Center for Students, Families & Communities

Susan Tave Zelman

Superintendent of Public Instructi

Office for Safety, Health and Nutrition
Cecelia Torok
Associate Director of Nutrition Programs

POLICY STATEMENT

VERIFICATION SAMPLE SIZE SELECTION AND REPORTING PROCEDURES

Source:	USDA Memo SP 27-2006, and SP 34-2006
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INTRODUCTION

This memorandum states the National School Lunch Program (NSLP) policy for Ohio Local Educational Agencies (LEAs) to select their verification process sample size. This policy is based on the United States Department of Agriculture (USDA) federal policy SP-27-2006, and SP-34-2006.

STATEMENT OF POLICY

A. DEFINITION OF THE VERIFICATION PROCESS

1. Per the Richard B. Russell National School Lunch Act (NSLA), LEAs, on a yearly basis, must verify the eligibility of children in a sample of approved free and reduced-price school meal applications on file as of October 1st.
2. The 2004 Child Nutrition Reauthorization Act amended the National School Lunch Act (NSLA) to specify verification sample size selection procedures.
3. LEAs must select one of the following methods for verification sample size selection.
4. LEAs must verify at least as many applications as calculated by the sample formula selected, but may do no more.
    a. The “All Applications” sample selection method is no longer available.
5. LEAs must choose their sample size based on the number of approved free and reduced-price

student meal applications on file as of October 1st.

B. VERIFICATION SAMPLE SIZE SELECTION PROCEDURES

1. LEAs must choose one of the following verification sample size selection procedures:

a. **Basic (Error Prone)** – LEA must verify:
   i. Sampling of 3 percent or 3000 applications, whichever is less, determined from the number of approved paper applications on file as of Oct. 1st.
   ii. Once the sample size is determined, applications of which are within $100 per month or $1200 per year of income eligibility guidelines are selected first. Applications meeting these criteria are also known as "error prone" applications.
   iii. If there are not enough error prone applications to complete the sample, the remainder of the application pool to be verified is selected at random from all remaining applications.
   iv. LEAs with a 20% or greater verification non-response rate in the previous school year must choose this sample method. This sampling method is optional for LEAs not meeting this criterion.

b. **Alternate-Random Sampling –** LEA must verify:
   i. Sampling of 3 percent or 3,000 applications, whichever is less, determined from the number of approved paper applications on file as of Oct. 1st.
      a. Once the sample size is determined, applications are randomly selected from all approved applications on file as of Oct. 1st.

c. **Alternate-Focused-** LEA must verify:
   i. The lesser of 1 percent or 1,000 applications, determined from the total number of approved paper applications on file as of Oct. 1st, PLUS
   ii. The lesser of 500 or one half of 1 percent (0.5%) of all applications approved as of Oct. 1st of which provide a food stamp number or OWF case number on the application in lieu of income information.

d. **No Verifications Performed –** LEA does not complete verification due to:
   i. LEA has all Provision 2 non-base year schools
   ii. LEA has only free eligible students who are not subject to verification (all students are directly certified, the LEA is a residential child care institution (RCCI) not serving day treatment students, LEA operates the Special Milk Program only, or other).

C. VERIFICATION DATA REPORTING TO THE OHIO DEPARTMENT OF EDUCATION

1. The verification process must be completed at the LEA level by November 15th.
2. Upon completion of the verification process, the LEA must report the verification results data into the Ohio Department of Education (ODE) Claims Reimbursement and Reporting System (CRRS).
3. The verification summary report must be submitted in CRRS by January 15th.
4. The LEA's November claim for reimbursement will not be processed by the CRRS system until the verification summary report is submitted and is in error-free status.

Please keep this memo on file for reference. A copy of the memo and a complete Verification Instruction Packet are available for downloading from the ODE website at: http://www.ode.state.oh.us/ . If you have any questions regarding this memo, please contact your NSLP regional consultant.

Prepared by:	Brigette Hires
Approved by:	Cecelia Torok

File Attachment