

Verification & Error-Prone Applications

Important Terms

Pool

Total number of applications that are approved for meal benefits and not found in direct certification files

Sample

Calculated 3% of the application pool (i.e., the number of applications that must be randomly selected for Verification)

Error-prone income applications are the priority when selecting applications for the Verification process.

- If the 3% sample is less than the total number of error-prone applications, randomly select from the error-prone applications only.
- If the 3% sample is more than the total number of error-prone applications, all error-prone applications must be selected for Verification and any other applications needed to reach the 3% sample must be randomly selected from the application pool.



Identifying Error-Prone Applications

Error-prone applications meet the following:

1. Applications are approved based on household size and income **AND**
2. Are above or below free income guidelines by the following amounts, or below reduced income guidelines by the following amounts*
 - Weekly: \$23.07
 - Every two weeks: \$46.15
 - Twice per month: \$50
 - Monthly: \$100
 - Annual: \$1200



Compare household income to the current school year's [Income Eligibility Guidelines](#) to determine if the application is considered error prone.

* Error-prone guidelines typically do not change from year to year.

It is recommended to check if income applications are error-prone during the initial eligibility determination



Check the box on the top right of the Household Eligibility Application to indicate the application is error-prone

SCHOOL USE ONLY	
<input type="checkbox"/>	Check if Error Prone Application

APPLICATION FOR FREE MILK/MEAL, REDUCED-PRICE MEALS, AND SUMMER EBT			
Complete one application per household, per school district. Instructions on the back of this form.			
1. All Household Members (Attach another sheet of paper if necessary)			
NAMES OF ALL HOUSEHOLD MEMBERS (Include school name and grade if household member is a student.)		SNAP OR TANF CASE NUMBER ONLY	Check if Foster Child*
First, Middle Initial, Last	School Name	Grade	
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

