

Sample School District Verification Check List

Local Education Agency (LEA): _____ Date: _____

1. Type of verification conducted:
 Standard Sample Size Alternate One Alternate Two

2. Were the *Eligibility Manual for School Meals* and appropriate Connecticut State Department of Education (CSDE) *operational memoranda* followed to ensure that the verification sample was chosen correctly? Yes No
If "NO" explain:

3. Did anyone from the district/institution attend training on verification conducted by the CSDE during the past year? Yes No
If "NO" explain:

4. Was more than the required sample size verified? Yes No
If "YES" explain:

5. Were the state agency (CSDE) sample verification forms used? Yes No
If "NO" explain:

6. Was the verification process completed by November 15? Yes No
If "NO" explain:

7. Was a confirmation review conducted by a person other than the determining official? Yes No
If "NO" explain:

8. Were households with foster children verified correctly? Yes No
If "NO" explain:

9. Were the notifications of changes in eligibility to families sent in a timely manner? Yes No
If "NO" explain:

Sample School District Verification Check List, continued

10. Were applications that did not need to be verified replaced by similar applications to meet the required number to be verified? Yes No

If "NO" explain:

11. Was the option to decline to verify no more than 5 percent of applications in the selected sample utilized by the district? Yes No

If "YES" explain:

12. Check here if all calls within the district are local calls:

13. Was there a second attempt to obtain the family information for verification? After a reasonable period, if unable to verify the eligibility, was a notice of adverse action sent to the families? Yes No
 Not applicable

If "NO" explain:

14. If there was a benefit change due to verification, was it properly applied in the lunchroom (ticket, roster and/or other system)? Yes No
 Not applicable

If "NO" explain:

15. Were any households selected for Verification for Cause? Yes No
 Not applicable

If "YES" explain:



For more information and forms, see the Connecticut State Department of Education's (CSDE) [Verification Procedures](#) Web page or contact the [school nutrition programs](#) staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.

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