

**Michigan Department of Education School Nutrition Programs
Local Educational Agency (LEA) Second Review of Applications**

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DUE DATE: November 15, 2018

**State Agency: Michigan
Department of Education:**

LEA Agreement Number:

LEA NAME:

**School Year:
From: 2018 To: 2019**

1-1: Total number of schools in LEA:

1-2: Total number of enrolled students in LEA:

1-1A: Name of Determining Official
(makes initial eligibility determination):

1-2 A: Name of Person Conducting Second Reviews
(cannot be the same person as the Determining Official in 1-1A):

1-3: Total number of USDA Free and Reduced-Price School Meal Applications received and reviewed by LEA as of October 31 *(this should be the same number as the sum of applications that will be reported in section 4 of the School Food Authority Verification Collection Report):*

1-4: Total number of applications with changed eligibility determinations *(report all applications resulting in a changed determination due to the second review):*

1-5: Results of Second Review by Initial Eligibility Determination: For each initial eligibility determination (A, B, & C), report the number of applications for each result category (1, 2, & 3), and error-source categories (a, b, c, & d).

A. FREE- <i>Determined as FREE based on application</i>	B. REDUCED PRICE- <i>Determined as REDUCED PRICE based</i>	C. PAID- <i>Determined as PAID based on application</i>
1. NO CHANGE:	1. NO CHANGE:	1. NO CHANGE:
2. Changed to REDUCED PRICE:	2. Changed to REDUCED PRICE:	2. Changed to REDUCED PRICE:
a. Incomplete application error:	a. Incomplete application error:	a. Incomplete application error:
b. Categorical eligibility error:	b. Categorical eligibility error:	b. Categorical eligibility error:
c. Gross income calculation error	c. Gross income calculation error	c. Gross income calculation error
3. Changed to PAID:	3. Changed to PAID:	3. Changed to PAID:
a. Incomplete application error:	a. Incomplete application error:	a. Incomplete application error:
b. Categorical eligibility error:	b. Categorical eligibility error:	b. Categorical Eligibility error:
c. Gross income calculation -error:	c. Gross income calculation-error:	c. Gross income calculation-error:
d. Other error:	NA	d. Other error:

Instructions for Reporting the Second Review of Applications

For Local Education Agencies (LEAs) selected to conduct the second reviews of applications, enter the LEA agreement number, name of the LEA, and the school year.

1-1: Total number of schools within LEA.

1-1 A: Name of Determining Official (makes initial eligibility determination).

1-2: Total number of enrolled students in LEA.

1-2 A: Name of Person Conducting Second Reviews (cannot be the same person as the Determining Official in 1-1A).

1-3: The total number of reviewed applications (includes all applications, **both those determined eligible and ineligible** in the initial application review). Value should equal the sum of the categories 1-4; 1-5A1; 1-5B1; and 1-5C1.

1-4: The total number of applications in the LEA whose eligibility determinations changed as a result of the Second Review of applications. This includes the count of changes in eligibility determinations for all applications, **both those determined eligible and ineligible** in the initial application review. Value should equal the sum of the categories 1-5A2(a-d); 1-5A3(a-d); 1-5B2(a-d) 1-5B3(a-c); 1-5C2(a-d); and 1-5C3(a-d).

1-5: This section captures information about the results from the second review of applications. All applications reported in 1-3 must be reported in this section (e.g. applications that were determined ELIGIBLE and INELIGIBLE during the INITIAL application review). For each initial eligibility determination (**A, B, and C**), report the number of applications for each result category (**1, 2, and 3**). For applications with a changed initial eligibility determination, report the number of applications in each error source category that resulted in the eligibility determination change (only report in one error source category for each application). In some scenarios, one or more of the error sources may not be relevant.

Error sources are as follows:

Incomplete application error examples include: lack of application signature, lack of SSN last four digits), missing income value for household member(s), missing case numbers (i.e. SNAP), and other missing information that is necessary for an eligibility determination.

Categorical eligibility error examples include: invalid case numbers/identifiers, categorical eligibility claims known to be false, and invalid categorical standards.

Gross income calculation error examples include: incorrectly calculating household size, incorrectly determining the frequency of receipt of income, not converting multiple income sources to annual income, not counting the child in the list of household members or counting the child twice, not indicating income is zero when this is the case, incorrect arithmetic, misclassifying reportable income, and other income computation errors.

Other errors include: any errors that are not included in the other categories that caused a change in eligibility determination or benefit level during the second review of applications.

A1, B1, and C1: The total number of applications, by initial eligibility determination, that did not result in a change in eligibility determination or benefit level.

A2: The total number of applications determined as FREE during the initial review of applications that changed to REDUCED PRICE due to the second review. Value should equal the sum of the error source categories under 1-5A2 (a, b, c, and d).

A2a-d: The number of applications with changes in eligibility determination by each error source.

A3: The total number of applications determined as FREE during the initial review of applications that changed to PAID due to the second review. Value should equal the sum of the error source categories under 1-5A3 (a, b, c, and d).

A3a-d: The number of applications with changes in eligibility determination by each error source.

B2: The total number of applications determined as REDUCED PRICE during the initial review of applications that changed to FREE due to the second review. Value should equal the sum of the error source categories under 1-5B2 (a, b, c, and d).

B2a-d: The number of applications with changes in eligibility determination by each error source.

B3: The total number of applications determined as REDUCED PRICE during the initial review of applications that changed to PAID due to the second review. Value should equal the sum of the error source categories under 1-5B3 (a, b, and c).

B3a-c: The number of applications with changes in eligibility determination by each error source.

C2: The total number of applications determined as PAID during the initial review of applications that changed the FREE due to the second review. Value should equal the sum of the error source categories under 1-5C2 (a, b, c, and d).

C2a-d: The number of applications with changes in eligibility determination by each error source.

C3: The total number of applications determined as PAID during the initial review of applications that changed to REDUCED PRICE due to the second review. Value should equal the sum of the error source categories under 1-5C3 (a, b, c, and d).

C3a-d: The number of applications with changes in eligibility determination by each error source.

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