



Division of Child Care and Early

Childhood Education

Health and Nutrition Programs

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Sampling Form Instructions

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. The standard sample size method of verification is required by all school sponsors of the NSLP and SBP if alternate criteria are not met. 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**:

(Sample size should be based on the total newly approved applications on file on October 1, excluding direct certification and homeless/runaway determinations.)

_____ multiply by .03 = _____ or 3,000 applications, whichever is less
Round all decimals upward.

After determining the sample size, randomly select the required number of applications from the error-prone applications.

- Error-prone refers to those approved applications that listed household income within \$100 monthly or \$1,200 annually of the free or reduced-price eligibility guidelines for that household size.
- Error-prone does **not** include SNAP, TFA, homeless or runaway applications.

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- (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.

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