



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



TO: Sponsors of the National School Lunch and School Breakfast Programs

FROM: John D. Frassinelli, Bureau Chief 
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: August 8, 2018

SUBJECT: Operational Memorandum No. 12-18

1. Verification Procedures
2. Rolling Verification
3. Verification Collection Report – Due December 15, 2018

1. Verification Procedures

By November 15 of each year, local educational agencies (LEAs) must complete verification of a sample of their approved free and reduced-price meal applications. The verification sample is obtained from new meal applications on file as of the first operating day in October. *LEAs must do Standard Sample Size Verification (selecting applications that are error prone) unless they had a nonresponse rate of less than 20 percent in the prior school year.* For more information, refer to the United States Department of Agriculture's (USDA) [Eligibility Manual for School Meals](#) (dated July 18, 2017), and the following resources from the Connecticut State Department of Education (CSDE):

- [Important Points for Completing Verification](#);
- [Verification Calendar](#); and
- [Verification Checklist](#).

Updated verification forms are available on the CSDE's [Verification Procedures for School Nutrition Programs](#) webpage.

The USDA's [Strategies to Improve Response Rates in the Verification Process](#) provides an overview of practices used by school food authorities around the country to encourage households to respond to the verification process.

2. Rolling Verification

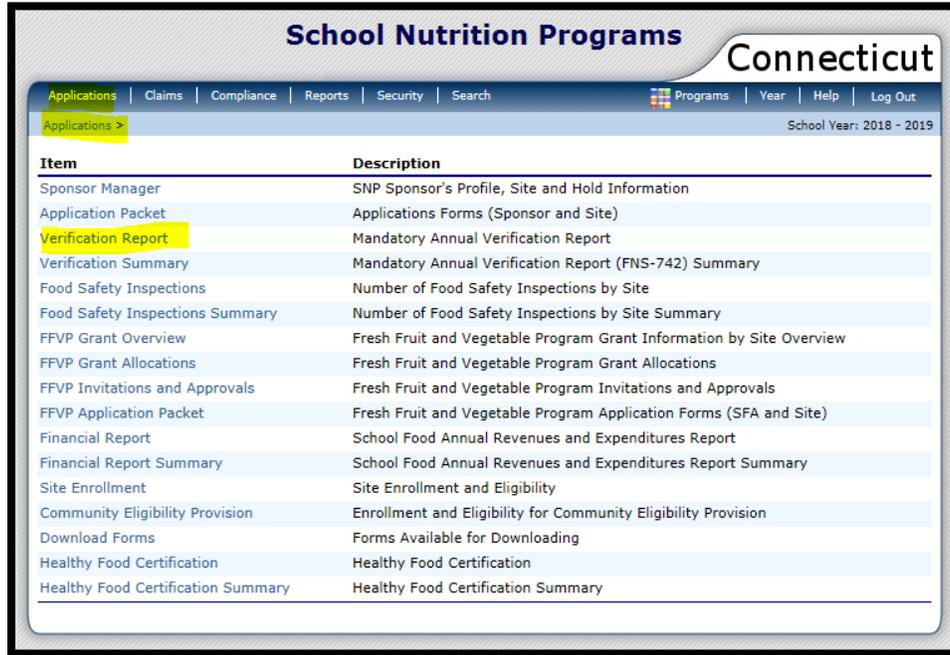
The USDA recently provided guidance on conducting Rolling Verification. This verification process allows LEAs to start verification earlier in the school year to help improve the household response rate and save time by decreasing the administrative burden, especially for LEAs that must verify large numbers of applications. The USDA developed the following tools to assist LEAs with the Rolling Verification process:

- [Verification Toolkit](#); and
- [Rolling Verification webinar](#).

If a LEA is considering Rolling Verification, it is essential that the verifying official reviews the Rolling Verification Webinar and Toolkit prior to implementation.

3. Verification Collection Report

This report is due to the CSDE no later than **December 15, 2018**. It must be completed in the Connecticut Online Application and Claiming System for Child Nutrition Programs (CNP System), as shown below.



For instructions on completing this report, refer to the CSDE’s document, *Completing the Verification Collection Report (FNS 742)*.

Questions may be directed to your school nutrition consultant.

Consultants for School Nutrition Programs	
County	Consultant
<ul style="list-style-type: none"> Fairfield County (Includes Region 9) Litchfield County (Includes Regions 1, 6, 7, 12, and 14) 	Fionnuala Brown fionnuala.brown@ct.gov 860-807-2129
<ul style="list-style-type: none"> Hartford County (Includes Region 10) Middlesex County (Includes Regions 4, 13, and 17) 	Teri Dandeneau teri.dandeneau@ct.gov 860-807-2079
<ul style="list-style-type: none"> New Haven County (Includes Regions 5, 15, and 16) New London County Tolland County (Includes Regions 8 and 19) Windham County (Includes Region 11) 	Susan Alston susan.alston@ct.gov 860-807-2081

JDF:tdd

Important: This is a numbered Connecticut State Department of Education (CSDE) operational memorandum that contains important program information. Please read carefully and retain in a binder for future reference. All CSDE operational memoranda are posted on the CSDE’s [Operational Memoranda for School Nutrition Programs](#) webpage.