

## Standard Sample Size

The required sample size is 3% or 3,000, whichever is less, of all approved applications on file on October 1. 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).**

### There are a few exceptions to verification requirements:

- Children approved through direct certification, including children documented as eligible migrant, runaway, homeless, foster children, and children participating in Head Start or Even Start, are **not** included in the application pool.
- School Food Authorities (SFAs) with **all school buildings** participating in the Community Eligibility Provision (CEP) do not select applications for verification but must complete the relevant portion of the report. If the SFA has **some school buildings** that participate in CEP, the schools not participating in CEP must complete verification.

### Follow the steps listed below to calculate and select the minimum required number of applications in the School Food Authority (SFA) for verification:

**Step 1.** Count the total number of approved applications on file as of October 1. The eligibility for the children is based on income or case number for Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) indicated on the application.

Multiply the total number of applications by 3% (.03). Always round the decimals up even if the decimal is less than 0.5. The reason for this practice is that there cannot be less than a whole number of applications for verification. For example, you cannot verify the income for 1.2 households therefore you would round up to 2.0.

Example: If there was a total of 1,302 approved applications on file as of October 1, the verification sample size would be  $1,302 \times 0.03 = 39.06$ . The number of applications would be 40 based on the rounding practice for verification.

At least one (1) application must be verified.

**Step 2.** Separate all “error-prone applications,” those reporting monthly household income within \$100 or annual income within \$1,200 of the free or reduced priced eligibility limit. This is the pool of applications that are randomly selected 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: There are a total of 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 applications to be verified. Divide 445 by 39 = 12. Number all the applications. Randomly select an application from this pool of 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 12<sup>th</sup> application until 39 applications have been selected.

Another random method of selection is 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.