

# SAMPLE SCHOOL DISTRICT VERIFICATION CHECKLIST

Local Educational Agency (LEA): \_\_\_\_\_ Date: \_\_\_\_\_

1. Type of verification conducted:  
 Standard Sample Size    Alternate One    Alternate Two
  
2. Did the district/institution follow the U.S. Department of Agriculture's (USDA) *Eligibility Manual for School Meals* and appropriate Connecticut State Department of Education (CSDE) *operational memoranda* 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 CHECKLIST, 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 this box if all calls within the district are local calls:
13. Was there a second attempt to obtain the family information for verification? If unable to verify the eligibility, after a reasonable period 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:*

	<p>For more information, visit the CSDE's <a href="#">Verification</a> Web page or contact the <a href="#">school nutrition programs</a> staff in the CSDE Bureau of Health/Nutrition, Family Services and Adult Education, 25 Industrial Park Road, Middletown, CT 06457.</p> <p><i>This worksheet is available in PDF at <a href="http://www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/verification/vercheck.pdf">www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/verification/vercheck.pdf</a> and Word at <a href="http://www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/verification/vercheck.doc">www.sde.ct.gov/sde/lib/sde/word_docs/deps/nutrition/verification/vercheck.doc</a>.</i></p>
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*To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;*
- (2) fax: (202) 690-7442; or*
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

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