

BASIC SAMPLING (STANDARD SAMPLE)

The required sample size is 3% or 3,000, whichever is less of all approved applications on file on October 1. However, the Basic Sampling method concentrates on **“error-prone applications.” (Income-based applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit.**

Remember, families approved through direct certification are not included in the application pool.

Calculation and selection of the minimum required number of applications in the LEA to verify using Basic Sample:

Step 1. Count the total number of approved applications (FAP/FIP case number, foster child, income-based) on file on October 1. Multiply the total by 3% (.03). Round decimals upward. At least one (1) application must be verified.

Example: If there was a total of 1300 approved applications on file as of October 1, 2007, the verification sample size would be $1300 \times 0.03 = 39$ applications.

Step 2. Separate out all applications “error-prone applications,” reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit. This is the pool from which you randomly select applications for verification.

Step 3. Randomly select the required number of applications.

A selection interval may be used. This can be accomplished by dividing the total number of approved applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit by the sample size to determine selection interval.

Example: If there are 445 applications on file reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit and 39 are required to be verified, divide $445 \div 39 = 12$. Number all the applications. Randomly select an application from the total approved applications reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit. Then choose every 12th application until 39 applications have been selected.

Another random method of selection would be to put all applications into a container and draw the 39 applications out for the verification sample.

Step 4. If there are not enough error-prone applications to meet the sample size requirements, additional applications must be selected at random from other income-based approved applications.