Verification Tool 5: 1% Plus ½% Focused Sampling Worksheet

To determine the number of applications that must be verified, follow the steps below.

Local Education Agencies (LEAs) with a verification non-response of **less than 20%** may use 1% Plus ½% Focused Sampling method *(Tool 5).*

1% FOCUSED SAMPLE SIZE

_____ Total number of approved applications on file on October 1

(Exclude direct certified, Migrant, Homeless, Runaway Youth, and Foster Children with documentation from a state or local foster care agency, Head Start, Even Start, and ECEAP.)

____X .01____ Multiply by 1 percent

=_____ Number to be verified (ROUND ALL DECIMALS UPWARD TO THE NEXT WHOLE NUMBER)

OR

1,000 applications (whichever is less)

Sample Selection- 1%

Select error prone applications in the required amount to verify. Error prone applications are those applications with income listed within $1,200 yearly; $100 monthly; $50 twice a month; $46 every two weeks and $23 weekly of the free and reduced-price eligibility levels.

If there are not enough error prone applications to meet the sample size requirement, randomly select additional applications from both income and case number applications until the required sample size is reached.

½ % FOCUSED SAMPLE SIZE

_____ Total number of approved applications based on Basic Food/TANF/FDPIR case numbers, and foster children without documentation from state or local foster care agency on file on October 1

____X .005____ Multiply by 1/2 percent

=_____ Number to be verified (ROUND ALL DECIMALS UPWARD)

OR

500 applications (whichever is less)

Sample Selection- ½%

From the applications with a Basic Food, TANF, or FDPIR case numbers or foster children without documentation from a state or local foster care agency, select the sample using any method that is equitable and ensures the same household is not selected each year.