

Alternate One Verification Sampling Worksheet

School Year 2024-25

The U.S. Department of Agriculture (USDA) regulations require that National School Lunch Program (NSLP) and School Breakfast Program (SBP) sponsors that collect and approve free and reduced-price meal applications must conduct verification by **November 15** of each year, to confirm students' eligibility for free and reduced-price school meals. For procedures on conducting verification, refer to the USDA's [Eligibility Manual for School Meals](#).

The school food authority **must** complete this worksheet or an equivalent form and maintain on file for audit purposes.

Required Sample Size

Number of newly approved applications on file on **October 1** (excluding direct certification letters, homeless/runaway determinations):

_____ multiply by .03 = _____ or 3,000 applications, whichever is less

Round all decimals upward. For example, if the sponsor had 340 newly approved applications on file on October 1, and chose to verify 3 percent, this equals 10.2 applications, which rounds up to 11 applications:

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Randomly select the required number of applications.

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For more information, visit the Connecticut State Department of Education's (CSDE) [Verification Procedures for School Nutrition Programs](#) webpage, or contact the [school nutrition programs staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/verification/alternate_one_verification_sampling_worksheet.pdf.

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