Michigan Department of Education
Office of Nutrition Services
School Nutrition Programs

Information for the Second 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 5%, on income-based applications and benefit issuance lists during the Administrative Review process are required to conduct a second review of all applications. The second review of applications is part of an effort to decrease certification error during the eligibility determination process.

SFAs with an error rate of 5% or greater are required by the Michigan Department of Education (MDE) School Nutrition Programs to conduct second reviews of all applications. Please note SFAs with electronic systems used for eligibility determination are ***not*** exempt from the second review of applications.

The second review of applications is an additional 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 Report collects:

i. The total number of free, reduced-price, and paid applications subject to a second review

ii. The total number of applications for which the eligibility determination was changed due to the second review process

iii. A summary of the types of errors that resulted in a change to the original eligibility determination; for example, incomplete application, gross income calculation error, and categorical eligibility error

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.

Questions & Answers Related to the Second Review of Applications are available at the USDA Food and Nutrition Service website at Independent Review of Applications Q&A

The link to the entire final rule in the Federal Register is:
Federal Register - Independent Review of Applications

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