

Resource List for Training Module: Verification Procedures for School Nutrition Programs

This document contains the resources highlighted in the Connecticut State Department of Education's (CSDE) training program, [Verification Procedures for School Nutrition Programs](#). This training module provides guidance on complying with the U.S. Department of Agriculture (USDA) regulations for verifying a child's eligibility for free or reduced-price meals in the [National School Lunch Program \(NSLP\)](#) and [School Breakfast Program \(SBP\)](#).

[Calendar for Completing Verification](#) (CSDE):

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

[Common Acronyms and Abbreviations for Determining Eligibility in the School Nutrition Programs and Summer Food Service Program](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/acronyms_abbreviations_determining_eligibility_snp_sfsp.pdf

[Completing the Verification Collection Report \(FNS 742 Verification Summary Report\)](#) (CSDE):

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

[Connecticut Online Application and Claiming System for Child Nutrition Programs \(CNP System\)](#) (CSDE webpage):

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

[County Assignments for School Nutrition Programs](#) (CSDE):

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

[Eligibility for Free and Reduced-price Meals and Free Milk in School Nutrition Programs](#) (CSDE webpage):

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

[Eligibility Manual for School Meals](#) (USDA):

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

[Guidance for Notifying Parents of a Child's Eligibility for Free or Reduced-price Meals](#) (CSDE):

https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/guidance_notifying_parents_child_eligibility_free_reduced_meals.pdf

[Important Points for Completing Verification or the School Nutrition Programs](#) (CSDE):

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

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[Income Guidelines for School Nutrition Programs](#) (CSDE's Income Guidelines for Child Nutrition Programs webpage):

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

[Module 5: Confidentiality and Disclosure](#) (CSDE's Determining Eligibility in the School Nutrition Programs, Summer Food Service Program, and S-EBT):

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

[National School Lunch Program 7 CFR 210.23\(c\): Retention of records:](#)

[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))

[Records Retention Requirements for the School Nutrition Programs](#) (CSDE):

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

[Sample Verification Checklist](#) (CSDE):

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

[School Breakfast Program 7 CFR 220.7\(e\)\(13\): Retention of records:](#)

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

[The Basics of Rolling Verification](#) (USDA webinar):

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

[Verification Procedures for School Nutrition Programs](#) (CSDE webpage):

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

[Verification Toolkit](#) (USDA webpage):

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

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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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