

CONNECTICUT STATE DEPARTMENT OF EDUCATION
BUREAU OF ADULT EDUCATION AND NUTRITION PROGRAMS
25 INDUSTRIAL PARK ROAD
MIDDLETOWN, CONNECTICUT 06457-1543

OPERATIONAL MEMORANDUM

TO: Sponsors of School Nutrition Programs

FROM: Maureen Staggenborg, Bureau Chief

DATE: October 8, 2003

SUBJECT: Operational Memorandum # 03-05 - Reminder of Verification Procedures – RESPONSE DUE by January 15, 2004

Sponsors are reminded that a sampling of approved free and reduced price meal applications must be verified each year. This process must be completed no later than December 15, 2003. If you cannot complete Verification by December 15, you must send a letter to Maureen Staggenborg, Chief, Bureau of Adult Education and Nutrition Programs, by December 1. The Office will then submit your letter to our USDA Regional Office in Boston for their approval.

You are encouraged to start the Verification process prior to October 31. However, the minimum number of applications to be verified must be based on the total number of applications approved as of October 31.

Sponsors must complete the Verification process if:

1. The program claims reimbursement for free and reduced price lunches and/or breakfasts, or
2. The program is a Residential Child Care Institution (RCCI) that has day clients and is claiming those day clients as free or reduced based on the approved eligibility applications on file. Note: Only the household income of day clients is verified.

In order to complete the Verification process, sponsors of National School Lunch/Breakfast must access the Department website at <http://www.state.ct.us/sde/deps/nutrition/Verification/index.htm>, and select from one of three options for conducting Verification. A review of the three options is indicated on page 2 of this memorandum.

The three Verification options are:

1. **Random Sample** – 3% of approved applications are selected randomly.
2. **Focused Sample** – a minimum of 1% of all approved applications, and .5% of all categorical applications, chosen according to the following criteria:
 - the lesser of 1% or 1,000 of the **total** number of approved applications (both income and categorical). The 1% sample is selected from income applications with total household income within \$100 monthly or \$1,200 annually of the current income guidelines for that size household;

PLUS

- the lesser of .5% or 500 of the total number of applications that were approved based on categorical eligibility, i.e., currently certified for Food Stamps, FDPIR or TANF. The .5% sample is selected from applications with a Food Stamp, FDPIR, or TANF number, or other FDPIR identifier
3. **100% Verification** – Sponsors may also choose to verify 100% of the approved applications on file.

IMPORTANT: Direct Certification letters from the Department of Social Services are not to be included in the determination of your sample size for Verification.

RESPONSE DUE: All sponsors, including all Residential Child Care Facilities (RCCIs) are required to complete and submit the attached “Report of Verification Results” form, no later than January 15, 2004. You may also choose to access this form electronically at the website indicated above.

Questions regarding Verification may be directed to Mary Ragno (860-807-2082), Teri Dandeneau (860-807-2079), or Bob Zwack (860-807-2081).