

Information for the Independent Review of Applications Required by the Healthy, Hunger-Free Kids Act of 2010

School Food Authorities (SFAs) determined to have a high error rate, greater than 10%, on income-based applications and benefit issuance lists during the Administrative Review process are required to conduct a second review of all applications. The independent review of applications is part of an effort to decrease certification error during the eligibility determination process.

SFAs with an error rate of 10% or greater are required by the Michigan Department of Education (MDE) School Nutrition Programs to conduct independent reviews of all applications. Please note SFAs with electronic systems used for eligibility determination are **not** exempt from the independent second review of applications.

The independent review of applications is a second review that must be conducted by an independent individual or entity that did not make the original eligibility determination. This individual or entity is not required to be an employee of the SFA but must be trained on how to make application determinations. The second review of applications must be done before the household is notified of eligibility and must not result in the delay of an eligibility determination. Households must be notified of the child's eligibility determination within 10 operating days of receiving the application.

The Michigan Department of Education School Year 2016-2017 Food Service Administrative Policy No.15 dated June 30, 2016, ***Independent Review of School Meal Applications*** is available at [Michigan Department of Education School Nutrition Website](#) in the **Administrative Policy Memos** section.

Questions & Answers Related to the Independent Review of Applications are available at the USDA Food and Nutrition Service website at:
<http://www.fns.usda.gov/qas-related-independent-review-applications>

The link to the entire final rule in the Federal Register is:
<http://www.fns.usda.gov/sites/default/files/CN2014-02556.pdf>

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