

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Health and Nutrition Services and Child/ Family/School Partnerships
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Middletown, Connecticut 06457

TO: Sponsors of School Nutrition Programs

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: August 31, 2006

SUBJECT: **Operational Memorandum # 22-06**

I. Change Regarding Verification at the Time of Application

This is notification that school food authorities (SFA) are **no** longer allowed to select *Verification at the Time of Application* (100 % Verification) as a verification option. SFAs must only verify the number determined by your sample size calculation for verification. Additionally, in an effort to meet the required sample size, in the past, some school districts may have chosen to randomly select a few more applications to verify just in case a household transfers or withdraws during the verification time period. **You no longer have this option.**

Applications must still be verified for cause. However, any verification that is done for cause is **in addition** to the sample required for either random or focused sampling. Examples of cause may include but is not limited to situations where school officials have knowledge of household circumstances that would cause them to verify the information on the application.

Questions pertaining to this memo may be directed to:

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- RoseAnna Holliday, 860-807-2064, roseanna.holliday@ct.gov
- Lorraine Sternal, 860-807-2008, lorraine.sternal@ct.gov
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Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Electronic copies may be requested from OCN.