

COORDINATED REVIEW EFFORT

SFA LEVEL

GENERAL AREAS OF REVIEW

SCHOOL LEVEL

SFA:	School:
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REVIEW AREAS	YES	NO	N/A	COMMENTS
Free and Reduced Price Process				
501. Is the policy statement implemented as approved?				
502. Does the system as implemented (reviewer observation) prevent overt identification of students receiving free and reduced price benefits at meal service or at any other time?				
503a. Did the LEA establish the verification sample pool based on the total number of approved applications on file as of October 1?				
b. Were the applications subject to verification properly selected in accordance with the sample size option used?				
c. Were no more/no less than the percentage/maximum number of applications for the sample size option used selected for verification?				
504. If the LEA chose to replace applications selected for verification, was it done correctly and limited to 5% of the applications selected?				
505a. If required, did the LEA conduct confirmation reviews?				
b. Did the LEA follow the required procedures if the confirmation review did not validate the original determination?				
506. Were the households informed that acceptable documentation could be for any point in time between the month prior to application and the time the household is required to provide documentation?				
507. Did the LEA meet the follow-up requirements if the household failed to respond to the request for verification?				
508. Was verification completed by November 15 or was the LEA approved for an extension by the State agency?				
509a. Did the LEA attempt to directly verify selected applications?				
b. If YES, were the requirements met?				
510a. Was the verification process completed according to requirements?				

INSTRUCTIONS FOR G-1

GENERAL AREAS OF REVIEW

Indicate by a check [✓] in the upper right hand corner if the form is being completed at the SFA level or the school level.

Enter the name of the SFA. If the form is being completed at the SFA, indicate "N/A" in the "School" block. If the form is completed at the school level, enter the name of the school being reviewed in the "School" block. If a single school SFA is being reviewed, it is only necessary to complete one form.

The reviewer must answer the questions based on visual observation and/or written documentation as appropriate. All deficiencies and explanations must be described in the Comments section.

FREE AND REDUCED PRICE PROCESS

School officials do not distribute applications, conduct direct certification, or make eligibility determinations of children in Provision 2 or Provision 3 schools in the non-base years for the meal services under Provision 2 or 3. (See Provision 2 Guidance, for exceptions to this general statement.)

501. Review copies of all letters/notices/forms used by the LEA/school in the application process to determine that they are those contained in the approved policy statement. Determine if procedures described in the policy statement to distribute and accept applications, collect payments from children, and conduct hearings are implemented as approved.
502. Observe and evaluate, where possible, aspects of the meal count/collection system to ensure that there is no overt identification of free and reduced price meal recipients.
- 503a. Determine the total number of applications on file as of October 1. Determine if the LEA was qualified to use the alternative sample size, including notifying the State agency and following any State specific procedures.
 - b. Based on the sample size used, determine if error prone applications were initially selected as required, and if random sampling, as needed, was properly conducted.
 - c. Determine how many applications (based on the percentage up to the maximum) should have been verified based on the alternate used.
504. Determine if no more than 5% of applications selected for verification were replaced and determine if applications removed from the sample were selected on a case-by-case basis.
- 505a. Determine if the LEA was required to do confirmation reviews or if the LEA had State agency approval to waive confirmation reviews.
 - b. Determine if the confirmation reviews meet the requirements in the Eligibility Manual for School Meals.
506. Review the notification letter for this information.
507. Review the applications selected for verification to determine if follow-up action was required and was taken in accordance with requirements.
508. Self-explanatory.
- 509a. Determine if the LEA used direct verification.
 - b. If direct verification was used, determine if the requirements in Part 9 of the Eligibility Manual for School Meals were met.
- 510a. Evaluate the verification process to determine if all requirements are met. For additional information, refer to Eligibility Manual for School Meals, parts 8 and 9, issued in 2008.