
- Two new codes for students eligible for free or reduced-price meals based on S-EBT
 - FE = free meals
 - RE = reduced-price meals




Connecticut State Department of Education • September 2025

61

DC and S-EBT

- Eligibility for FE and RE does not extend to children in HH
- Students coded as FE or RE subject to verification process by S-EBT team
 - Not part of verification process
 - Not included in sample pool




Connecticut State Department of Education • September 2025

62

Other Source Categorical Eligibility

- Students who are “other source categorically eligible” are directly certified
 - Not subject to verification
 - Not included in sampling pool



Connecticut State Department of Education • September 2025

63

Other Source Categorical Eligibility Includes


1. Students in federally funded Head Start Program

2. Students confirmed as homeless or a runaway by homeless liaison

3. Students confirmed as being a foster child by

- coding as OT on direct certification/S-EBT list **OR**
- district’s foster care point of contact

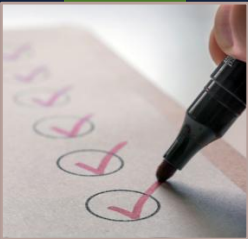
Foster students approved based on application are not directly certified



Connecticut State Department of Education • September 2025

64

Verification Types



Connecticut State Department of Education • September 2025


65

Types of Verification

1. Standard Sample Size

2. Alternate 1

3. Alternate 2 (not conducted in CT)




Connecticut State Department of Education • September 2025

66

Standard Sample Size Verification

- Based on 3% of all newly approved applications on file October 1
- Selection of applications must be based on error-prone




Connecticut State Department of Education • September 2025

67

When Standard Sample Size Verification Required

- District had non-response rate of 20% or more in prior SY
- Must review FNS 742 Verification Summary Report
 - Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System)



<https://portal.ct.gov/sde/nutrition/cnp-system>

Connecticut State Department of Education • September 2025

68

FNS 742 Verification Summary Report

The annual report about the verification process that must be completed by all sponsors of the National School Lunch Program and School Breakfast Program



Terms to Know

Connecticut State Department of Education • September 2025

69

Non-response Rate Example 1

5.6 Results of Verification by Original Benefit Type						
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).						
	A. FREE Categorically Eligible		B. FREE Income		C. REDUCED PRICE Income	
	Certified as FREE based on SNAP/STAR/FCRIS documentation (e.g., case number) on application		Certified as FREE based on income/household size application		Certified as REDUCED PRICE based on income/household size application	
Result Category	A. Applications	B. Students	A. Applications	B. Students	A. Applications	B. Students
1. Responded, NO CHANGE	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE	0	0	0	0	0	0
3. Responded, Changed to Paid	0	0	0	0	0	0
4. NOT Responded, Changed to FREE	0	0	0	0	0	0

- 100% non-response rate
- Standard Sample Size required

Connecticut State Department of Education • September 2025

70

Non-response Rate Example 2

5.6 Results of Verification by Original Benefit Type						
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).						
	A. FREE Categorically Eligible		B. FREE Income		C. REDUCED PRICE Income	
	Certified as FREE based on SNAP/STAR/FCRIS documentation (e.g., case number) on application		Certified as FREE based on income/household size application		Certified as REDUCED PRICE based on income/household size application	
Result Category	A. Applications	B. Students	A. Applications	B. Students	A. Applications	B. Students
1. Responded, NO CHANGE	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE	0	0	0	0	0	0
3. Responded, Changed to Paid	0	0	0	0	0	0
4. NOT Responded, Changed to FREE	0	0	0	0	0	0

- Column B application responded
 - No eligibility change
- Column C application did not respond
 - Eligibility change from reduced-price to paid

Connecticut State Department of Education • September 2025

71

Non-response Rate Example 2

5.6 Results of Verification by Original Benefit Type						
For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).						
	A. FREE Categorically Eligible		B. FREE Income		C. REDUCED PRICE Income	
	Certified as FREE based on SNAP/STAR/FCRIS documentation (e.g., case number) on application		Certified as FREE based on income/household size application		Certified as REDUCED PRICE based on income/household size application	
Result Category	A. Applications	B. Students	A. Applications	B. Students	A. Applications	B. Students
1. Responded, NO CHANGE	0	0	0	0	0	0
2. Responded, Changed to REDUCED PRICE	0	0	0	0	0	0
3. Responded, Changed to Paid	0	0	0	0	0	0
4. NOT Responded, Changed to FREE	0	0	0	0	0	0

- 50% non-response rate
- Standard Sample Size required

Connecticut State Department of Education • September 2025


72

Connecticut State Department of Education

12

No Error-prone Applications

- VO randomly selects 3% from newly approved applications on file as of October 1
- Document no error prone applications on file




Connecticut State Department of Education • September 2025

73

May Use Alternate 1 Verification

- If less than 20% non-response rate on prior year's FNS 742 Verification Summary Report
 - VO must randomly select 3% of total newly approved applications on file as of October 1
- May also choose Standard Sample size

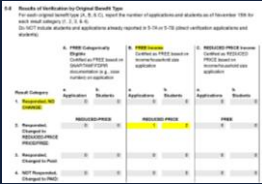


Connecticut State Department of Education • September 2025

74

When to Use Alternate 1 Verification

- Refer to Section 5-8 on FNS 742 Verification Summary Report
- Response rate must be less than 20%



Connecticut State Department of Education • September 2025

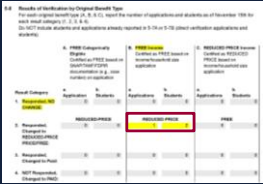
75

When to Use Alternate 1 Verification

Example

- One application selected
- HH responded
- Zero non-response rate

May use either alternate 1 or standard sample size



Connecticut State Department of Education • September 2025

76



Reminders About Both Types of Verification

Connecticut State Department of Education • September 2025

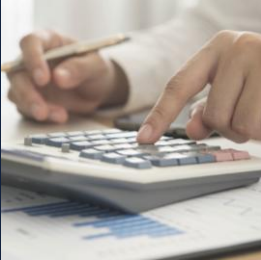
77

Reminders About Both Types of Verification

- Cannot verify more than sample size
- Must always round up

Example

- 3% of sample pool is .33
- Round up to 1 and verify 1 application



Connecticut State Department of Education • September 2025

78

Confirmation Review

- Must be completed for all applications selected for verification
- Must be conducted by someone other than person who made original determination
- Must occur before notifying household were selected for verification




https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

Connecticut State Department of Education • September 2025

79

Confirmation Review

- If errors, refer to page 104 of USDA's Eligibility Manual for School Meals




https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

Connecticut State Department of Education • September 2025

80

Special Circumstances




Connecticut State Department of Education • September 2025

81

Circumstance 1: No Applications on File by October 1

- May occur due to LEA's robust direct certification system
- Must still complete FNS 742 Verification Summary Report
- Notify CSDE school nutrition team member no applications were on file




<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countypassign.pdf>

Connecticut State Department of Education • September 2025

82

Circumstance 2: Applications with Zero Income

- Should be part of sample pool on October 1
- If application selected
 - LEA must request written explanation of how HH meets living expenses
 - LEA may request additional written documentation or collateral contacts




Connecticut State Department of Education • September 2025

83

Circumstance 3: Verification Extension Request

- Serious reason that LEA cannot meet November 15 deadline
 - Natural disaster
 - Civil disorder
 - Strike
 - Other circumstances

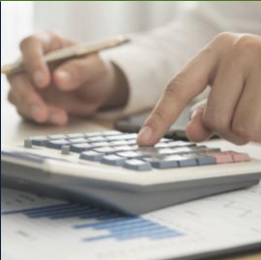


Connecticut State Department of Education • September 2025

84

Circumstance 3: Verification Extension Request

- Superintendent must submit written request explaining reason for extension
 - Email allowed
- CSDE must receive by close of business on November 1



Connecticut State Department of Education • September 2025

85

Circumstance 3: Verification Extension Request

- CSDE may provide written approval of extension for serious reasons up to December 15 of current SY



Connecticut State Department of Education • September 2025

86

Verification Forms



Connecticut State Department of Education • September 2025

87

Recommendation

- One folder per HH to contain all verification documents




Connecticut State Department of Education • September 2025

88

Sample Verification Selection Worksheet

- Tells verification story for selected HH
- One form for each selected HH
- Complete all sections




Connecticut State Department of Education • September 2025

89

Alternate One Verification Sampling Worksheet

- 3% of all newly approved applications on file as of October 1
- Applications randomly selected
- Always round up




Connecticut State Department of Education • September 2025

90

Standard Sample Size Verification Sampling Worksheet

- 3% of all newly approved error-prone applications on file as of October 1
- Applications randomly selected
- Always round up

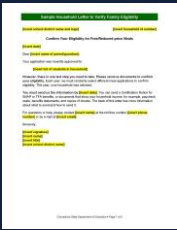


Connecticut State Department of Education • September 2025

91

Sample Household Letter to Verify Family Eligibility

- Use after selecting applications
 - Informs HH they have been selected for verification
 - Reviews acceptable sources of income and documentation
- Complete applicable highlighted sections




Connecticut State Department of Education • September 2025

92

Sample Household Letter to Verify Family Eligibility Second Notice

- Must send to HH that do not respond by original date
- Adhere to dates indicated
- Follow up if HH fails to respond to second notice




Connecticut State Department of Education • September 2025

93

Sample Letter of Verification Results and Adverse Action for Income Households

- Must send to HH that did not respond to second notice
 - Must include fair hearing language
- Must give HH 10 calendar days from date on letter before changing benefits
- Eligibility change impacts all children enrolled in LEA




Connecticut State Department of Education • September 2025

94

HH with Increase in Benefits

Example: Reduced-price to Free

- Must notify HH of eligibility change using Sample Letter of Verification Results and Adverse Action for Income Households
 - Must include fair hearing language
- Effective immediately
 - Implement no later than 3 operating days from date verification completed



Connecticut State Department of Education • September 2025

95

Required Fair Hearing Language for Change in Benefits

- Must include in all verification notification letters
 - Right to appeal
 - Who to contact
 - Deadline




Connecticut State Department of Education • September 2025

96

Required Fair Hearing Language for Change in Benefits

Appeal within 10 Calendar Day Advance Notice Period

- LEA must continue to provide original eligibility benefits until final determination
- Refer to pages 57-59 in USDA's Eligibility Manual for School Meals




https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

Connecticut State Department of Education • September 2025

97

Additional Verification Forms

- Household Employer Letter
- Household Letter for Social Security Office
- Household Letter Notification of Continuation of Benefits as a Result of Verification

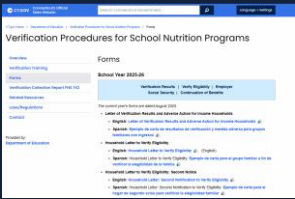


Connecticut State Department of Education • September 2025

98

CSDE Webpage

Verification Procedures for School Nutrition Programs



<https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs/forms>

Connecticut State Department of Education • September 2025

99




When Households Do Not Respond to Verification

Connecticut State Department of Education • September 2025

100

When Households Do Not Respond to Verification

- HH terminated and reapplies in same SY
- Must submit income or proof of participation in SNAP or TFA at time of application
- Not considered new applications
- VO must complete verification process



Connecticut State Department of Education • September 2025

101



Final Step: Communication with School Nutrition Programs

Connecticut State Department of Education • September 2025

102

Communication with School Nutrition Programs

- VO must notify food service of all students with change in benefits
- Ensures student receives correct benefit during breakfast or lunch
- Must be documented



Connecticut State Department of Education • September 2025

103

Using Verification Software Programs




Connecticut State Department of Education • September 2025

104

Using Verification Software Programs

- VO must understand software program and work with software company to ensure verification process is correct




Connecticut State Department of Education • September 2025

105

Using Verification Software Programs

- Ensure software correctly determines
 - total applications as of October 1
 - sample pool
 - sample size



Connecticut State Department of Education • September 2025

106

Using Verification Software Programs

- Ensure software program's verification forms use required USDA language




Connecticut State Department of Education • September 2025

107

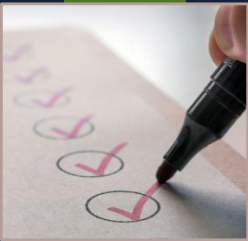
Using Verification Software Programs

- Consult with software company regarding questions about their verification program



Connecticut State Department of Education • September 2025

108




Confidentiality

Connecticut State Department of Education • September 2025

109

Confidentiality

- VO must ensure that all aspects of verification process do not overtly identify free or reduced-price child



Connecticut State Department of Education • September 2025

110



Overt Identification

Any action that may result in a child being recognized as eligible to receive free or reduced-price meals or free milk

Terms to Know

Connecticut State Department of Education • September 2025

111

Confidentiality

- VO must implement procedures to ensure verification information is kept confidential



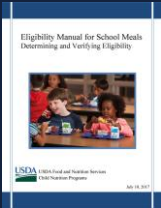
Connecticut State Department of Education • September 2025

112

USDA Resource

Eligibility Manual for School Meals

- Section 5: Confidentiality and Disclosure



https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/freered/usda_eligibility_manual.pdf

Connecticut State Department of Education • September 2025

113

CSDE Resource

Module 5: Confidentiality and Disclosure



<https://portal.ct.gov/sde/nutrition/eligibility-for-free-and-reduced-price-meals-and-free-milk-in-school-nutrition-programs/determining-eligibility-training>

Connecticut State Department of Education • September 2025

114



Records Retention

Connecticut State Department of Education • September 2025


115

Records Retention

- 7 CFR 210.23(c) of NSLP regulations
- 7 CFR 220.7(e)(13) of SBP regulations

[https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#p-210.23\(c\)](https://www.ecfr.gov/current/title-7/subtitle-B/chapter-II/subchapter-A/part-210#p-210.23(c))
[https://www.ecfr.gov/current/title-7/part-220#p-220.7\(e\)\(13\)](https://www.ecfr.gov/current/title-7/part-220#p-220.7(e)(13))

Connecticut State Department of Education • September 2025




116

Records Retention

Documentation	Timeframe
All records to support claim	3 years after submission date of final claim for fiscal year
Records with unresolved audit findings	Beyond 3 years, as long as required to resolve audit issues

Connecticut State Department of Education • September 2025




117

Records Retention

- Special provision schools (e.g., CEP) must keep all data to support base year or Identified Student Percentage (ISP) data
- Check with board of education/town to determine if more stringent records retention requirements

Connecticut State Department of Education • September 2025



118

CSDE Resource


Records Retention Requirements for the School Nutrition Programs



https://portal.ct.gov/-/media/sde/nutrition/nsip/adminrev/records_retention_snp.pdf

Connecticut State Department of Education • September 2025

119




FNS 742 Verification Summary Report

Connecticut State Department of Education • September 2025

120

FNS 742 Verification Summary Report

- Must be completed by all NSLP/SBP sponsors
- Includes districts not required to complete verification
 - RCCIs without day students
 - CEP school districts
 - Private schools




Connecticut State Department of Education • September 2025

121

FNS 742 Verification Summary Report

- Due December 15
- Completed in CNP System




<https://portal.ct.gov/sde/nutrition/cnp-system>

Connecticut State Department of Education • September 2025

122

CSDE Resource

Completing the Verification Collection Report (FNS 742)



https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/verification/completing_verification_collection_report.pdf

Connecticut State Department of Education • September 2025

123

Ameliorative Action



Connecticut State Department of Education • September 2025

124

Ameliorative Action

The high change rate in a child's eligibility due to a reduction in free or reduced-price benefits




Terms to Know

Connecticut State Department of Education • September 2025

125


Ameliorative Action

- State agencies required to monitor high change rates in a student's eligibility due to verification



Connecticut State Department of Education • September 2025

126



High Change Rate

Changes in eligibility status where there was a reduction in benefits to a household

Examples

- Free to reduced-price
- Free to denied
- Reduced-price to denied

Terms to Know


Connecticut State Department of Education • September 2025

127

Flagging LEAs with High Change Rate for Ameliorative Action

Two Criteria

- 50% or more of verified applications resulted in reduction in eligibility
- Had to verify more than 5 applications



Connecticut State Department of Education • September 2025

128


Flagged LEAs

- Notified by email prior to beginning of SY
- Asked to review verification processes to ensure they are completed in compliance with federal regulations



Connecticut State Department of Education • September 2025

129



Resources

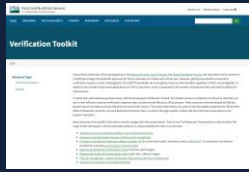
Connecticut State Department of Education • September 2025

130

USDA Webpage

Verification Toolkit

- Strategies to Improve Response Rates in the Verification Process
- Navigating the Verification Process: A Diagram for Households
- A Guide to Conducting Verification Before October 1st
- Redesigned Verification Notification Letter
- Flyer for Households – Submit Verification Documents with Your Smartphone
- Sources of Income for School Meal Eligibility



<https://www.fns.usda.gov/cn/verification-toolkit>

Connecticut State Department of Education • September 2025

131

USDA Resource

Verification Toolkit webinar

- Outlines options for starting verification prior to October 1
- Highlights verification resources



<https://www.fns.usda.gov/resource/webinar-verification-toolkit-and-beginning-verification-october-1>

Connecticut State Department of Education • September 2025

132

CSDE Resource

Calendar for Completing Verification

https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/verification/calendar_completing_verification.pdf

Connecticut State Department of Education • September 2025

133

CSDE Resource

Important Points for Completing Verification

https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/verification/important_points_completing_verification.pdf

Connecticut State Department of Education • September 2025

134

CSDE Resource

Verification Checklist

https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/verification/sample_verification_checklist.pdf

Connecticut State Department of Education • September 2025

135

CSDE Resource

Guidance for Notifying Parents of a Child's Eligibility for Free or Reduced-price Meals

https://portal.ct.gov/-/media/sde/nutrition/nsip/forms/verification/sample_verification_checklist.pdf

Connecticut State Department of Education • September 2025

136

CSDE Webpage

Verification Procedures for School Nutrition Programs

<https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-program>

Connecticut State Department of Education • September 2025

137

Questions? Contact School Nutrition Programs Staff

County	Staff
Middlesex County (includes Regions 4, 13, and 17) Tolland County (includes Regions 8 and 19)	Jennifer Bove 860-807-2044 • jennifer.bove@ct.gov
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 7, 12, 14, and 20)	Fionnuala Brown 860-807-2129 • fionnuala.brown@ct.gov
Hartford County (includes Region 10)	Teri Dandeneau 860-807-2079 • teri.dandeneau@ct.gov
New Haven County (includes Regions 5, 15, and 16)	Greg King 860-713-6804 • greg.king@ct.gov
New London County Windham County (includes Region 11)	Susan Alston 860-807-2081 • susan.alston@ct.gov

<https://portal.ct.gov/-/media/sde/nutrition/cnstaff/countyassign.pdf>

Connecticut State Department of Education • September 2025

138

Thanks for participating!



<https://portal.ct.gov/sde/nutrition/verification-procedures-for-school-nutrition-programs>

Connecticut State Department of Education • September 2025

139

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone numbers and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

Connecticut State Department of Education • September 2025

140

CSDE Nondiscrimination Statement

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

Connecticut State Department of Education • September 2025

141