How to Identify Household Applications That Are Error-Prone

STEP-BY-STEP INSTRUCTION
Revised June 2020
Professional Standards Learning Code: 3110
Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Identify Household Applications That Are Error-Prone
Key Area: 3000 – Administration
Learning Codes: 3120
Length: 30 minutes
Objectives

At the end of this training, attendees should be able to:

• understand what error-prone applications are;
• recognize why identifying applications that are error-prone is necessary;
• understand the purpose of identifying applications that are error-prone for verification;
• utilize the Error-Prone Worksheet when identifying error-prone applications; and
• identify applications that are error-prone.
The instruction within this How-To Guide is based on guidance from USDA’s Eligibility Manual for School Meals, 2017.
• Section 6- Verification (pages 96-117)

It is recommended to review the USDA’s Eligibility Manual for School Meals in Addition to reviewing this course for complete guidance on identifying error-prone household application. Click here to access the USDA’s Eligibility Manual for School Meals.
• Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you’re learning.

• Be sure to review these quiz questions and answers available within the guide.

• This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.
This Step-by-Step Instruction will include:

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Review of Household Applications and Verification
Free and Reduced-Price Meals

All schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are required to make free and reduced-price meals available to eligible children. Each household enrolled in the school participating in the NSLP and SBP is able to apply for meal benefits using household applications.

Households will complete the application for free and reduced-price meals provided by the school food authority (SFA) to record household and income information. Using the Income Eligibility Guidelines (IEGs), schools will determine if the household can receive free or reduced-price benefits.
Verifying Student Eligibility

Each SFA must annually verify eligibility of children from a sample of household applications approved for free and reduced-price meal benefits for that school year. Verification is the process where school officials will confirm if the self-reported information on a household application was accurately provided by the household.

For example, SFAs must confirm household income or confirm that the child is included in a household that is certified to receive SNAP, TANF or FDPIR benefits through an eligible case number that was provided on the application by the household.

• Please note not all applications must be verified, but a sample based on the most current Verification Non-Response Rate Report is required to be randomly selected.
• For more information on verifying student eligibility, visit ADE’s Verification webpage.
Determine Your Verification Calculation Method

SFAs will need to use the *Non-Response Rate Report* to determine which verification sampling method will be used. The SFAs calculation method will determine how many applications LEAs are required to select for Verification.

The *Non-Response Rate Report* can be found [here](#).

- Please remember this report will be updated each year and it is the SFAs responsibility to check the report to ensure the correct sampling method is implemented.
Determine Your Calculation Method

On the Non-Response Rate Report, Local Educational Agency (LEA) names highlighted in green reported at least 80% of the households selected for verification the previous year responded to the verification request. Because their response rate was so high, they qualify to use an alternate sampling method for the current year’s verification process.

LEAs who are eligible to select an alternate sampling method can choose from the Standard Sampling, Alternate 1, or Alternate 2 sampling methods. LEAs who do not qualify to use an alternate method will be shown in yellow or white and must use the Standard Sampling method.
How will LEAs know if they qualify to use an alternate sampling method?

A) The LEA will be highlighted in green on the Non-Response Rate Report.
B) The LEA will be shown in white on the Non-Response Rate Report.
C) It will be indicated on the LEA’s last claim in CNPWeb.
How will LEAs know if they qualify to use an alternate sampling method?

A) The LEA will be highlighted in green on the Non-Response Rate Report.
B) The LEA will be shown in white on the Non-Response Rate Report.
C) It will be indicated on the LEA’s last claim in CNPWeb.

Each year, ADE posts the Non-Response Rate Report on the Verification webpage. The LEA name will be highlighted in green to indicate they have qualified to use an alternative sampling method.
Calculation Sampling Methods

As indicated on the ADE Non-Response Rate Report, LEAs who do not qualify to use an alternate sampling method must use:
• Standard Sampling

As indicated on the ADE Non-Response Rate Report, LEAs who qualify to use an alternate sampling method can choose from:
• Standard Sampling
• Alternate 1: Random Sampling
• Alternate 2: Focused Sampling
Choosing Error-Prone For Verification

Applications identified as error-prone are chosen first when using the Standard Sampling or Alternate 2: Focused Sampling methods.

Because error-prone applications are on the cusp of being certified as a different eligibility, they are required to be selected for verification before applications that are not error-prone.

- If the LEA did not find error-prone applications or their sample size was higher than the number of error-prone applications on file, the LEA can then select from applications that are not error-prone when using Standard Sampling or Alternate 2: Focused Sampling.

Full guidance on the calculation sampling methods can be found in ADE's Online Course: Verification Review. The remainder of this training will cover step-by-step guidance on how to identify applications that are error-prone for the use of verification.
Error-Prone Applications
Error-Prone Applications

Household applications are error-prone if the application is within $100 per month of the applicable IEGs. This will vary depending on the income frequency of the application.

An applicable IEG refers to the range of income eligible for either reduced-price or free meal benefits used to certify applications based on self-reported household size and income.

Once the application is processed and certified by the SFA, the application will be checked for error-prone status using the Error-Prone Guidelines for the current year. Please note this worksheet changes annually to align with the current year’s IEGs.
Identifying Error-Prone Applications Requirement

Error-prone applications must be identified for those LEAs who are using the Standard Sampling or Alternate 2: Focused Sampling methods.

It is a best practice to always check income applications for error-prone status, but it is mandatory for LEAs who are not receiving administrative relief through the Non-Response Rate Report or for those who do receive administrative relief but have chosen Alternate 2: Focused Sampling.

It is a best practice to identify applications that are error-prone at the same time as the SFA certifies applications for meal benefits. If the SFA chooses to wait to do this during the process of verification, it could exceed the timeline of verification reports and deadlines.
Who is required to identify applications that are error-prone?

A) All LEAs.
B) LEAs who receive administrative relief based on the Non-Response Rate Report.
C) LEAs who are using Alternate 1: Random Sampling.
D) LEAs who are using Standard Sampling or Alternate 2: Focused Sampling.
Who is required to identify applications that are error-prone?

A) All LEAs.
B) LEAs who receive administrative relief based on the Non-Response Rate Report.
C) LEAs who are using Alternate 1: Random Sampling.
D) LEAs who are using Standard Sampling or Alternate 2: Focused Sampling.

Although it is a best practice for all LEAs to check for error-prone applications during the processing of all income applications, it is only mandatory for LEAs who are using Standard Sampling or Alternate 2: Focused Sampling to identify applications that are error-prone.
Identifying Applications That Are Error-Prone
Comparing Income to the Error-Prone Guidelines

Remember that error-prone applications are those that fall within the range indicated on the Error-Prone Guidelines worksheet depending on the household’s reported income. Below you will see the diagram of the Error-Prone Guidelines worksheet.

Error-Prone for FREE Eligible Applications

Error-Prone for REDUCED Eligible Applications

Error-Prone Frequency Guidelines
Application Example 1

The application below displayed a household size of four with a monthly income of $1,000. As you can see below, the Determining Official certified this application as free based on the IEGs.
Identifying Applications That Are Error-Prone

Is the Application Error-Prone?

Now it is the Determining Official’s job to check if the application is error-prone. As displayed below, you can see that the total income for the household of four is $1,000 monthly.

As shown below on the Error-Prone for FREE Eligible Applications chart, you will find that the Monthly Error-Prone range for a household size of four is $2,839 to $2,739. Since $1,000 is not within this range, the application is not error-prone.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Weekly Max Amount</th>
<th>Weekly Min Amount</th>
<th>Bi-Weekly Max Amount</th>
<th>Bi-Weekly Min Amount</th>
<th>2x Month Max Amount</th>
<th>2x Month Min Amount</th>
<th>Monthly Max Amount</th>
<th>Monthly Min Amount</th>
<th>Annually Max Amount</th>
<th>Annually Min Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>439 to 885.83</td>
<td>639 to 991.05</td>
<td>652 to 942</td>
<td>1,303 to 1,281</td>
<td>19,596 to 18,739</td>
<td>22,412 to 21,112</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>431 to 867.03</td>
<td>642 to 915.85</td>
<td>684 to 911</td>
<td>1,500 to 1,481</td>
<td>19,916 to 19,160</td>
<td>22,412 to 21,112</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>543 to 548.93</td>
<td>1,060 to 1,003.05</td>
<td>1,177 to 1,127</td>
<td>1,060 to 1,003.05</td>
<td>33,239 to 32,906</td>
<td>36,000 to 34,800</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>665 to 631.63</td>
<td>1,310 to 1,263.05</td>
<td>1,420 to 1,370</td>
<td>1,839 to 1,739</td>
<td>34,600 to 32,960</td>
<td>34,600 to 32,960</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
No Further Action Needed

The Determining Official has found that the application is not error-prone. The Determining Official will not check the Error Prone box found on the application in the Office Use Only section. The application processing is now complete, and the SFA will update their Benefit Issuance Document (BID).
Application Example 2

The application below displayed a household size of two with a weekly income of $594. As you can see below, the Determining Official certified this application as reduced based on the IEGs.
Is the Application Error-Prone?

Now it is the Determining Official’s job to check if the application is error-prone. As displayed below, you can see that the total income for the household of two is $594 weekly.

As shown below on the Error-Prone for REDUCED Eligible Applications chart, you will find that the Weekly Error-Prone range for a household size of two is $614 to $590.93. Since $594 is within this range, the application is identified as error-prone.
Further Action Needed

The Determining Official has identified the application as error-prone. The Determining Official will check the Error Prone box found on the application in the Office Use Only section. Once the box is checked, the application processing is now complete, and the SFA will update their Benefit Issuance Document (BID).
Using the Error-Prone Guidelines worksheet shown on this page, does a household application that was certified as reduced with a household size of five and a yearly income of $54,022 get identified as error-prone?

A) No, the application falls below the Yearly Error-Prone range indicating that it is not error-prone.
B) Yes, the application falls within the Yearly Error-Prone range indicating that it is error-prone.
Using the Error-Prone Guidelines worksheet shown on this page, does a household application that was certified as reduced with a household size of five and a yearly income of $54,022 get identify as error-prone?

A) No, the application falls below the Yearly Error-Prone range indicating that it is not error-prone.

B) Yes, the application falls within the Yearly Error-Prone range indicating that it is error-prone.

This application is not error-prone because $54,022 is not within the range of $56,758 to $55,558 as shown above on the Error-Prone Guidelines worksheet.
Annual Updates

Please note that the worksheets and calculations used within this training are based on materials from school year (SY) 2020-21 and these will change each year to match the IEGs.

Before processing household applications and identifying applications that are error-prone, it is important to always use the current SY’s IEGs and Error-Prone Guidelines worksheet.

Once USDA releases the current SY’s IEG and Error-Prone Guidelines worksheet, ADE will update them on the Program Forms webpage.
Technical Assistance

If you have any questions about Verification, use the Eligibility Manual for School Meals at:

https://cms.azed.gov/home/GetDocumentFile?id=595e4a163217e115acbc32bd

For other questions about identifying household applications that are error-prone, please contact your School Nutrition Program Specialist.
Congratulations

You have completed the Step by Step Instruction: *How to Identify Household Applications That Are Error-Prone*

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Identify Household Applications That Are Error-Prone
- **Learning Code:** 3110
- **Key Area:** 3000 – Administration
- **Length:** 30 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.
Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

*This will not appear in your Event Management System (EMS) Account.

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey:

• Training Title: **How to Identify Household Applications That Are Error-Prone**
• Professional Standards Learning Code: **3110**
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