

# Activity 1

## Apple Pie School/District Exercise

Current school year (SY) counts as of October 1:

	Applications	Students
1. Number on direct certification list	N/A	50
2. Number of foster children (household of one Income application)	30	30
3. Number of homeless students, per list provided by education liaison	N/A	0
4. Number of students living with relatives receiving Kinship Care and relatives have legal responsibility	5	10
5. Number <i>categorically eligible</i> for free meal benefits based on FoodShare or W2-Cash benefits (10 digit case number)	100	200
6. Number approved for free meal benefits based on income	100	180
7. Number temporarily approved based on \$0 income reported	10	20
8. Number approved for reduced-price meals	50	100
9. Number approved with "questionable" income	5	10
<b>Total number approved for benefits:</b>	<b>300</b>	<b>600</b>

What groupings above, if any, are excluded from verification? \_\_\_\_\_

### Previous school year verification results:

	Applications	Students
<b>Number selected for verification using random sampling</b>	<b>10</b>	<b>20</b>
Number submitting appropriate documentation prior to the deadline	6	12
Number that responded after benefits were terminated	2	4
Number that did not respond to verification notice even after benefits were terminated	2	4

What is the non-response rate? \_\_\_\_\_

What sampling method is appropriate for this school/district?

Standard     Alternate #1 (formerly Random)     Alternate #2 (formerly Focused)

Compute *required Sample Size* for each sampling method based on district data for the three sampling methods (on reverse side of this page)

**STANDARD (formerly BASIC)**

**REQUIRED SAMPLE SIZE**

\_\_\_\_\_ Total number of ***all approved applications*** on file on October 1  
X .03 Multiply by 3 percent (3%)  
\_\_\_\_\_ (ROUND ALL DECIMALS UP TO NEXT WHOLE NUMBER) = \_\_\_\_\_

Select ERROR PRONE income applications with reported income within \$100 a month (\$1,200 a year) of the free and reduced-price eligibility guidelines; randomly select from the ERROR PRONE applications. If there are not enough applications in this range, continue randomly selecting applications from all applications subject to verification until the required number of applications is chosen.

**ALTERNATE #1 (formerly RANDOM)**

**REQUIRED SAMPLE SIZE**

\_\_\_\_\_ Total number of ***all approved applications*** on file on October 1  
X .03 Multiply by 3 percent (3%)  
\_\_\_\_\_ (ROUND ALL DECIMALS UP TO NEXT WHOLE NUMBER) = \_\_\_\_\_

Randomly select the required number of applications. All applications-both categorically eligible (based on 10 digit FoodShare, W-2 cash benefits or FDPIR case number) **and** income eligible--must have an equal chance of selection.

**ALTERNATE #2 (formerly FOCUSED)**

**REQUIRED SAMPLE SIZE**

(1) \_\_\_\_\_ Total number of ***all approved applications*** on file on October 1  
X .01 Multiply by 1 percent (1%)  
\_\_\_\_\_ (ROUND ALL DECIMALS UP TO NEXT WHOLE NUMBER) = \_\_\_\_\_

Select ERROR PRONE income applications with reported income within \$100 a month (\$1,200 a year) of the free and reduced price eligibility guidelines; randomly select from the ERROR PRONE applications. If there are not enough applications in this range, continue randomly selecting income applications until the required number of applications is chosen.

**AND**

(2) Required categorically eligible sample size

\_\_\_\_\_ Total number of categorically eligible applications on file on October 1  
X .005 Multiply by one half of one percent (.5%)  
\_\_\_\_\_ (ROUND ALL DECIMALS UP TO NEXT WHOLE NUMBER) = \_\_\_\_\_

From the applications with a FoodShare, W-2 cash benefits or FDPIR case number, randomly select the sample until the required total number is chosen.

# Activity 2

## Verification Exercise

LEA name: Anywhere School/District/RCCI  
School Id #: Agency Code 01-5000 (used on Claims for School Nutrition Programs)  
1st 2 numbers: County # in Wisconsin; next 4 numbers are DPI State Code assigned to each school/district (LEA #) as assigned by WI Dept. of Public Instruction (DPI)

Household Applications received as of October 1

240 free students are on 150 (Categorically Eligible) applications: FoodShare, W-2 cash benefits, and FDPIR (10 digit case numbers)

500 free students are on 300 income applications

10 free students are on 10 foster care applications (household of one) income

250 reduced students are on 140 income applications

---

1000 F & R students 600 total applications

Verification Official selected *Alternate 1-(formerly Random)*. (May only be selected by Local Educational Agency (LEA) with a non-response rate of less than 20% in the previous school year) How many applications will you select for verification?

That seems like a lot - let's compare to *Alternate 2-(formerly Focused)*

(May only be selected by Local Educational Agency (LEA) with a non-response rate of less than 20% in the previous school year)

A) How many Error Prone applications (within the \$100 monthly or \$1200 yearly income) must be selected?

AND B) How many (Categorically Eligible) applications would you verify?

Total number to verify = \_\_\_\_\_

Is there another way a school/district could decrease the total number of applications to be verified? HINT: It's a requirement for this school year (SY 08-09) for all schools/districts.

How does the Verification Official select the applications for verification: using a computer system/manually? Applications should be selected \_\_\_\_\_ after the sample size is calculated for *Alternate 1-(formerly Random)*.

For *Alternate 2-(formerly Focused)* \_\_\_\_\_ select from the Error Prone applications and \_\_\_\_\_ select from the (Categorically Eligible) applications.

# Activity 3

## Verification Summary Report Data Exercise

School Id#:

Agency Code 01-5000

Local Educational Agency (LEA) Name: Anywhere School/District has 4 Schools

Reporting total enrollment of 4000 with access to National School Lunch Program (NSLP) and School Breakfast Program (SBP)

### Benefit Issuance:

200 free students are directly certified (exempt from verification)

25 free students are homeless or migrant or runaway (exempt from verification)

25 free students are federal income eligible head start (exempt from verification)

240 free students are on 140 applications: FoodShare, W-2 cash benefits, and FDPIR

10 free students are on 10 foster care applications (income application of 1 child)

500 free students are on 300 applications (household income)

---

1000 students are eligible for free meal benefits

250 reduced-price students are on 150 applications (household income)

Alternate #1 -(formerly Random) 600 applications X .03- 18 applications to be verified

### Results of Verification:

# apps	Original Determination	# students	Status - after Verification
2	Food Share	4	No change
2	Food Share	5	Changed to Paid
2	W-2 cash benefit	6	Did not response
1	Income: Foster Child	1	No change
3	Income FREE	10	Changed to Reduced
1	Income FREE	3	Changed to Paid
1	Income FREE	5	Did not response
3	Reduced	8	No Change
2	Reduced	6	Changed to Free
1	Reduced	4	Did not response
18			

Non-response rate is 4 applications.  $4/18 = 22\%$ ; will be required to use "Standard" Sampling next school year

Ideas for follow-up with non-response households:

**Wisconsin Department of Public Instruction  
LOCAL EDUCATIONAL AGENCY  
VERIFICATION SUMMARY REPORT**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB control number for this collection is 0584-0026. The time required to complete this information collection is 6 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

AGENCY # \_\_\_\_\_  
 AGENCY NAME \_\_\_\_\_  
 TYPE OF AGENCY  Public  Private  
 SCHOOL YEAR **2010** - **2011**

**I. Enrollment, Application, and Eligibility Information (Pre Verification)**

**1. Type of Free/Reduced Price Application Used**  Household  All Schools

	A. # Students as of last operating day October	B. # of Approved Apps as of October 1	6. Type of Verification Used <input type="checkbox"/> Standard (formerly Basic) <input type="checkbox"/> Alternate 1 (formerly Random) <input type="checkbox"/> Alternate 2 (formerly Focused) <input type="checkbox"/> No Verifications Performed (no approved applications)	A. FREE ELIGIBLE based on FoodShare/W-2 Cash Benefits/FDPIR Application Categorically Eligible	B. FREE ELIGIBLE based on Income/Household Size Application (Includes Foster children and zero income)	C. REDUCED PRICE ELIGIBLE Based on Income/Household Size Application
<b>2. Number of schools and RCCIs operating the NSLP and/or SBP</b>						
<b>3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)</b>						

Please note change in column headings for 4 and 5. **Column A is as of the last operating day in October and Column B is as of October 1st**

**4. Total FREE ELIGIBLE reported (Sum of 4-1 through 4-4)**

4-1. Number of students approved as FREE ELIGIBLE who are not subject to verification: DIRECT CERTIFICATION list from WI Dept. Children and Families, non-applicants approved by local officials: migrant/homeless/runaway liaison list, residential students in RCCIs, and (federally funded income-eligible) Head Start and pre-K Even Start						
4-2. Number approved as FREE ELIGIBLE based on FoodShare/W-2 Cash Benefits/FDPIR case number submitted on an application (Categorically Eligible)						
4-3. Number approved as FREE ELIGIBLE based on income/household size information submitted on an application (includes Foster children)						
4-4. Number FREE ELIGIBLE reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR						

**7. No Change** # applications

**8. Responded, changed to Free** # applications

**9. Responded, changed to Reduced-price** # applications

**10. Responded, changed to Paid** # applications

**11. Did Not Respond, changed to Paid** # students

**II. Results of Verification, by Application Type (report only the applications selected for verification)**

**5. Total REDUCED-PRICE ELIGIBLE reported**

5-1. Number Reduced-price eligible reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR