How to Identify Error-Prone Household Applications

Health and Nutrition Services
Arizona Department of Education

Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP). All regulations are specific to operating the NSLP under the direction of ADE.

Objectives

At the end of this training, attendees should be able to:

- understand what error-prone applications are;
- recognize why identifying applications that are error-prone is necessary;
- understand the purpose of identifying applications that are error-prone for verification;
- utilize the Error-Prone Worksheet when identifying error-prone applications; and
- identify applications that are error-prone.

TRAINING HOURS

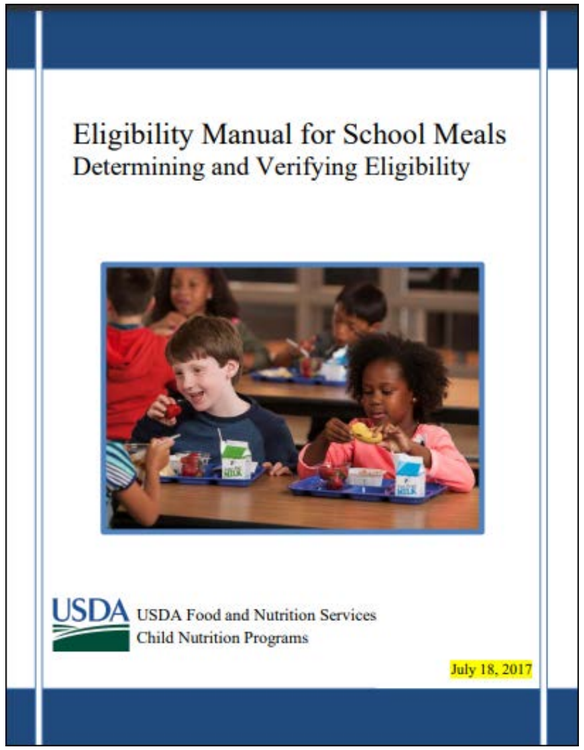
Information to include when documenting this training for Professional Standards:

Training Title: How to Identify Error-Prone Household Applications

Key Area: 3000 - Administration

Learning Code: 3110

Length: 30 minutes



The instruction within this Online Course is based on guidance from USDA's Eligibility Manual For School Meals, 2017.

It is recommended to review the USDA's Eligibility Manual for School Meals in Addition to reviewing this course for complete guidance on identifying error-prone household application.

Click here to access the manual.

Quiz Time

Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.

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The worksheets and calculations used within this training are based on materials from school year 2023-2024 and will change each year to match the IEGs. Current forms are available on the Program Forms webpage. To be in compliance, ensure forms for the current year are used.

Review of Household Applications and Verification

SECTION 1

Free & Reduced-Price Meals

All schools participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) are required to make free and reduced-price meals available to eligible children. Each household enrolled in the school participating in the NSLP and SBP is able to apply for meal benefits using household applications.

Households will complete the application for free and reduced-price meals provided by the school food authority (SFA) to record household and income information. Using the Income Eligibility Guidelines (IEGs), schools will determine if the household can receive free or reduced-price benefits.

Verifying Student Eligibility

Each SFA must annually verify the eligibility of children from a sample of household applications approved for free and reduced-price meal benefits for that school year. Verification is the process where school officials will confirm if the self-reported information on a household application was accurately provided by the household.

For example, SFAs must confirm household income or confirm that the child is included in a household that is certified to receive SNAP, TANF or FDPIR benefits through an eligible case number that was provided on the application by the household.

Please note not all applications must be verified, but a sample based on the most current Verification Non-Response Rate Report is required to be randomly selected.

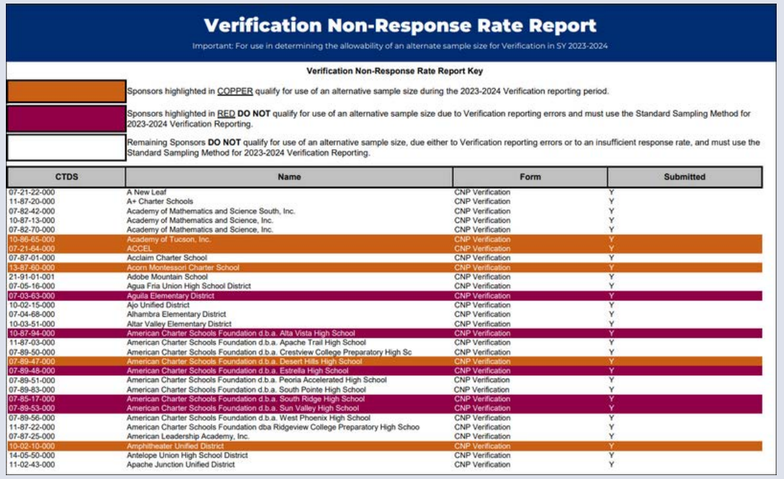
For more information on verifying student eligibility, visit HNS's Online Training Library.

Verification Sampling Method

DETERMINING YOUR CALCULATION METHOD

SFAs must review the Verification Non-Response Rate Report to determine which sampling method (Standard, Alternative 1: Random Sampling, or Alternative 2: Focused Sampling) can be used to calculate the number of applications subject to Verification. *This will help determine if error-prone applications must be documented.*

- **COPPER**: SFAs may choose from any of the three sampling methods
- **RED** or **NO HIGHLIGHT**: SFAs with red or no highlight must use the Standard Sampling Method and determine Error-Prone applications.



Verification Non-Response Rate Report

Important: For use in determining the allowability of an alternate sample size for Verification in SY 2023-2024

Verification Non-Response Rate Report Key

Sponsors highlighted in COPPER qualify for use of an alternative sample size during the 2023-2024 Verification reporting period.

Sponsors highlighted in RED **DO NOT** qualify for use of an alternative sample size due to Verification reporting errors and must use the Standard Sampling Method for 2023-2024 Verification Reporting.

Remaining Sponsors **DO NOT** qualify for use of an alternative sample size, due either to Verification reporting errors or to an insufficient response rate, and must use the Standard Sampling Method for 2023-2024 Verification Reporting.

CTDS	Name	Form	Submitted
07-21-22-000	A New Leaf	CNP Verification	Y
11-87-20-000	A+ Charter Schools	CNP Verification	Y
07-82-42-000	Academy of Mathematics and Science South, Inc.	CNP Verification	Y
10-87-13-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y
07-82-70-000	Academy of Mathematics and Science, Inc.	CNP Verification	Y
10-86-65-000	Academy of Tucson, Inc.	CNP Verification	Y
07-21-64-000	ACCEL	CNP Verification	Y
07-87-01-000	Acclaim Charter School	CNP Verification	Y
13-87-60-000	Acorn Montessori Charter School	CNP Verification	Y
21-91-01-001	Adobe Mountain School	CNP Verification	Y
07-05-16-000	Agua Fria Union High School District	CNP Verification	Y
07-03-63-000	Aguila Elementary District	CNP Verification	Y
10-02-15-000	Ajo Unified District	CNP Verification	Y
07-04-68-000	Alhambra Elementary District	CNP Verification	Y
10-03-51-000	Altar Valley Elementary District	CNP Verification	Y
10-87-94-000	American Charter Schools Foundation d.b.a. Alta Vista High School	CNP Verification	Y
11-87-03-000	American Charter Schools Foundation d.b.a. Apache Trail High School	CNP Verification	Y
07-89-50-000	American Charter Schools Foundation d.b.a. Crestview College Preparatory High Sc	CNP Verification	Y
07-89-47-000	American Charter Schools Foundation d.b.a. Desert Hills High School	CNP Verification	Y
07-89-48-000	American Charter Schools Foundation d.b.a. Estrella High School	CNP Verification	Y
07-89-51-000	American Charter Schools Foundation d.b.a. Peoria Accelerated High School	CNP Verification	Y
07-89-83-000	American Charter Schools Foundation d.b.a. South Pointe High School	CNP Verification	Y
07-89-17-000	American Charter Schools Foundation d.b.a. South Ridge High School	CNP Verification	Y
07-89-53-000	American Charter Schools Foundation d.b.a. Sun Valley High School	CNP Verification	Y
07-89-56-000	American Charter Schools Foundation d.b.a. West Phoenix High School	CNP Verification	Y
11-87-22-000	American Charter Schools Foundation dba Ridgeview College Preparatory High Schoo	CNP Verification	Y
07-87-25-000	American Leadership Academy, Inc.	CNP Verification	Y
10-02-10-000	Amphitheater Unified District	CNP Verification	Y
14-05-50-000	Antelope Union High School District	CNP Verification	Y
11-02-43-000	Apache Junction Unified District	CNP Verification	Y

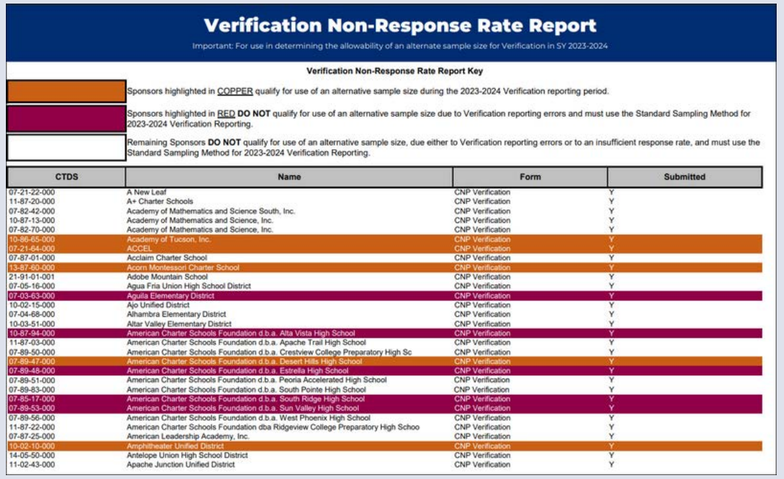
Please remember this report will be updated each year and it is the SFAs responsibility to check the report to ensure the correct sampling method is implemented.

Verification Sampling Method

DETERMINING YOUR CALCULATION METHOD

On the Non-Response Rate Report, Local Educational Agency (LEA) names highlighted in **copper** reported at least 80% of the households selected for verification the previous year responded to the verification request. Because their response rate was so high, they qualify to use an alternate sampling method for the current year's verification process and can choose from the Standard Sampling, Alternate 1, or Alternate 2 sampling methods.

LEAs who do not qualify to use an alternate method will be shown in **red** or **white** and must use the Standard Sampling method.



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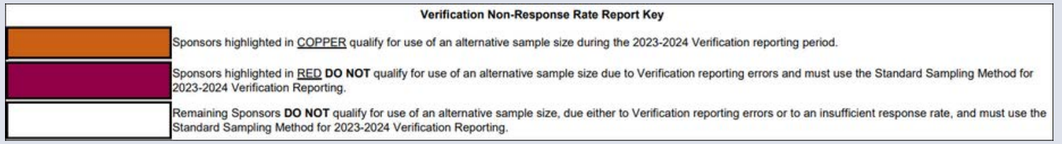

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Quiz Time

How will LEAs know if they qualify to use an alternate sampling method?

A **The LEA will be highlighted in copper on the Non-Response Rate Report.**

B **The LEA will be shown in white on the Non-Response Rate Report.**

C **It will be indicated on the LEA's last claim in CNPWeb.**

Quiz Time

How will LEAs know if they qualify to use an alternate sampling method?

A **The LEA will be highlighted in copper on the Non-Response Rate Report.**

B **The LEA will be shown in white on the Non-Response Rate Report.**

C **It will be indicated on the LEA's last claim in CNPWeb.**

Each year, ADE HNS releases the Non-Response Rate Report. LEAs qualifying for an alternative sampling method will be highlighted in copper.

Sampling Methods & Error-Prone Applications

As indicated on the ADE Non-Response Rate Report, LEAs who do not qualify to use an alternate sampling method must use the Standard Sampling.

As indicated on the Non-Response Rate Report, LEAs who qualify to use an alternate sampling method can choose from:

- Standard Sampling
- Alternate 1: Random Sampling
- Alternate 2: Focused Sampling

Applications identified as error-prone are chosen first when using the Standard Sampling or Alternate 2: Focused Sampling methods.

Because error-prone applications are on the cusp of being certified as a different eligibility, they are required to be selected for verification before applications that are not error-prone.

- If the LEA did not find error-prone applications or their sample size was higher than the number of error-prone applications on file, the LEA can then select from applications that are not error-prone when using Standard Sampling or Alternate 2: Focused Sampling.

Full guidance on the calculation sampling methods can be found in ADE's Online Course: Verification Review. The remainder of this training will cover step-by-step guidance on how to identify applications that are error-prone for the use of verification.

Error-Prone Applications

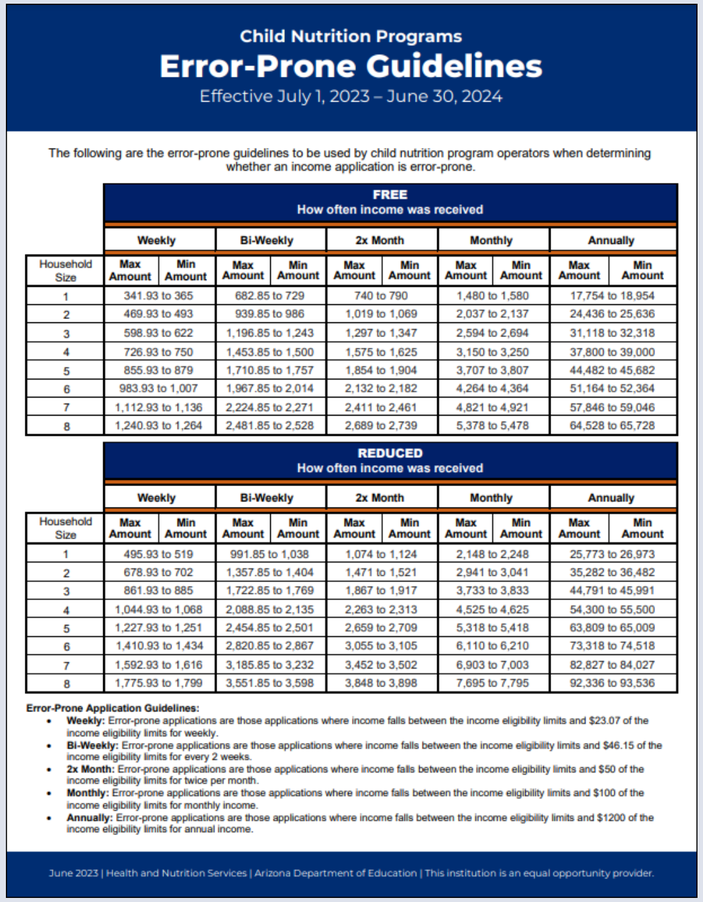
SECTION 2

Error-Prone Applications

Household applications are error-prone if the application is within $100 per month of the applicable IEGs. This will vary depending on the income frequency of the application.

- Applicable IEG: the income range for either reduced-price or free meal benefits used to certify applications based on self-reported household size and income.

Once the application is processed and certified by the SFA, the application will be checked for error-prone status using the Error-Prone Guidelines for the current year. Please note this worksheet changes annually to align with the current year's IEGs.



Child Nutrition Programs

Error-Prone Guidelines

Effective July 1, 2023 – June 30, 2024

The following are the error-prone guidelines to be used by child nutrition program operators when determining whether an income application is error-prone.

FREE
How often income was received

Household Size	Weekly Max Amount	Weekly Min Amount	Bi-Weekly Max Amount	Bi-Weekly Min Amount	2x Month Max Amount	2x Month Min Amount	Monthly Max Amount	Monthly Min Amount	Annually Max Amount	Annually Min Amount
1	341.93 to 365		682.85 to 729		740 to 790		1,480 to 1,580		17,754 to 18,954	
2	469.93 to 493		939.85 to 986		1,019 to 1,069		2,037 to 2,137		24,436 to 25,636	
3	598.93 to 622		1,196.85 to 1,243		1,297 to 1,347		2,594 to 2,694		31,118 to 32,318	
4	726.93 to 750		1,453.85 to 1,500		1,575 to 1,625		3,150 to 3,250		37,800 to 39,000	
5	855.93 to 879		1,710.85 to 1,757		1,854 to 1,904		3,707 to 3,807		44,482 to 45,682	
6	983.93 to 1,007		1,967.85 to 2,014		2,132 to 2,182		4,264 to 4,364		51,164 to 52,364	
7	1,112.93 to 1,136		2,224.85 to 2,271		2,411 to 2,461		4,821 to 4,921		57,846 to 59,046	
8	1,240.93 to 1,264		2,481.85 to 2,528		2,689 to 2,739		5,378 to 5,478		64,528 to 65,728	

REDUCED
How often income was received

Household Size	Weekly Max Amount	Weekly Min Amount	Bi-Weekly Max Amount	Bi-Weekly Min Amount	2x Month Max Amount	2x Month Min Amount	Monthly Max Amount	Monthly Min Amount	Annually Max Amount	Annually Min Amount
1	495.93 to 519		991.85 to 1,038		1,074 to 1,124		2,148 to 2,248		25,773 to 26,973	
2	678.93 to 702		1,357.85 to 1,404		1,471 to 1,521		2,941 to 3,041		35,282 to 36,482	
3	861.93 to 885		1,722.85 to 1,769		1,867 to 1,917		3,733 to 3,833		44,791 to 45,991	
4	1,044.93 to 1,068		2,088.85 to 2,135		2,263 to 2,313		4,525 to 4,625		54,300 to 55,500	
5	1,227.93 to 1,251		2,454.85 to 2,501		2,659 to 2,709		5,318 to 5,418		63,809 to 65,009	
6	1,410.93 to 1,434		2,820.85 to 2,867		3,055 to 3,105		6,110 to 6,210		73,318 to 74,518	
7	1,592.93 to 1,616		3,185.85 to 3,232		3,452 to 3,502		6,903 to 7,003		82,827 to 84,027	
8	1,775.93 to 1,799		3,551.85 to 3,598		3,848 to 3,898		7,695 to 7,795		92,336 to 93,536	

Error-Prone Application Guidelines:

- **Weekly:** Error-prone applications are those applications where income falls between the income eligibility limits and $23.07 of the income eligibility limits for weekly.
- **Bi-Weekly:** Error-prone applications are those applications where income falls between the income eligibility limits and $46.15 of the income eligibility limits for every 2 weeks.
- **2x Month:** Error-prone applications are those applications where income falls between the income eligibility limits and $50 of the income eligibility limits for twice per month.
- **Monthly:** Error-prone applications are those applications where income falls between the income eligibility limits and $100 of the income eligibility limits for monthly income.
- **Annually:** Error-prone applications are those applications where income falls between the income eligibility limits and $1200 of the income eligibility limits for annual income.

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Error-Prone Guidelines

Identifying Error-Prone Applications

REQUIREMENT

Error-prone applications must be identified for those LEAs who are using the Standard Sampling or Alternate 2: Focused Sampling methods.

BEST PRACTICES

It is a best practice to always check income applications for error-prone status, but it is mandatory for LEAs who are not receiving administrative relief through the Non-Response Rate Report or for those who do receive administrative relief but have chosen Alternate 2: Focused Sampling.

It is a best practice to identify applications that are error-prone at the same time as the SFA certifies applications for meal benefits. If the SFA chooses to wait to do this during the process of verification, it could exceed the timeline of verification reports and deadlines.

Quiz Time

Who is required to identify applications that are error-prone?

A **All LEAs.**

B **LEAs who receive administrative relief based on the *Non-Response Rate Report*.**

C **LEAs who are using Alternate 1: Random Sampling.**

D **LEAs who are using Standard Sampling or Alternate 2: Focused Sampling.**

Quiz Time

Who is required to identify applications that are error-prone?

A All LEAs.

B LEAs who receive administrative relief based on the *Non-Response Rate Report*.

C LEAs who are using Alternate 1: Random Sampling.

D LEAs who are using Standard Sampling or Alternate 2: Focused Sampling.

Although it is a best practice for all LEAs to check for error-prone applications during the processing of all income applications, it is only mandatory for LEAs who are using Standard Sampling or Alternate 2: Focused Sampling to identify applications that are error-prone.

Identifying Error-Prone Applications

SECTION 3

Error-Prone Applications

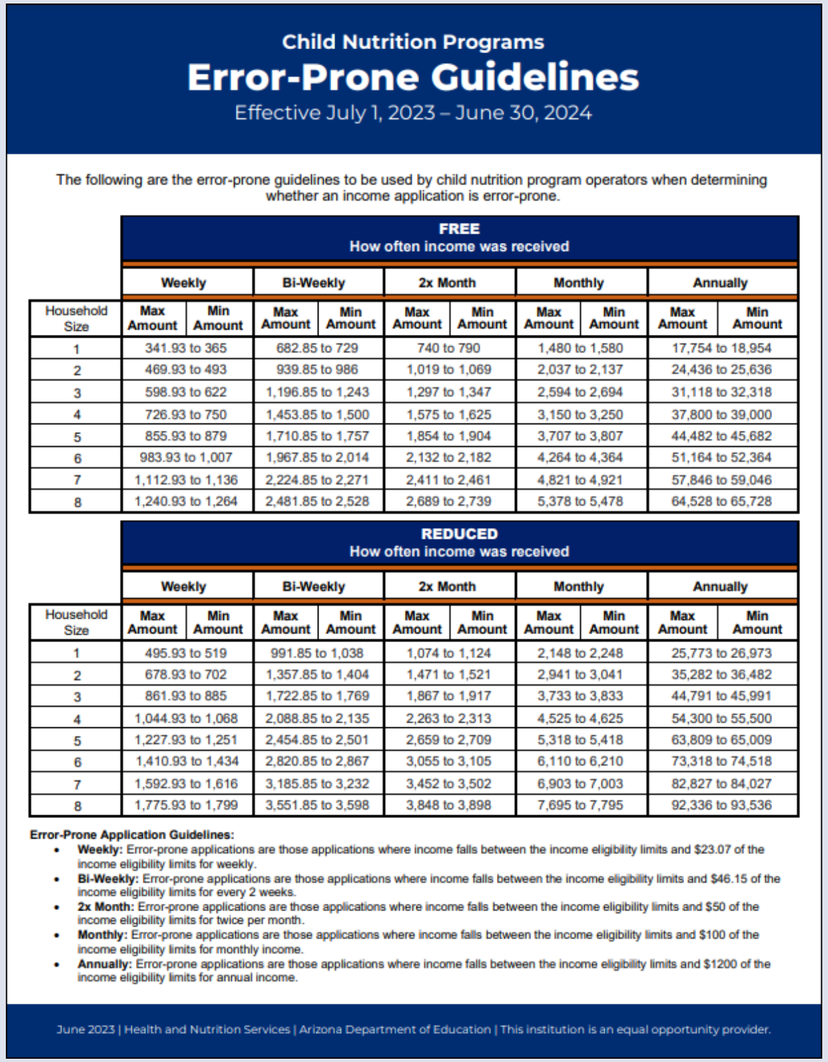
COMPARING INCOME TO ERROR-PRONE GUIDELINES

Error-prone applications are those that fall within the range indicated on the Error-Prone Guidelines worksheet depending on the household's reported income.

Error-Prone for **FREE** Eligible Applications

Error-Prone for **REDUCED** Eligible Applications

Error-Prone Frequency Guidelines



Child Nutrition Programs

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How often income was received

Household Size	Weekly Max Amount	Weekly Min Amount	Bi-Weekly Max Amount	Bi-Weekly Min Amount	2x Month Max Amount	2x Month Min Amount	Monthly Max Amount	Monthly Min Amount	Annually Max Amount	Annually Min Amount
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- **2x Month:** Error-prone applications are those applications where income falls between the income eligibility limits and $50 of the income eligibility limits for twice per month.
- **Monthly:** Error-prone applications are those applications where income falls between the income eligibility limits and $100 of the income eligibility limits for monthly income.
- **Annually:** Error-prone applications are those applications where income falls between the income eligibility limits and $1200 of the income eligibility limits for annual income.

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Error-Prone Applications

PROCESS OF REVIEWING APPLICATIONS

1. Collect Applications
First, collect applications that have been certified for free and reduced-price benefits based on household size and income by the Determining Official.

2. Compare Income to Error-Prone Guidelines
On the Error-Prone chart, find the frequency and household size under the free or reduced-price table. If the income falls within the range listed, it is considered to be an error-prone application. If the income is below the range, it is not error-prone.

3. Indicate Error-Prone on Application (if applicable)
If an application is determined as error-prone, return to the household application and check the *Error Prone* box found on the application in the *Office Use Only* section.

4. Update your BID
The application processing is now complete, and the SFA will update their Benefit Issuance Document (BID).

Error-Prone Applications

APPLICATION EXAMPLE 1

1. Collect Applications

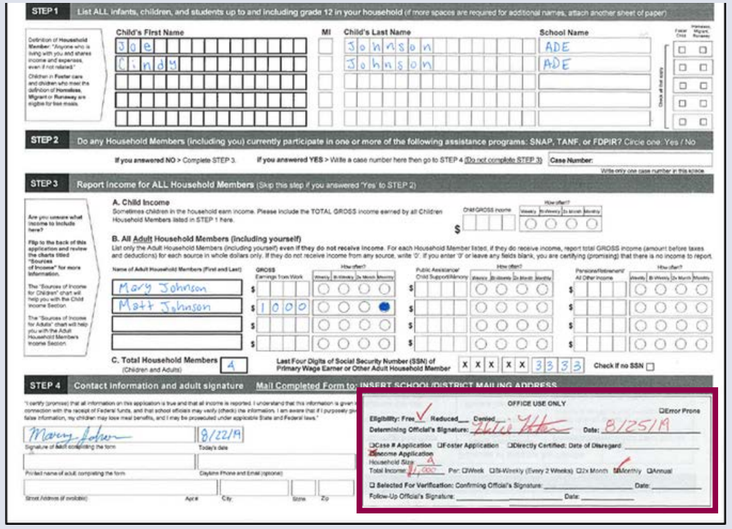
The application selected was certified by the Designated Official as free based on IEGs and a household size of four with a monthly income of $1,000.

2. Compare Income to Error-Prone Guidelines

On the Error-Prone for FREE Eligible Applications chart, you will find that the Monthly Error-Prone range for a household size of four is $3,150 to $3,250. Since $1,000 is not within this range, the application is not error-prone.

3. Indicate Error-Prone on Application (if applicable)

This application is not error-prone, therefore, the application processing is now complete, and the SFA will update their Benefit Issuance Document (BID).



	FREE How often income was received									
	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
Household Size	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount
1	341.93 to 365		682.85 to 729		740 to 790		1,480 to 1,580		17,754 to 18,954	
2	469.93 to 493		939.85 to 986		1,019 to 1,069		2,037 to 2,137		24,436 to 25,636	
3	598.93 to 622		1,196.85 to 1,243		1,297 to 1,347		2,594 to 2,694		31,118 to 32,318	
4	726.93 to 750		1,453.85 to 1,500		1,575 to 1,625		3,150 to 3,250		37,800 to 39,000	
5	855.93 to 879		1,710.85 to 1,757		1,854 to 1,904		3,707 to 3,807		44,482 to 45,682	
6	983.93 to 1,007		1,967.85 to 2,014		2,132 to 2,182		4,264 to 4,364		51,164 to 52,364	
7	1,112.93 to 1,136		2,224.85 to 2,271		2,411 to 2,461		4,821 to 4,921		57,846 to 59,046	
8	1,240.93 to 1,264		2,481.85 to 2,528		2,689 to 2,739		5,378 to 5,478		64,528 to 65,728	

Error-Prone Applications

APPLICATION EXAMPLE 2

1. Collect Applications

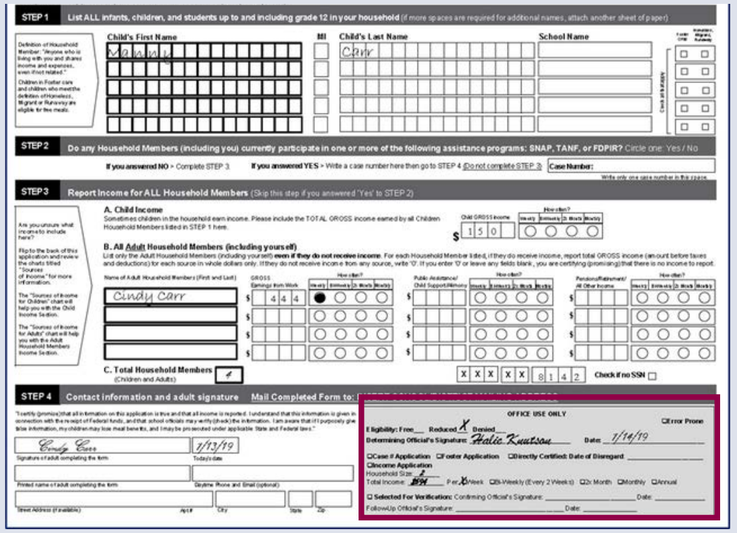
The application selected was certified by the Designated Official (DO) as reduced based on IEGs and a household size of two with a weekly income of $700.

2. Compare Income to Error-Prone Guidelines

On the Error-Prone for REDUCED Eligible Applications chart, the Weekly Error-Prone range for a household size of two is $678.93 to $702. Since $700 is within this range, the application is identified as error-prone.

3. Indicate Error-Prone on Application (if applicable)

Since the application is error-prone, the DO will check the Error Prone box on the application. Once the box is checked, the application processing is complete, and the SFA will update their BID.



REDUCED
How often income was received

Household Size	Weekly Max Amount	Weekly Min Amount	Bi-Weekly Max Amount	Bi-Weekly Min Amount	2x Month Max Amount	2x Month Min Amount	Monthly Max Amount	Monthly Min Amount	Annually Max Amount	Annually Min Amount
1	495.93 to 519		991.85 to 1,038		1,074 to 1,124		2,148 to 2,248		25,773 to 26,973	
2	678.93 to 702		1,357.85 to 1,404		1,471 to 1,521		2,941 to 3,041		35,282 to 36,482	
3	861.93 to 885		1,722.85 to 1,769		1,867 to 1,917		3,733 to 3,833		44,791 to 45,991	
4	1,044.93 to 1,068		2,088.85 to 2,135		2,263 to 2,313		4,525 to 4,625		54,300 to 55,500	
5	1,227.93 to 1,251		2,454.85 to 2,501		2,659 to 2,709		5,318 to 5,418		63,809 to 65,009	
6	1,410.93 to 1,434		2,820.85 to 2,867		3,055 to 3,105		6,110 to 6,210		73,318 to 74,518	
7	1,592.93 to 1,616		3,185.85 to 3,232		3,452 to 3,502		6,903 to 7,003		82,827 to 84,027	
8	1,775.93 to 1,799		3,551.85 to 3,598		3,848 to 3,898		7,695 to 7,795		92,336 to 93,536	

Quiz Time

Using the Error-Prone Guidelines worksheet shown on this page, is a household application that was certified as reduced with a household size of five and a yearly income of $63,000 error-prone?

A **No, the application falls below the Yearly Error-Prone range indicating that it is not error-prone.**

B **Yes, the application falls within the Yearly Error-Prone range indicating that is it error-prone.**

	REDUCED How often income was received									
	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
Household Size	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount
1	495.93 to 519		991.85 to 1,038		1,074 to 1,124		2,148 to 2,248		25,773 to 26,973	
2	678.93 to 702		1,357.85 to 1,404		1,471 to 1,521		2,941 to 3,041		35,282 to 36,482	
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7	1,592.93 to 1,616		3,185.85 to 3,232		3,452 to 3,502		6,903 to 7,003		82,827 to 84,027	
8	1,775.93 to 1,799		3,551.85 to 3,598		3,848 to 3,898		7,695 to 7,795		92,336 to 93,536	

Quiz Time

Using the Error-Prone Guidelines worksheet shown on this page, is a household application that was certified as reduced with a household size of five and a yearly income of $63,000 error-prone?

A **No, the application falls below the Yearly Error-Prone range indicating that it is not error-prone.**

B **Yes, the application falls within the Yearly Error-Prone range indicating that is it error-prone.**

This application is not error-prone because $63,000 is not within the range of $63,809 to $65,009 as shown above on the Error-Prone Guidelines worksheet.

	REDUCED How often income was received									
	Weekly		Bi-Weekly		2x Month		Monthly		Annually	
Household Size	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount	Max Amount	Min Amount
1	495.93 to 519		991.85 to 1,038		1,074 to 1,124		2,148 to 2,248		25,773 to 26,973	
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CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.

602-542-8700

ContactHNS@azed.gov

www.azed.gov/hns

Congratulations

You have completed the Online Course:
How to Identify Error-Prone Applications.

Information to include when documenting this training for Professional Standards:

Training Title:
How to Identify Error-Prone Applications

Key Area: 3000 - Administration

Learning Code: 3110

Length: 30 minutes

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate
Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

TAKE SURVEY

Information to include when documenting this training for Professional Standards:

Training Title:
How to Identify Error-Prone Applications

Key Area: 3000 - Administration

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